

**CITY OF TARPON SPRINGS, FLORIDA**  
**Heritage Preservation Board**  
**Application for Designation of Historic Property**

Return to:  
 Planning & Zoning Division  
 324 E. Pine Street  
 Tarpon Springs, FL 34689  
 (727) 942-5611

(Please type or print clearly)

**Property Owner(s)**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

**Applicant**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

**Agent (if applicable)**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

**General Information**

Property Location or Address		
Legal Description (attach additional sheets as necessary)		
Tax Parcel Number(s)	<b>Current Designations of Property</b>	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Land Use Category</td> <td style="width: 50%;">Zoning District</td> </tr> </table>	Land Use Category
Land Use Category	Zoning District	
Current Use of Property	Is property within Historic District? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date of Construction/Development		

**Historic Designation Requested:** [please check only one]

- |   |   |
|---|---|
| <input type="checkbox"/> Site               | <input type="checkbox"/> Archeological District |
| <input type="checkbox"/> Archeological Site | <input type="checkbox"/> Building               |
| <input type="checkbox"/> District           | <input type="checkbox"/> Structure              |

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**Description of Physical Appearance:** [attach additional sheets if necessary]

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**The following must be furnished with this application: [incomplete applications will not be accepted]**

- Completed original application
- \$250.00 application fee
- Property survey, signed and sealed by a professional land surveyor
- A written description of the historical, cultural, architectural, and archeological significance of the property or properties recommended for designation, including the dates of construction and names of former owners if available.
- An identification of all structures within a proposed district, classifying them as contributing or non-contributing, with an explanation of the criteria used in developing the classification.
- A legal description of the boundaries of the site, structure, or district recommended for designation; an explanation of the reasons for those boundaries; and a map or survey illustrating the boundaries.
- Photographic documentation of individual sites and structures recommended for designation.
- The names and addresses of all property owners of record affected by the application.
- Mailing labels for public notices (see attached instructions and request form)

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**AFFIDAVIT**

I (we), the undersigned, certify ownership of the property within this application, that said ownership has been fully divulged, whether such ownership by contingent or absolute, and that the name of all parties to an existing contract for sale or any options are filed with this application.

I (we) certify that \_\_\_\_\_ is (are) duly designated as the agent(s) for the owner, that the agent(s) is (are) authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition.

I (we) assent to the City's Comprehensive Plan as it applies to the property. Further, it is understood that this application must be complete and accurate and the appropriate fee paid prior to processing.

Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____

**STATE OF FLORIDA**            )  
**COUNTY OF PINELLAS**        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

NOTARY PUBLIC

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

CITY OF TARPON SPRINGS, FLORIDA  
Mailing Label Request Instructions

City codes require that mailed notices be sent to surrounding property owners for certain types of applications and requests. It is the applicant's responsibility to provide the mailing labels to the City for such notices.

Please use the attached Label Request form from the Pinellas County Property Appraiser's Office to request mailing labels.

1. Fill in the blanks as appropriate for Name and Phone Number.
2. Specify the Search Distance as 200 feet.
3. Fill in the Subject Parcel Number(s). If there is more than one parcel number you must identify all parcels included in the application. Please use a separate sheet if necessary. If you need assistance identifying the appropriate parcel number(s) please contact the City's Planning and Zoning Division at 727-942-5611.
4. Fill in the Subject Address. This is the street address of the subject property. If the property is vacant, simply write "vacant, no address" on this line.
5. Mark the box labeled "Locus Search" and request at least 1 set of labels. You are not required to submit printed reports or a CD. Do not request a "Radius Search."
6. Fax the completed form to the number provided.
7. Allow at least 24 hours turnaround time.
8. Mailing labels may be picked up at the following address:

Pinellas County Courthouse  
Property Appraiser's Office  
315 Court Street, 2<sup>nd</sup> Floor  
Clearwater, FL 33756

9. Attach the mailing labels and a copy of the completed Label Request form to your City of Tarpon Springs application. Using these labels the City will mail notice of your application to the surrounding property owners. Your application cannot be processed without the required mailing labels.

## Label Request

The Pinellas County Property Appraiser's Office provides two types of parcel searches. Please choose which type of search you would like for your label request.

- A **Radius Search** is based on approximate center points of a subject parcel and the parcels that surround it. The search will identify parcels having center points within a specified distance from the center of the subject. This type of search will not identify some parcels that are only partially within the specified distance of the subject's center. This is the quicker and more economical search type.
- A **Locus Search** is a parcel search based on the boundaries of a subject parcel. Any parcel which is entirely or partially within a specified distance of any part of the subject's boundary will be included in the results. This is a more costly search because it must be performed by a member of our mapping staff, but it is more appropriate if you must identify every parcel within a certain distance of the subject for a legal purpose such as zoning variance hearings.

You must specify the distance to be used for either type of search. *Please see back of this request form for an illustration of the difference between Radius and Locus searches.*

Other custom parcel searches must be requested at the Property Appraiser's Mapping or Data Processing Departments in Clearwater.

**All reports are generated based on the data in the Property Value Roll as of the date the report is run. The run date will be listed on your report.**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Search Distance \_\_\_\_\_

Subject Parcel Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Section Twnbsp. Range Subdivision Block Lot

Subject Address \_\_\_\_\_

Please select Locus or Radius Search and quantity:

<input type="checkbox"/> <b>Radius Search</b> _____ Quantity (sets of labels & printed reports only) <b>Pricing for a Radius Search:</b> The pricing below includes the cost of labor and one set of labels and one set of printed reports. The final price is based on the number of parcels identified by the search:  1 - 100 parcels      \$10.00 101 - 150 parcels      \$11.00 151 - 200 parcels      \$12.00 201 - 250 parcels      \$13.00 Over 250 - Add \$1.00 for groups or partial groups of fifty parcels	<input type="checkbox"/> <b>Locus Search</b> _____ Quantity (sets of labels only) _____ Quantity (Printed Reports) _____ Quantity - CDs (in CSV format) <b>Pricing for a Locus Search:</b> \$30.00 per hour for labor plus \$1.00 per page for labels and \$3.00 per 100 pages of printed reports. \$15 per CD. Printed reports are not automatically included with the Locus Search and must be specifically requested. CDs are only available for Locus searches
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Please fax completed form to: **727-464-3448**. Call 727-464-3027 with questions.

**C ALLOW AT LEAST 24 HOUR TURNAROUND TIME ON ALL REQUESTS C**

Public information is furnished by the Property Appraiser's Office and must be accepted by the recipient with the understanding that the information received was developed and collected for the purpose of developing a Property Value Roll per Florida Statute. The Pinellas County Property Appraiser's Office makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability or suitability of this information for any other particular use. The Pinellas County Property Appraiser's Office assumes no liability whatsoever associated with the use or misuse of such information.