

Please provide the following:

1. The completed application form.
2. Application fee.
3. Affidavit of Ownership and Designation of Agent form must be signed by all owners of all parcels comprising the project area, and must be notarized.
4. Copy of the signed and sealed boundary survey which accurately depicts the existing subject parcel.
5. A narrative describing the proposed site improvements/property subdivision activity.
6. Site reference information. Include information on the location of property boundary corner stakes. Use highly visible surveyor's tape to delineate property boundaries.
7. Cultural Resource Assessment. Refer to the attached sheet for minimum documentation to be sent to the Florida Department of State, Bureau of Historic Preservation, Compliance Review Section, for determining whether there is known or potential significant cultural resources on site. Their office is located in the R.A. Gray Building, and their mailing address is 500 South Bronough Street, Tallahassee, FL 32399-0250. A copy of the assessment letter or the results of the preliminary survey must be received prior to Natural Features Inventory approval.



FLORIDA DEPARTMENT OF STATE
DIVISION OF HISTORICAL RESOURCES
MINIMUM REVIEW DOCUMENTATION REQUIREMENTS

- **Division Involvement** - Provide the name of the federal, state or local authority and the applicable law, ordinance, license or permit requiring the Division of Historical Resources (DHR) and/ or the State Historic Preservation (SHPO) review. Please be as specific as possible, examples: *US Department of Housing and Urban Development - Community Development Block Grant*.
- **Project Address/Location** – Provide the street address, city, zip code, section-township-range (coordinates from legal description) and the Tax Parcel identification number
- **Location Map(s)** - Provide a general property location map. Also provide a USGS Quadrangle location map and/or a parcel location map from the County Property Appraisers web site.
- **Photographs** - Provide photographs of the building(s) to be acquired under this program (photographs all four sides of the building(s) preferred). In addition, photographs of specific elements of the building(s) that could be or will be affected by the project if applicable (rehabilitation work, e.g., window replacements, new siding).
- **Record Search** – Provide correspondence from the sources:
 - Florida Master Site File at 850.245.6440 to determine if the building(s) are listed in the National Register of Historic Places.
 - County or City planning offices, Certified Local Government offices, and historical societies or organizations – to determine if the building(s) are locally designated or determined to be historically significant and/or if building(s) are contributing to an identified/recognized historic district or neighborhood.
- **Historic Districts** –Please indicate if the project is located within a designated historic district or a historic neighborhood of house all of the same time period (majority 50 years of age or older).
- **Building Description** – Provide a description of the subject property, including year of construction, previous alteration or additions.
- **Project Description** – Provide a detailed written description of the proposed project, including related activities, which will be carried out in conjunction with the project. Indicated whether the project will include rehabilitation, demolition and/or new construction
 - **Rehabilitation Description** – Provide a detailed written description of the rehabilitation project including interior and exterior descriptions
 - **Demolition Description** – Provide a statement of justification (be specific) for the demolition and detailed written description of the condition of the subject property (accompany with photographs). Provide a date for the proposed demolition
 - **New Construction Description** – Provide information of the new construction. If within a historic district drawings may be required
- **Finding of Effect** – Describe what effect the undertaking will have on historic properties. Provide a finding of effect ("No historic properties affected" or "No adverse effect" or "Adverse Effect") as described in 36 CFR Part 800.
- **Contact Information** – Name of contact, return address, and phone number.

Please note that the review time for projects is approximately thirty days. If you have any questions, please contact the Review and Compliance Section at 850.245.6333 or visit our web site at <http://www.flheritage.com/preservation/compliance/review>.

Please submit documentation to:

State Historic Preservation Officer Compliance & Review Section
Division of Historical Resources Florida Department of State
500 South Bronough Street – 4th Floor
Tallahassee, Florida 32399-0250