

## The Tax Exemption Process

### Application Submittal

The property owner submits a Historic Property Tax Exemption “Preconstruction” application to the Community Development Office.



### Historic Preservation Board (HPB) Review

The HPB reviews the application at a HPB meeting and if the improvement qualifies and the work complies with the review standards, makes a recommendation to City Council to approve the application.



### City Council Review & Action

City Council reviews the “Preconstruction” application and HPB recommendation and either approves or denies the application.



### Project Work Commenced & Completed

If approved by City Council, the property owner can commence work. When work is completed, a Review of “Completed Work” application is submitted to the Community Development Office.



### HPB Reviews Completed Work Application

The HPB reviews the “Completed Work” application and if the Board finds the work is consistent with the “Preconstruction” application, recommends City Council to grant the exemption.



### City Council Approval

If approved, City Council adopts a resolution. The applicant signs a covenant. The resolution and covenant are recorded with the Brevard County Property Appraiser’s Office.

## BENEFITS OF HISTORIC DESIGNATION

### Economic:

- Stabilizes and improves property values in historic areas
- Eligibility for local ad valorem property tax exemption & federal tax credits for renovations
- Reduces the cost of construction through the reuse of existing structures

### Cultural:

- Fosters civic pride
- Combats urban decay
- Retains the history and authenticity of a neighborhood by:
  - Commemorating the past
  - Preserving the texture, craftsmanship and style of bygone eras
  - Creating pedestrian and visitor appeal
  - Enables community to identify specific buildings for protection/preservation

### Environmental:

- Energy is saved by reusing existing structures and existing materials
- Retention of existing material reduces:
  - Hazardous waste and demolition debris
  - Need for new material

For more information, please contact:  
Community Development Department  
P.O. Box 2806  
555 South Washington Avenue  
Titusville, Florida 32781  
Phone: (321) 567-3782  
[www.titusville.com](http://www.titusville.com)

## City of Titusville Historic Resources

## Tax Incentives for Historic Preservation: Titusville’s Ad Valorem Tax Exemption for Historic Properties

## Frequently Asked Questions about the City’s Historic Property Ad Valorem Tax Exemption Program



**What is the Ad Valorem Tax Exemption for Historic Properties?** The exemption is an abatement for the increase in City of Titusville ad valorem resulting from an improved renovation to a historic building. The exemption only applies to city property taxes; it does not apply to Brevard County, water management district, public school or other governmental agency taxes.

**What historic properties are eligible for the exemption?** Properties individually listed on the Titusville Local Register of Historic Places are eligible for the tax exemption.

**How do I apply?** Before starting any historic property renovation work, you must obtain approval by the City Council after recommendation by the Historic Preservation Board. Property owners must complete a “Preconstruction” application and submit it to the City’s Community Development Department. The application requires a description of the work proposed consistent with the U.S. Secretary of Interior’s Standards for Rehabilitation. The application includes photographs of the existing conditions; information outlining construction estimates, beginning date for construction of the improvements, a copy of the latest Brevard County property tax bill, and if necessary a completed application for a Certificate of Appropriateness.

**How long is the tax exemption period? For How Much?** City Council may grant an exemption for

a period up to ten years and for an amount up to 100 percent of that portion of the tax levied resulting from the renovation to the historic building. The City does not allow the exemption on the assessed value of an improvement - exceeding \$100,000 for single family residential properties and \$500,000 for other properties. However, City Council can waive this restriction if the property owner meets one of the following criteria: (1) the property is of great significance to the City and the assessed value of the improvement exceeds 25 percent of the assessed built value of the property; (2) the additional exemption is necessary to save the property from destruction and to ensure its renovation; or (3) the additional exemption is necessary to meet governmental building codes to ensure the rehabilitation of the property.

**Can I apply for the exemption after completing work on my historic property?** No. Your project will not be eligible for the exemption if you do not receive prior approval of your “Preconstruction” application before commencing work.

**Is there a time limit on how long construction can take place?** After receiving your “Preconstruction Application” approval by City Council, you have three years to complete the construction. City Council may grant a six month extension if a request is made in advance of the expiration date.

**When will I get the tax exemption?** To be eligible for the tax exemption in the year after completing your renovation project, you must complete and submit an “Application for Review of Completed Work” to the Community Development Office and a signed Historic Property Exemption Covenant by October 1<sup>st</sup>. The timeframe will allow staff, the Historic Preservation Board, City Council, and the Brevard County Property Appraiser’s Office to review and approve the tax exemption for the following year.

**If approved for the exemption, what are my obligations?** If you receive the tax exemption you must sign a covenant binding you to maintain the improvements for the time period the exemption is approved. Failure to do so may result in revocation of the exemption.