



SANTA ROSA COUNTY
DEVELOPMENT SERVICES – Planning & Zoning

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6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

Bagdad Historic District
Certificate of Appropriateness Application

Instructions:

1. Complete application and submit along with the following:
 - a. Submit photos of existing conditions.
 - b. Provide a copy of plans (drawings or sketches) showing front and side elevations to show the architectural design of the building including proposed materials. If the building is to be altered, renovated, demolished or razed, provide elevations of the building before and after the proposed work is done.
 - c. Provide a copy of the site plan (plot plan or site layout) drawn to scale showing all site improvements or features such as building setbacks, location of existing trees, existing and proposed building layout, parking, fences, accessory buildings, signs, and lights.
 - d. Provide material samples and/or specifications.
 - e. If you are a contractor or other representative submitting for review, please provide written approval from the owner.
 - f. The applicant, or his representative, is required to attend the Bagdad Architectural Advisory Board meeting at which his request will be heard.
 - g. Submit \$50.00 fee for review. If tree removal is involved an additional \$10.00 per tree is required.

Taken from the Santa Rosa County Land Development Code:

2.12.01 Bagdad Architectural Advisory Board (BAAB) Design Review And Approval Process

A. Actions Requiring a Certificate of Appropriateness (COA): Actions that shall require a COA issued by the BAAB are contingent upon the type of district, as follows:

1. Historic Overlay District

The following actions shall require a COA from the BAAB:

- a. Building alterations visible from a public street
- b. Building demolitions, including the demolition of any component of a building.
- c. Building relocations.
- d. Construction of new buildings.
- e. Significant site alterations that are visible from a public street as defined below:
 - 1) Development of new driveways/parking pads or expansion of existing driveways/parking pads
 - 2) Installation of any new fencing.
 - 3) Removal of any tree exceeding a 4 inch caliper measured at 3 feet above grade.
- f. Signs

2. Conservation Overlay District

The following actions shall require a COA from the BAAB:

- a. Building alterations visible from a public street that result in the addition of new habitable building space. Habitable building space, for the purposes of this ordinance, is enclosed by solid walls on all sides and has a ceiling height at least seven (7) feet above the floor level. An example increasing habitable building space is the addition of a dormer window, while the addition of an unenclosed porch is not.
 - b. Building demolitions, including the demolition of any component of a building (components shall not include architectural elements such as doors, windows, and other relatively small-scaled features).
 - c. Building relocations.
 - d. Construction of new structures.
- B. Actions Not Requiring a Certificate of Appropriateness (COA): Within both the Historic and Conservation Overlay Districts, ordinary maintenance and repairs may be undertaken without a COA provided that all of the following apply:
- 1. The work involves repairs to existing features of a structure or site or the replacement of elements of a structure with pieces identical in appearance;
 - 2. The work does not change the exterior appearance of the structure or site;
 - 3. The work does not require the issuance of a building permit.
- When a structure has been fully or partially destroyed by a natural disaster as described in Article 9.06.01, a Certificate of Appropriateness is not required.
- C. Pre-Application Meeting: Although not mandatory, it is recommended that applicants to the BAAB meet informally with the County Planning Department's Advisor to the BAAB prior to submitting an application. The purpose of the meeting shall be to:
- 1. Allow the BAAB Advisor to explain the application and design review process.
 - 2. Allow the applicant to describe their project.
 - 3. Allow the BAAB Advisor to determine the specific information required as part of the application submission.
- D. Certificate of Appropriateness (COA) Application: Any of the reviewable actions within Bagdad's Historic and Conservation Overlay Districts shall require a Certificate of Appropriateness (COA) prior to such action commencing, including prior to the issuance of a building permit by the County for such actions requiring a building permit. The applicant to the BAAB shall obtain from the County a COA Application Form and complete it with the required information regarding the proposed action. The information required shall be determined by the BAAB Advisor from the County's Planning Department. Such information shall be specific to the proposed action and characteristics of the property, and can best be determined through a pre-application meeting. A COA application shall not be deemed complete by the BAAB Advisor until all required information has been provided by the applicant.
- E. Design Review by Staff & BAAB: At least one (1) week prior to the BAAB meeting during which the COA application will be considered, the BAAB Advisor from the County's Planning Department staff shall prepare and distribute a concise report on the application. Such report shall include the COA application, supplemental materials (including graphics), and a staff analysis from the Advisor regarding the consistency between the application's proposal and the district's adopted codes and design standards. The report shall be distributed to all BAAB members, the applicant, and any other parties as determined necessary. As part of this design review process, the BAAB Advisor shall visit the subject property prior to issuing the report, and BAAB members should visit the property prior to the meeting.
- F. Effect of Design Standards: The design standards that serve as distinct and supplemental policies to this code, referenced in Article 6.05.22.E, shall have the same legal authority as this code. The standards are based, in part, upon the United States Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The design standards are contained in a separate document for the purpose of having a graphic format that more readily conveys the design issues addressed through the use of illustrations.
- G. Non-Contributing Buildings: The design standards shall not be applied as stringently to those buildings identified in the existing historic sites survey, or as otherwise determined by the BAAB, as being "non-contributing" relative to "contributing" buildings. Within this context, "contributing" refers to a building's level of contribution to the overall architectural and/or historic character and significance. While non-contributing buildings will not be held to the same level of standards as contributing buildings, no actions shall be approved that cause a non-contributing building to become even less compatible with its surrounding historic context. Expanding the size of a non-contributing building does not necessarily, in and of itself, make the building less compatible. However, applying architectural detailing, materials, stylistic elements and similar features that are incompatible with the surrounding historic context shall be avoided.
- H. Building Relocations: The relocation of a building shall be considered an option of last resort, as the building's historic

significance is derived, in part, by its surrounding context. Building relocations should only be considered as an alternative to demolition. When relocated, relocation sites within the subject district should be encouraged over sites elsewhere.

- I. **Building Demolitions** : In general, the demolition of a “significant” or “contributing” building, as defined by the most recent official historic structures inventory, is prohibited in both Historic and Conservation Overlay Districts. Demolitions shall only be permitted when a substantial economic hardship can be clearly demonstrated or an imminent threat to public safety exists. Plans for the property shall be provided to the BAAB before demolition is approved.
1. **Economic Hardship**: Should an applicant seek approval by the BAAB for demolition based upon economic grounds, they must prove the following:
 - a. The subject structure is incapable of earning a reasonable return, regardless of whether that return represents the most profitable return possible;
 - b. The subject structure cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return; and
 - c. Diligent efforts to find a purchaser interested in acquiring the subject property and preserving it have failed;
 2. In considering whether a substantial economic hardship exists to justify the BAAB’s approval for demolition, the BAAB may request from the applicant any of the following information:
 - a. Amount paid for the property;
 - b. Amount of money spent on physical improvements since its acquisition;
 - c. Appraised value from a qualified real estate appraiser;
 - d. Report on the building’s physical condition by a qualified professional having expertise in historic buildings;
 - e. Monthly and/or annual expenses of the property (taxes, insurance, maintenance, etc.) over the past two (2) years;
 - f. Recent history of success in marketing the property for lease or sale;
 - g. Other relevant information pertaining to the property, its condition and economic status.
 3. **Public Safety Threats**: An approval for demolition shall be granted by the BAAB if a structure is determined by County building officials to pose an imminent threat to public safety and there are no options for physically securing the property or otherwise saving it.
- J. **Minimum Maintenance Standards**: All owners of property within the Historic or Conservation Overlay District deemed “significant” or “contributing” by the most current historic structures inventory are responsible for physically maintaining their structures in a manner that avoids demolition by neglect. The owner of the subject property shall, upon written notice from the County, repair the exterior features or structural elements in question, including, but not limited to, any of the following conditions, processes or defects:
1. Damage to or decay of foundations, flooring, or floor supports that cause leaning, sagging, splitting, listing or buckling;
 2. Damage to or decay of walls or other vertical supports that causes leaning, sagging, splitting, listing or buckling;
 3. Damage to or decay of ceilings, roofs, and their support systems, or other horizontal members, that causes leaning, sagging, splitting, listing or buckling;
 4. Damage to or decay of fireplaces or chimneys that causes leaning, sagging, splitting, listing or buckling;
 5. Damage to, decay or crumbling of exterior stucco, wood, brick, mortar or any other exterior element that causes loss of unique architectural features or structural integrity;
 6. Decay, damage or removal of windows, window frames and doors;
 7. Rotting, holes and other forms of decay of any exterior elements;
 8. Any fault, defect, or condition of the subject structure rendering it structurally unsafe or not properly watertight, including, but not limited to: lack of roofing, lack of roof covering, lack of weather protection, or separation or removal of building components that allows moisture to penetrate the structure;
 9. Damage or decay that has a detrimental effect upon the special character of the subject historic or conservation district as a whole or the unique attributes and character of the subject structure;

10. Damage to or decay of any feature so as to create a fire hazard or other condition hazardous to public safety; and
11. Removal or demolition of significant architectural features.



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**Bagdad Historic District
Certificate of Appropriateness Application**

** For Official Use Only **	
Application No. _____ - BHAAB - _____	Date Received: _____
Review Fee: \$50.00	Receipt No.: _____
Zoning District: _____	Overlay District: _____

Property Owner Property Owner Name: _____
 Address: _____

 Phone: _____ Fax: _____
 Email: _____

Applicant Check here and skip this section if the applicant is the Property Owner. Otherwise, complete this section and provide authorization from the Property Owner giving the Applicant the authority to pursue development approvals.

Company: _____
 Contact Name: _____
 Address: _____

 Phone: _____ Fax: _____
 Email: _____

Project Information

Parcel ID Number(s): _____

-OR-

Street Address of property for which the Certificate of Appropriateness is requested:

Project Type

- New Construction Repairs/Renovation Sign
 Addition Demolition Fence
 Other (Specify) _____ Tree Removal (\$10.00ea.)

Project Details

Describe the proposed project: _____

Roof Pitch: _____ Proposed Roofing Material: _____

Proposed Siding: _____ Color: _____

Size and Style of Front Porch Columns: _____

Off-grade Foundation: _____ On-grade Foundation: _____ Height of Foundation: _____

Type Skirting: _____ Color: _____

Window Style: _____ Type Windows: _____

Shutter Style: _____ Color: _____

Fence Type: _____ Height: _____ Location: _____

Type Trees proposed to be removed and number: _____

Other: _____
