



**CITY OF TAMPA  
PLANNING & DEVELOPMENT  
ARCHITECTURAL REVIEW COMMISSION /BARRIO LATINO COMMISSION  
HISTORIC PROPERTY AD VALOREM TAX EXEMPTION**

**APPLICATION SUBMITTAL & CHECKLIST**

All projects will be reviewed and evaluated for conformance with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. The ten Standards for Rehabilitation (*see back*) are broadly worded to guide the improvement of all types of historic properties. The incorporation of materials should be sensitive to the historic context of the structure. Materials and fixtures (lighting, hardware, fixtures, etc...) incorporated into the historic structure should be representative of a design which reflects the period of historic significance. In the event that an addition to the subject property has been approved, the compatibility of the original features should be related to those being introduced into the new areas of the structure.

**Eligibility:**

1. **Pre-Rehabilitation/rehabilitation approval prior** to initiating any demolition, construction or alterations to the structure.
2. Expend a minimum of \$10,000.00
3. Structures identified as contributing within a Local Historic District, National Historic District and/or a Local Landmark listed in the National Register of Historic places.

The Historic Property Ad Valorem Tax Exemption program establishes a procedure for an owner of residential or commercial historic properties to apply for a tax exemption on the portion of ad valorem taxes levied by the City of Tampa and Hillsborough County for a period up to ten (10) years. (Ordinance #93-137, as amended by Ordinance #97-4 and F. S. 196.1997)

Upon submittal of **Part I-Section 1** and **Part I - Section 2** of the application, the Hillsborough County Property Appraiser's Office will be notified to conduct a preconstruction/rehabilitation assessment prior to improvements. This assessment will be used as a baseline for the completed improvements (**Part II – Section 3**) (F.S. 196.1997). For additional information pertaining to property values and assessments contact the Hillsborough County Property Appraiser's Office at (813)272-6100.

Once **Part II-Section 3-Completed Work** has been approved, the applicant will enter into a Historic Property Tax Exemption Covenant with City of Tampa and Hillsborough County. This Covenant is a commitment by the property owner that they will properly maintain the property and improvements for the full ten (10) year period of the tax exemption.

**PUBLIC HEARING DATE:**       -

**ARC/BLC#** \_\_\_\_\_

ARC AT 5:30 P.M. AT OLD CITY HALL, 315 KENNEDY BLVD., 3<sup>RD</sup> FL, TAMPA, FL.  
BLC AT 9:00 A.M. AT OLD CITY HALL, 315 KENNEDY BLVD., 3<sup>RD</sup> FL, TAMPA, FL.

- APPLICATION FORM INCLUDING AN AFFIDAVIT TO AUTHORIZE AGENT (See Attachment)
- APPLICATION FEE \$250.00 (All Checks are made payable to the City of Tampa)

**PLEASE CHECK APPLICABLE SUBMITTAL: ONE BOUND AND ONE ELECTRONIC COPY IS REQUIRED**

- PART I/PRE-CONSTRUCTION-SECTION 1 – DETERMINATION OF PROPERTY ELIGIBILITY
- PART I/PRE-CONSTRUCTION- SECTION 2 – DESCRIPTION OF ALL PROPOSED IMPROVEMENTS
- ALL ELEVATIONS AND FLOOR PLANS APPLICABLE TO THE REQUEST @ ¼" = 1'- 0", OR A SCALE AS APPROVED BY THE ARC/BLC ARE TO BE SUBMITTED WITH PART I ONLY.
- PART II – SECTION 3 – COMPLETED WORK (ONLY APPLICABLE WHEN PART I-SECTIONS 1 AND 2 ARE COMPLETED).

**POSTING OF SIGN DEADLINE:**

- Post the sign in front of the property and take two photographs – one close up and legible and one showing sign location from the street (submit on or before *Exhibit Due Date*).