



City of Ocala  
 Growth Management Department  
 201 S.E. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
 352-629-8421 | [www.ocalafl.org](http://www.ocalafl.org)

Case File # \_\_\_\_\_  
 COA \_\_\_\_\_  
 Meeting Date: \_\_\_\_\_  
 Product Approval # \_\_\_\_\_

## Application for a Certificate of Appropriateness (COA)

As required by Section 94-82(g) of the City of Ocala Code of Ordinances, Ocala Historic Preservation Advisory Board (OHPAB) decisions on the COAs will be based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings the Ocala Historic Preservation Design Guidelines, and the Ocala Historic Preservation Code.

### COA Application Procedure:

1. Arrange an informal pre-application conference with Planning staff.
2. Fill out and submit COA application and required material to Planning staff 30 days prior to OHPAB meeting. Please email application packets: [historic@ocalafl.org](mailto:historic@ocalafl.org).
3. Attend OHPAB meeting or send a representative with a letter of authorization.
4. **Meetings are held the 1<sup>st</sup> Thursday of each month at 4:00 p.m.**
5. **Meeting Location: City Council Chambers, 2<sup>nd</sup> floor of City Hall (110 SE Watula Ave.)**

If applicant fails to notify staff and does not attend the meeting, the application may be tabled for one month. If applicant fails to notify staff and does not attend the next monthly meeting, the application may be denied without prejudice.

**There is no application fee; however, if work is performed without an approved COA, a fee of \$100 will be assessed.**

Parcel #:	2820-032-001	Property Address:	605 SE Sanchez Ave Ocala, FL 34471
Owner:	Tim & Lydia Creely	Owner Address:	605 SE Sanchez Ave Ocala, FL 34471
Owner Phone #:	352-427-2451	Owner Email:	timcreely@gmail.com
Will there be an additional meeting representative? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, representative will need a letter of authorization*)			
If yes, name of representative:			
Rep. Phone #:		Rep. Email:	

Project Type:	<input type="checkbox"/> Addition	<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Site Work
	<input type="checkbox"/> Alteration	<input type="checkbox"/> Reroof	<input type="checkbox"/> Fence
	<input type="checkbox"/> Repair	<input type="checkbox"/> Relocation	<input type="checkbox"/> Other _____



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**Describe, by list, specific changes you are requesting to do to your property. Include the types of materials to be used, as well as dimensions. A site plan must be provided for additions to buildings, new construction (including garages, sheds, other accessory buildings), fences and site work (including driveways, parking areas and other improvements). The site plan must show setbacks of the proposed new work items from property lines. Attach additional pages as necessary.**

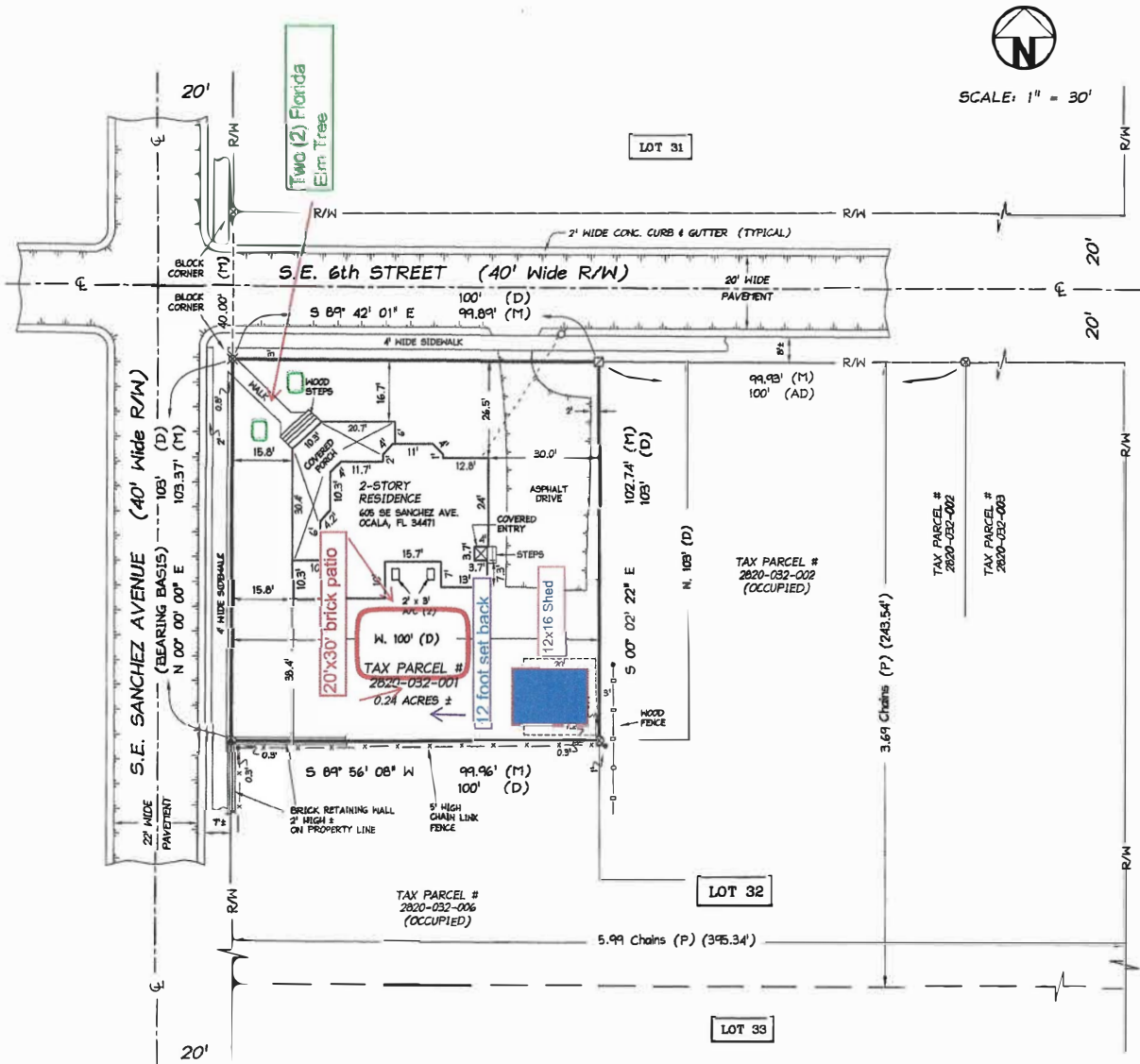
1. Installation of a 20'x30' brick patio in the backyard. Patio to be constructed with brick with cement applied to perimeter edges to stabilize formation. Interior bricks to remain non-mortared to allow for drainage.
2. Front yard landscaping to include the planting of 2 Florida elm trees. One on each side of the brick walkway.

**Required additional materials for submission:**

- Completed and signed COA application
- Detailed drawings and specifications for all new materials – windows, doors, siding, roofing materials, fencing etc.
- Site plan
- Copy of property deed or proof of ownership
- Authorization letter for non-property owner representative\*
- For New Construction: a set of building plans, no larger than 11 x 17, for structural changes or new construction. This includes all four elevations with drawn to scale dimensions. \*
- Please list any additional attachments:

  
\_\_\_\_\_  
Applicant Signature

5/21/26  
\_\_\_\_\_  
Date



SCALE: 1" = 30'

# BOUNDARY SURVEY for TIMOTHY and LYDIA CREELY

**LEGAL DESCRIPTION:**  
NORTH 103 FEET OF THE WEST 100 FEET OF LOT 32, OF CALDWELL'S ADDITION TO THE CITY OF OCALA, AS PER PLAT THEREOF, RECORDED IN PLAT BOOK 'E', PAGE 4, OF THE PUBLIC RECORDS OF MARION COUNTY, FLORIDA.

- NOTES:**
- 1) THIS IS A BOUNDARY SURVEY.
  - 2) SURVEY BASED ON EXISTING MONUMENTATION, RECORDS OF THIS COMPANY, AND PUBLIC RECORDS OF MARION COUNTY, FLORIDA.
  - 3) BEARINGS BASED ON ASSUMED DATUM AS SHOWN.
  - 4) DESCRIPTION FURNISHED BY CLIENT.
  - 5) LANDS SHOWN HEREON HAVE NOT BEEN ABSTRACTED FOR RIGHTS OF WAY, EASEMENTS AND/OR OTHER INSTRUMENTS OF RECORD.
  - 6) UNDERGROUND IMPROVEMENTS, SEPTIC SYSTEMS, AND UTILITIES, IF SHOWN HEREON, ARE APPROXIMATED AND MUST BE EXPOSED FOR ACCURATE LOCATION; OTHER SUCH UNDERGROUND FEATURES MAY EXIST WHICH WERE NOT LOCATED.
  - 7) SEPTIC TANK, DRAIN FIELD, AND/OR ANY OTHER POSSIBLE UNDERGROUND FEATURES MUST BE FIELD VERIFIED PRIOR TO CONSTRUCTION ON PROPERTY, AND/OR USE THAT MAY DAMAGE SAME.
  - 8) THE DETERMINATION OF A PROPERTY FLOODING, OR NOT FLOODING IS BEYOND THE SCOPE OF THIS SURVEYOR.
  - 9) NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER; NO ONE OTHER THAN THE ENTITIES NAMED IN THE CERTIFICATION SHOULD RELY ON THIS SURVEY.

**LEGEND:**

N = NORTH E = EAST W = WEST S = SOUTH (OR ANY COMBINATION SUCH AS NE, SW)	(M) = FIELD MEASUREMENT
° = DEGREES WHEN USED IN A BEARING	(P) = PLAT CALL
' = MINUTES WHEN USED IN A BEARING	(D) = DEED CALL
" = SECONDS WHEN USED IN A BEARING	(AD) = ADJACENT DEED
# = FEET WHEN USED IN A DISTANCE	(CD) = CALCULATED FROM DEED
# = INCHES WHEN USED IN A DISTANCE	(C) = CALCULATED FROM FIELD MEASUREMENTS
R/W = RIGHT OF WAY LINE	P.I. = POINT OF INTERSECTION
--- = BROKEN SCALE LINE	CONC. = CONCRETE
--- = CENTERLINE	R/W = RIGHT-OF-WAY
--- = FENCE CORNER	A/C = AIR-CONDITIONER
--- = FENCE LINE (WOOD/VINYL)	
--- = FENCE LINE (CHAIN LINK)	
--- = OVERHEAD UTILITY LINES	
⊕ = UTILITY POLE	

- ⊕ = FOUND 4" x 4" CONCRETE MONUMENT - BROKEN TOP
- ⊕ = FOUND 4" x 4" CONCRETE MONUMENT - IDENTIFICATION CAP ILLEGIBLE
- ⊕ = FOUND 5/8" IRON ROD - NO IDENTIFICATION CAP
- ⊕ = FOUND NAIL ATOP BRICK WALL - NO IDENTIFICATION
- ⊕ = SET 1/2" MARK IN CONC. WALK

**CERTIFY TO:**  
GLUCKENLOANS, LLC, its successors and/or assigns  
TIMOTHY LEE CREELY and LYDIA MARIE CREELY  
MARION LAKE SUMMIT TITLE, LLC  
ALLIANT NATIONAL TITLE INSURANCE COMPANY



I HEREBY CERTIFY THAT THE SURVEY REPRESENTED HEREON MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 61-N-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

10-MAR-2021

WILLIAM BLEY P.L.S. # 5088  
**BILL BLEY & ASSOCIATES, INC.** L.B. # 6413  
 CLIENT: CREELY  
 DATE OF FIELD WORK: 8-MAR-2021  
 FIELD BOOK/PAGE: 201/73  
 DRAWN BY: L.B.  
 (352) 694-7777 FAX (352) 694-1777 JOB NUMBER: 21-1113

