

## **Titusville Historic Preservation Ad Valorem Property Tax Exemption Application**

### **Part 1 – Preconstruction Application**

Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence. Type or print clearly in black ink. If additional space is needed, attach additional sheets.

#### **GENERAL INFORMATION (To be completed by all applicants)**

##### **1. Property identification and location:**

Property Identification Number (from tax records):\_\_\_\_\_

*Attach legal description of property if needed*

Address of property: Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

The property must be a designated on the Titusville Register of Historic Places.

##### **2. Owner information:**

Name of individual or organization owning the property:

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Mailing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Daytime Telephone Number (\_\_\_\_\_) \_\_\_\_\_

*If the property is in multiple ownership, attach a list of all owners with their mailing addresses.*

**3. Owner Attestation:** I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above or that I am legally the authority in charge of the property. Further, by submission of this Application, I agree to allow access to the property by representatives of the Division of Historical Resources or the Local Historic Preservation Office, where such office exists, and appropriate representatives of the local government from which the exemption is being requested, for the purpose of verification of information provided in this Application. I also understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local government granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption.

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Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Complete the following if signing for an organization or multiple owners:

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Title \_\_\_\_\_ Organization name \_\_\_\_\_

## **Titusville Historic Preservation Property Tax Exemption Application**

### **Part 1 – Preconstruction Application - Description of Improvements**

Complete the blocks below. Include site work, new construction, alterations, etc.

Property Identification Number \_\_\_\_\_

Property Address \_\_\_\_\_

## Feature 1

## Feature 2

Feature _____ Approx. date of feature _____	Describe work and impact on existing feature:
Describe existing feature and its condition:	
_____	

### Feature 3

**Titusville Historic Preservation Ad Valorem Property Tax Exemption Application**  
**Part 1 – Preconstruction Application – Description of Improvements**

Property Identification Number\_\_\_\_\_

Property Address \_\_\_\_\_

Feature 4

Feature _____ Approx. date of feature _____	Describe work and impact on existing feature:
Describe existing feature and its condition:	
Photo no. _____ Drawing no. _____	

**Feature 5**

Feature _____ Approx. date of feature _____	Describe work and impact on existing feature:
Describe existing feature and its condition:	
Photo no. _____ Drawing no. _____	

**Feature 6**

Feature _____ Approx. date of feature _____	Describe work and impact on existing feature:
Describe existing feature and its condition:	
Photo no. _____ Drawing no. _____	

**Titusville Historic Preservation Ad Valorem Property Tax Exemption Application Part 1 –  
Preconstruction Application – Description of Improvements**

Property Identification Number \_\_\_\_\_

Property Address \_\_\_\_\_

Feature 7

Feature \_\_\_\_\_  
Approx. date of feature \_\_\_\_\_

Describe existing feature and its condition:

Photo no. \_\_\_\_\_ Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

**Feature 8**

Feature \_\_\_\_\_  
Approx. date of feature \_\_\_\_\_

Describe existing feature and its condition:

Photo no. \_\_\_\_\_ Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

**Feature 9**

Feature \_\_\_\_\_  
Approx. date of feature \_\_\_\_\_

Describe existing feature and its condition:

Photo no. \_\_\_\_\_ Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

**Titusville Historic Preservation Ad Valorem Property Tax Exemption Application**  
**Part 1 – Preconstruction Application – Description of Improvements**

Property Identification Number\_\_\_\_\_

Property Address \_\_\_\_\_

**Property Use:**

4. Use(s) before improvement:\_\_\_\_\_

5. Proposed use(s) after improvement:\_\_\_\_\_

## **Titusville Historic Preservation Ad Valorem Property Tax Exemption Application**

### **Part 2 – Request for Review of Completed work**

Upon completion of the restoration, rehabilitation or renovation, return this form with photographs of the completed work (views of site improvements, exterior and interior work for buildings) to the Community Development Department, as applicable. These photographs must provide a comprehensive description of the completed work. They should be the same views as the *before* photographs included in Part 2 of the application. Type or print clearly in black ink. The final recommendation of the Titusville Historic Preservation Board and the Titusville City Council, as applicable, with respect to the requested historic preservation property tax exemption is made on the basis of the descriptions in this Request for Review of Completed Work.

#### **1. Property identification and location:**

Property Identification Number: \_\_\_\_\_

Address of property: Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

#### **2. Data on restoration, rehabilitation, or renovation project:**

Project starting date \_\_\_\_\_ Project completion date: \_\_\_\_\_

Estimated cost of entire project: \$ \_\_\_\_\_

Estimated costs attributed solely to work on historic buildings or archaeological site: \$ \_\_\_\_\_

**3. Owner Attestation:** I hereby apply for the historic preservation property tax exemption for the restoration, rehabilitation or renovation work described above and in Part 2 of the Historic Preservation Property Tax Exemption Application (Application) submitted for this project. I attest that the information provided is, to the best of my knowledge, correct, and that in my opinion the completed project conforms to The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and is consistent with the work described in Part 1 of the Application. I also attest that I am the owner of the property described above or, if the property is not owned by an individual, that I am the duly authorized representative of the owner. Further, by submission of this Application and Request for Review of Completed Work (Request), I agree to allow access to the property by representatives of the Division of Historical Resources or the Local Historic Preservation Office, where such office exists, and appropriate representatives of the local government from which the exemption is being requested, for the purpose of verification of information provided in the Application and this Request. I understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local government granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption. I also understand that falsification of factual representations in this Application or Request is subject to criminal sanctions pursuant to the Laws of Florida.

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Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Complete the following if signing for an organization or multiple owners (See next page for additional owners):*

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Title \_\_\_\_\_

Organization name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone Number (\_\_\_\_) \_\_\_\_\_

**City of Titusville Historic Ad Valorem Property Tax Exemption Application**  
**Request for Review of Completed Work**

**List Additional Owners:**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*If there are additional owners, provide the indicated information for each on a separate sheet of paper.*