



**CITY OF GAINESVILLE  
APPLICATION CHECKLIST  
DESIGNATION REQUEST FOR A DISTRICT**

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**General Information:**

- \_\_\_\_\_ Pre-conference with Community Development Department Staff
- \_\_\_\_\_ Application Form (completed)
- \_\_\_\_\_ Scheduled Appointment with Community Development Department Staff to Submit Complete Application

**Supporting Documents Required for Submittal:**

- \_\_\_\_\_ **Map showing proposed boundary:**  
Use a parcel map obtained from the Community Development Department and draw the boundary lines of the proposed district. Include the proposed name of the district. Label each property as **historic** (50 years or older and has architectural, cultural, or other significance), **non-historic** (less than 50 years old but is of an architecture that does not detract from the district and/or is associated with a person or cultural event significant to Gainesville), **intrusive** (less than 50 years old and does not contribute to the historical significance of the district), or **vacant** (property that contains no buildings or other structures).

- \_\_\_\_\_ **List of properties included in proposed district, including: (1) site address , (2) common or historic name, and (3) year built or estimate of construction date**

- \_\_\_\_\_ **List of current property owners from Community Development Department, including name and mailing address**

- \_\_\_\_\_ **List of current occupants (residents and/or businesses), including name and mailing address**

- \_\_\_\_\_ **Written Statements (page 4 of this application packet):**  
(Statements can be typed or written on form, or typed on separate sheet. Additional sheets may be attached.)

- \_\_\_\_\_ **1. Statement of Significance:**  
Briefly describe the historic, architectural, and/or cultural significance of the proposed district. Define why the district is important to the community. Does the district represent one or more periods, styles or types of architecture typical of one or more eras in history? Does the district exhibit a significant historical, architectural, cultural or environmental character and/or value to the community? What makes the district unique; what makes it important to the City?
- \_\_\_\_\_ **2. Description of Proposed District:**  
Describe the historical, architectural, cultural or aesthetic character and development pattern of the district, summarizing the character-defining features (i.e. predominant architectural style). Describe the location and setting, including physical context and relationship to the neighborhood and other historic neighborhoods in the community. Include a general description about how the neighborhood has been altered or changed through the years, identifying any trends. Summarize the architectural character – including mention of major features, uncommon design features, ancillary structures, and important landscape or other site features.
- \_\_\_\_\_ **3. History of Proposed District:**  
Describe the history of the district and its associations with important persons, groups, events, or historical trends; and explain the importance of such persons or events to local, regional, or national history. Identify and discuss the period of significance. Provide details about the circumstances of construction. Describe specific historical associations – including why the proposed district has direct association with the individual, group, event, or historical trend.
- \_\_\_\_\_ **4. Statement of Justification:**  
Justify the boundary of the proposed district, including any reference to National Register boundaries if applicable. Do the boundaries follow streets, streams or other like boundaries? Do the boundaries follow those of a National Register district? Are the boundaries along a clear line between architectural styles, building eras, or structure type (i.e. residential structures vs. commercial buildings)?

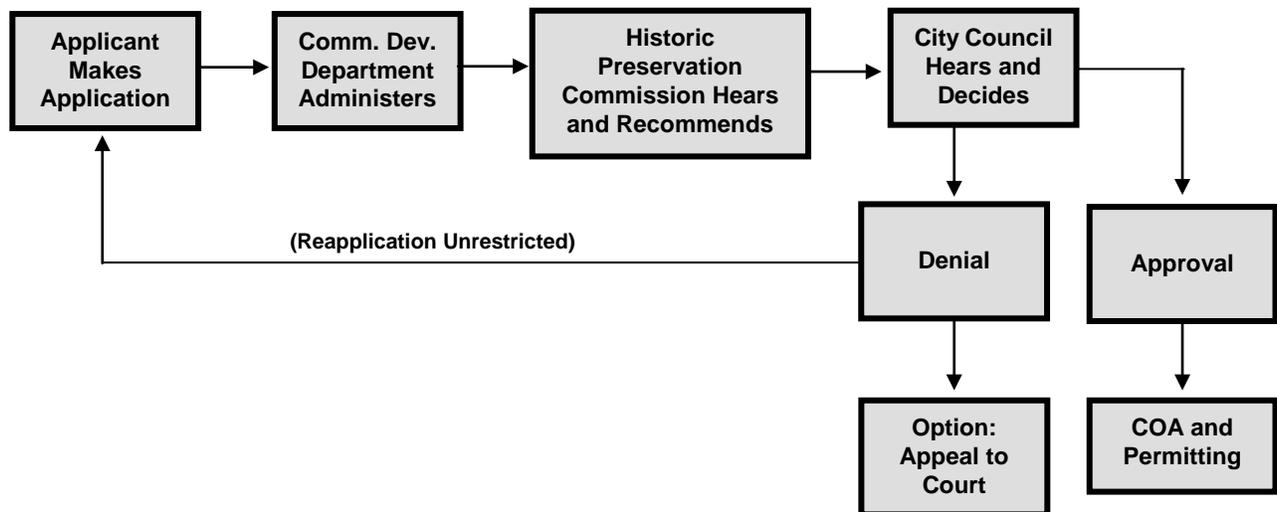
**Photographs:**

1. Provide **one** clear set of 4x6 sized recent photographs and one CD with the digital images (unless included in one of the phases of the Historic Resources Structural Survey).
2. Photographs can be black and white **or** color. **Polaroids will NOT be accepted.**
3. Photographs should provide a comprehensive visual representation of the proposed district and depict the environmental surroundings. At a minimum, provide photographs of building and sites which are outstanding examples of architectural, cultural, historical and/or environmental significance (e.g. photographs of a building that reflects the predominant architectural style, or a building which is the only example of a particular architectural style or building type; etc.).
4. Photographs must be labeled with: common or historic name, site address, photographer's name, date of photo, and view/direction (e.g. the front façade or south elevation).

**Other:** (e.g. *Petition of Support* with signatures, not required but encouraged; or historic photographs; interview notes; historic aerial photographs; etc.)

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**Overview of Designation Process**





CITY OF GAINESVILLE  
 APPLICATION FOR HISTORIC PRESERVATION ACTIONS  
 DESIGNATION REQUEST FOR A DISTRICT

**FOR STAFF USE ONLY:**

Date Complete Application Filed: \_\_\_\_\_ Tentative City Council Meeting Date(s)  
 First Reading \_\_\_\_\_  
 Historic Preservation Commission Meeting: \_\_\_\_\_ Second Reading \_\_\_\_\_  
 Application Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach the name, address, phone number and email of additional contact person(s) or preparer.  
 Attach the name, address, phone number, email and signature of additional property owners.**

**Applicant**

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	
Status (owner, resident, etc.)	

**Property Owner**

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	

**General Information (Attach additional sheets if necessary)**

Location:		Ward:	
Size (acreage or number of properties):			
Present Use(s):			
Historic Use(s):			
Number and Type (residential or commercial building, accessory structures, etc.) of Existing Structure(s):			

**Supporting Documents Required for Submittal (Review the attached document checklist)**

	Map showing boundary
	List of properties included in district (include address and common/historic name)
	List of current property owners from Community Development Department
	List of current occupants (individual and/or businesses) and mailing addresses
	Photographs of representative structures (one set of 4x6 prints with labels and one CD with digital images unless included in one of the phases of the Historic Resources Structural Survey)
	Written statements
	Other:

**Provide copies of pertinent sources of information, including a summary of interviews. In researching the history of the property(ies), check records at the local library, church, tax assessor's office, historical society and county courthouse. Interviews with local historians may also yield information. Label all published sources with the author's name, name of the publisher, date and place of publication, and page number(s). In the case of unpublished manuscripts, provide the author's name as well as the name and page number(s) of the particular document.**

Applicant Certification: *By signing, the undersigned certifies that he/she has read and understands the submittal requirements outlined; and that he/she understands that omission of any listed item may cause delay in processing the application; and that **an application will not be scheduled for public hearing until said application is signed and dated by Staff as complete.** I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge. Further, I (We), the undersigned, fully acknowledge and understand the effect of local historic designation and **the necessity of obtaining a Certificate of Appropriateness for any material changes to the exterior appearance of a site or structure.***

<b>Applicant(s)</b>	_____	<b>Date</b>	_____
	_____	<b>Date</b>	_____
<b>Preparer</b>	_____	<b>Date</b>	_____

**Application WITHDRAWAL Notification:** *I (We) hereby withdraw the above application.*

<b>Signature</b>	_____	<b>Date</b>	_____
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CITY OF GAINESVILLE  
APPLICATION FOR HISTORIC DESIGNATION

PETITION OF SUPPORTIVE PROPERTY OWNERS FOR PROPOSED  
LOCAL HISTORIC DISTRICT

*We, the undersigned, acknowledge and fully understand the intent of the applicant's request to have said listed properties locally designated as a historic district. We further acknowledge that our signature denotes our desire to include our property within said district and it further signifies our full support of said designation. We, the undersigned, fully acknowledge and understand the effect of local historic designation; and fully intend to comply with all provisions of said Gainesville Unified Land Development Code and designation ordinance.*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_

CITY OF GAINESVILLE  
APPLICATION FOR HISTORIC DESIGNATION

WRITTEN STATEMENTS

*Please address the following in regards to this request. Attach additional sheets if necessary.*

**1. Statement of Significance:** Briefly describe the historic, architectural, and/or cultural significance of the proposed district. Define why the area contained in the proposed district is important to the community, and provide the period of significance (e.g. 1888-1918, post Civil-War era, the 1930s, etc.).

**2. Description of the Proposed District:** Describe the district; noting all significant features. The description should address at a minimum the architectural style, unique building types (i.e. floor plans), construction methods and materials, landscaping and surroundings – where appropriate. Concisely describe the architectural character and development pattern of the proposed district, highlighting unique architectural features.

**3. History of the Proposed District:** *Briefly* outline the history of the district; defining how it is associated with important persons, significant events or patterns of history.

**4. Statement of Justification:** Justify the boundary of the proposed district, including any reference to applicable National Register boundaries. Discuss how the criteria for designation outlined in 9-23-2-6(a)(1) of the Gainesville Unified Land Development Code are satisfied.

CITY OF GAINESVILLE  
APPLICATION FOR HISTORIC DESIGNATION

PUBLIC NOTICE REQUIREMENTS

**NOTE:** This form is to be given to the applicant after it has been read and the *Applicant's Certification* section of Page 2 of this application has been signed.

**City of Gainesville Unified Land Development Code Section 9-23-2-4 requires public notice be given on all designation applications as follows:**

1. A **legal advertisement** shall be published at least three times in the local newspaper no less than ten (10) days but not more than twenty (20) days prior to the date of each public hearing. (This requirement is performed by the Community Development Department staff.)
  2. A **written notice** of the public hearing shall be sent via United States Mail to the last-known property owner and current occupant of the properties within the proposed district no less than ten (10) days but not more than twenty (20) days prior to the public hearing. (This requirement is performed by the Community Development Department staff.)
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CITY OF GAINESVILLE  
APPLICATION FOR HISTORIC DESIGNATION

REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS AND  
MAINTENANCE OF HISTORIC PROPERTIES

***City of Gainesville Unified Land Development Code Section 9-8-8-7 requires that a Certificate of Appropriateness be obtained from the Gainesville Historic Preservation Commission, or the Community Development Department Director for minor work projects, prior to obtaining a permit for altering the exterior appearance of any structure located within a local historic district or located upon an individual landmark that has been locally designated as historic.***

1. An application for a Certificate of Appropriateness and all required supporting documents must be filed with the Community Development Department prior to the stated submission deadline date.
2. The Gainesville Historic Preservation Commission shall hold a public hearing on said application for Certificate of Appropriateness within forty-five (45) days of receipt of a complete application, as determined by the Community Development Department staff. Following the public hearing, the Commission shall approve the request as proposed, approve it with modifications, or deny the request. Failure of the Commission to hold a public hearing and act upon the request within the said forty-five (45) days shall constitute approval of the Certificate of Appropriateness. A Certificate of Appropriateness, if granted, shall expire unless construction is commenced within six (6) months of the date of issuance. A Certificate of Appropriateness shall be issued for a period of eighteen (18) months and is renewable upon a showing of cause. If the Commission denies the request for a Certificate of Appropriateness, no building permit shall be issued in those cases in which a material change would require the issuance of a building permit.
3. Any person adversely affected by any determination made by the Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to City Council. The City Council may approve, modify or deny the determination made by the Commission if City Council finds that the determination is unfounded by the provisions of this Ordinance and are contrary to applicable law. Any such application shall include the reasons why the determination or decision is unsupported by the provisions of the Ordinance and are contrary to applicable law. Any such appeal must be filed within fifteen (15) days after notification is sent of the determination. Appeals of a decision of the City Council may be taken to a court of competent jurisdiction in the manner provided by law.

***City of Gainesville Unified Land Development Code Section 9-8-8-8 discusses ordinary maintenance of historic properties, whether individually designated as such or located within a local historic district. In said Section and in Section 9-8-8-9, provisions for failure to provide ordinary maintenance and undue hardship are addressed.***