March 2026

ARCHITECTURAL REVIEW COMMISSION / BARRIO LATINO COMMISSION
SUBMISSION REQUIREMENTS

This document assists Applicants (property owners or authorized agents) in understanding the ARC/BLC review process. Please call Architectural Review & Historic Preservation (ARHP) at **(813) 274-3100 (Option 3)** if you have additional questions or need assistance. All application exhibit forms, Public Hearing schedules, and Design Guidelines are available on our website at: https://www.tampa.gov/historic-preservation

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Chapter 27, Article II, Division 4, Sections 27-95 and 27-113, City of Tampa Code of Ordinances, state that the Architectural Review Commission (ARC) and Barrio Latino Commission (BLC) shall have approval or disapproval of plans related to alterations, demolitions, relocations, or new construction within the City of Tampa's locally designated historic landmarks, landmark sites, multiple property designations, historic conservation overlay districts, or historic districts.

The Applicant shall be familiar with the **Design Guidelines** of the appropriate historic district (Ybor City, Hyde Park, Seminole Heights, or Tampa Heights), ***The Secretary of the Interior's Standards for Rehabilitation***, and the **City of Tampa Code of Ordinances**. It is recommended that you contact ARHP staff when first contemplating a project, prior to initiating drawings.

Only the owner or authorized agent of a specific piece of real property may make an application to the ARC/BLC. If the property owner wishes to designate an agent, a signed and notarized **Affidavit to Authorize Agent** (Exhibit B) must be submitted part of the completed application. The notarized signatures of all owners of the property must be included as part of the **Affidavit to Authorize Agent**.

TYPES OF REQUESTS

- Certificate of Appropriateness for rehabilitation, new construction, signs, fences, site improvements, street furniture, public improvements, and other such items
- Certificate of Appropriateness for Relocation or Demolition of structures
- Ad Valorem Property Tax Exemption Application (cannot be accepted after construction is initiated)
- Variances for all yard setbacks, fences, and buffer requirements, height of structures, or other matters that the ARC/BLC is authorized to review
- Alterations of archaeological sites
- Land Use recommendations, including rezonings, changes to land use classification, and comprehensive plan amendments

ACCELA CITIZEN ACCESS PORTAL

All applications shall be submitted online via the City's Accela Citizen Access (ACA) Portal (https://aca-prod.accela.com/TAMPA). ACA allows owners or authorized agents to submit new applications, upload documents, pay fees, and check the status of projects. You must log in as a registered user to create an application. Instructions for submitting for a Certificate of Appropriateness in Accela are available online here.

SUBMISSION FOR ADMINISTRATIVE (STAFF) APPROVAL

The ARC/BLC Administrator has the ability to approve certain scopes of work if the request is consistent with the review criteria without requiring a Public Hearing. The following may be eligible for staff approval:

Residential

- Wood fences that do not require a variance from any applicable code requirements
- Demolition of a non-contributing structure
- Repair or replacement of roof with approvable materials and with no change in roof line
- Exterior repairs using original materials or materials approved by the ARC/BLC as detailed in the design guidelines
- Patio or other slab
- Paving
- Sheds and small additions of 150 square feet or less
- Appurtenant fixtures

Commercial

- All of the above as for Residential
- Installation of signs that do not require a variance from any applicable code requirements
- Rehabilitation of storefront alterations
- Location of street furniture
- Landscaping
- Handicapped access

Application Submittal

Submission for a staff approval must be made by the owner or authorized agent. **An application is considered complete when the following information has been submitted in Accela and all fees have been paid:**

- Complete signed and notarized Application (Exhibit A)
- Complete signed and notarized Affidavit to Authorize Agent (Exhibit B), if applicable
- One digital copy of applicable exhibits, including elevations, site plans, and wall sections, as applicable
- Material selection(s)
- Any additional information that staff has determined to be necessary for a sufficient review.

SUBMISSION FOR ARC/BLC PUBLIC HEARING

The process for a request to be heard at an ARC/BLC Public Hearing includes staff review at a Historic Preservation Development Review and Compliance (HPDRC) meeting and preliminary and final reviews by the ARC/BLC staff. The ARC and BLC each have twelve (12) Public Hearing cycles per year. **To be scheduled for a Public Hearing date, a complete application must be submitted, and all fees must be paid by the cycle's Application Deadline; Public Notice Requirements must be met; and all required exhibits must be submitted by the cycle's Exhibits Due Date.**

Pre-Application Review

Call (813) 274-3100 (Option 3) to make an appointment to discuss specific requests with ARC/BLC staff. Each project is reviewed on a case by case basis, in accordance with the appropriate historic district Design Guidelines, *The Secretary of the Interior's Standards for Rehabilitation*, and the City of Tampa Code of Ordinances.

A pre-application review is required for all requests that will be heard at a Public Hearing. The pre-application review can occur when the applicant has identified the project concept and completed a schematic design. During this review, staff will discuss compliance with the above design and development standards.

Application Submittal

All applications requiring a Public Hearing review by the ARC/BLC must be made by the owner or authorized agent and shall be submitted by the Application Deadline. If the application is not complete by the Application Deadline, the request cannot be heard at that cycle's Public Hearing. **An application is considered complete when the following information has been submitted in Accela and all fees have been paid:**

- Complete signed and notarized Application (Exhibit A)
- Complete signed and notarized Affidavit to Authorize Agent (Exhibit B), if applicable
- Plans:
  - Site plan (1"=10'), including identification of existing and proposed construction, structure height, setback dimensions, mechanical equipment (heating, ventilation and air conditioning equipment, water heater, etc.), sidewalks, curbs, streets, trees, and structures within 20' of the proposed project
  - Elevations (¼"=1'), including identification of existing and proposed construction, height of structure
  - Architectural wall section through a window at ¾"=1' or larger
  - Architectural details, as required by the ARC/BLC Administrator, at ¾"=1' or larger
  - Complete demolition plan when the project includes new construction or an addition to an existing structure
  - Measurement of first floor elevation for new construction
  - Material selection(s), including samples as required by the ARC/BLC Administrator

Note: All drawings shall be drawn clearly using architectural line weights and labeled legibly for presentation.

HISTORIC PRESERVATION DEVELOPMENT REVIEW AND COMPLIANCE (HPDRC) MEETING

The Historic Preservation Development Review and Compliance (HPDRC) meeting date and time will be set after a complete application is submitted and all fees are paid. The purpose of the HPDRC meeting is to provide technical assistance and guidance to the applicant in order to achieve compliance with the development standards of the City of Tampa. At the HPDRC meeting, you will receive comments from City staff regarding requirements that must be addressed by the Exhibits Due Date.

PUBLIC NOTICE REQUIREMENTS

Public notice for all ARC/BLC applications for Certificates of Appropriateness and Variances to be heard at a Public Hearing includes mailed and posted notice, in accordance with the supplemental notice requirements found in Chapter 27, Section 27-149(c) and listed below. **All notice must be completed by the Applicant no less than 30 calendar days prior to the Public Hearing.** If the notice requirements are not met, the request will not be placed on the agenda for that cycle's Public Hearing.

1. **Mailed Notice:** The **Good Neighbor Notice** (Exhibit E) shall be sent by **Certificate of Mailing** through the United States Post Office to:
   a. The property owner, if the Applicant is not the owner, at the mailing address as listed in the most current ad valorem tax rolls certified by the Hillsborough County Property Appraiser's office;
   b. Participating neighbors, being each owners of real property located within three hundred (300) feet of the subject property in all directions from the subject property line, including roads or streets, at the mailing address as listed in the most current ad valorem tax rolls certified by the Hillsborough County Property Appraiser's office (https://www.hcpafl.org/); and
   c. Participating organizations registered within the neighborhood area in which the subject property is located. The list of participating organizations is online at https://apps.tampagov.net/Zoning_Notice_webapp/.

2. **Posted Notice:** Notice of the public hearing shall be posted on a sign located on or near the front of the subject property, adjacent to and visible from the street or public right of way and not within a building or obstructed by any site feature, not less than thirty (30) calendar days and not more than sixty (60) calendar days prior to the public hearing. If the property maintains two (2) or more street frontages, at least one (1) sign must be posted per property frontage.

   Staff will provide the sign(s) for the **Posted Notice** at the HPDRC meeting. In the event that the sign(s) is/are not provided at the HPDRC meeting, contact ARC/BLC staff to obtain the required sign(s).

3. The complete signed and notarized **Affidavit of Compliance Attesting to Notification** (Exhibit F) must be submitted to the ARC/BLC Administrator by the Exhibits Due Date. This affidavit may be submitted electronically. It must include the following attachments:
   a. A copy of the mailed Good Neighbor Notice letter (Exhibit E);
   b. The Certificate of Mailing from the United States Post Office to the property owner, participating neighbors, and participating organizations;
   c. The current ad valorem tax rolls certified by the Hillsborough County Property Appraiser's office, produced not more than ninety (90) calendar days prior to the date of submittal of the Affidavit of Compliance Attesting to Notification, that were used for providing mailed notice to the property owners;
   d. The list of participating organizations that were provided mailed notice, including the mailing address and the authorized representative; and
   e. Two (2) photographs of each posted sign: one that clearly shows the language on the posted sign and one that clearly shows the location where the sign is posted on the subject property.

EXHIBITS DUE DATE

The ARC/BLC Staff Report will be based on the documents submitted by this date. The staff report will be provided to the Applicant and the Commissioners prior to the Public Hearing date. The required exhibits include the following:

- One digital copy of drawings revised in accordance with HPDRC comments, uploaded in Accela;
- Complete signed and notarized **Affidavit of Compliance Attesting to Notification** (Exhibit F), and all other exhibits required by Chapter 27, Section 27-149(c); and
- Complete signed **Statement of Variance Hardship** (Exhibit C1), if applicable.

For **Demolition/Relocation** cases: 10 printed copies of complete Demolition/Relocation Submission Package are required for distribution to the Commissioners at the Public Hearing

It is the responsibility of the owner or authorized agent to submit the revised drawings and **Affidavit of Compliance Attesting to Notification** by the Exhibits Due Date in order for the request to be considered complete and for the request to appear on the cycle's Public Hearing Agenda. In the event that the submission and procedural requirements are not met, the request is considered incomplete and will not be placed on the agenda for that cycle's Public Hearing.

PUBLIC HEARING

The ARC/BLC will review applications for Certificates of Appropriateness, Ad Valorem Tax Exemptions, Variances, and Land Use Recommendations at the Public Hearing.

The purpose of the Public Hearing is to provide the Applicant (the owner of the property or an authorized agent) with an opportunity to present specific facts concerning the request and for the Applicant and interested parties to have input with regard to the discussion about the request. All agents must be authorized by an affidavit signed by the owner.

Following an introduction and photo essay of the subject property by ARC/BLC staff, the Applicant shall present the request. **It is the responsibility of the Applicant to provide all the information the ARC/BLC needs to decide on the request at the Public Hearing.** Generally, the following information shall be presented at the Public Hearing:

- **Site plan, elevations, wall sections, and details**, printed on 8 ½"x11" paper to be displayed from the document camera;
- **Materials samples** shall be visible from 20 feet, or material examples and cut sheets must be printed clearly to be displayed from the document camera; and
- Additional photos or drawings specific to the application to be displayed from the document camera.

Do not distribute individual handouts to the Commissioners at the Public Hearing. PowerPoint presentations must be submitted **48 hours** prior to the Public Hearing.

POST-HEARING

Following the Public Hearing, you will receive the written decision of the ARC/BLC from the Administrator. A copy of the written decision will also be added to the Accela record. A **Certificate of Appropriateness** is required prior to submitting to the Construction Services Division for plan review and permitting. One digital copy of the final drawings, as approved by the ARC/BLC, including any conditions of approval, must be uploaded in the ARC/BLC record in Accela to be stamped for a **Certificate of Appropriateness**. Please call staff at **(813) 274-3100 (Option 3)** if you have additional questions or need assistance.