



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

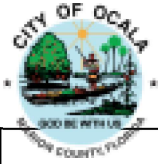
**There is no application fee; however, if work is performed without an approved COA, a fee of \$100 will be assessed.**

Parcel #:	2820-027-007	Property Address:	713 SE 2nd Street Ocala, FL 34471
Owner:	Donna Cress % The Donna Cress Revocable Trust	Owner Address:	713 SE 2nd Street Ocala, FL 34471
Owner Phone #:	352-572-6483	Owner Email:	donna.cress@gmail.com
Will there be an additional meeting representative? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, representative will need a letter of authorization*)			
If yes, name of representative:		Patrick Cress	
Rep. Phone #:	352-427-7444	Rep. Email:	patrickcress@gmail.com

Project Type:	<input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair	<input type="checkbox"/> New Construction <input type="checkbox"/> Reroof <input type="checkbox"/> Relocation	<input type="checkbox"/> Site Work <input type="checkbox"/> Fence <input type="checkbox"/> Other _____ Inground Pool _____
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**City of Ocala Application for Certificate of Appropriateness**

**Form revised: January 2023**



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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.**

**Construction of Inground Swimming Pool by Yandle's Splash Time Pools**

**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 Date**

**City of Ocala Application for Certificate of  
Appropriateness Form revised: January 2023**



### OWNER AUTHORIZATION

DATE: 4/9/2026

To Whom It May Concern:

I/We, Donna Cress c/o The Donna Cress Revocable Trust as the sole or joint fee simple title  
(PRINT OWNER'S NAME)

holder(s) of the property described as: 2820-027-007 and 713 SE 2nd Street Ocala, FL 34471  
(PARCEL ID NUMBER AND ADDRESS)

(PARCEL ID NUMBER AND ADDRESS CONTINUED)

Authorize Patrick Cress to act as my agent/representative for the  
(TENANT/LESSEE/AGENT)

application(s) for:

Check all required boxes

- Construction permits and any required/supporting documentation to include Notice of Commencements.
- Alcohol license.

\_\_\_\_\_  
Owner's signature  
(Property Owner per FS713)

STATE OF FLORIDA  
COUNTY OF Marion

The foregoing instrument was acknowledged before me this 13 day of 4, 2026 by

Donna Cress \_\_\_\_\_ Personally Known OR Produced Identification  
(NAME OF PERSON ACKNOWLEDGEING)

Type of Identification Produced \_\_\_\_\_

Jennifer Trudell  
NOTARY PUBLIC

REVISED 10/14/20

GROWTH MANAGEMENT DEPARTMENT • 201 SE 3<sup>RD</sup> STREET • OCALA, FLORIDA 34471  
(352) 629-CITY (2489) • www.ocalafl.org





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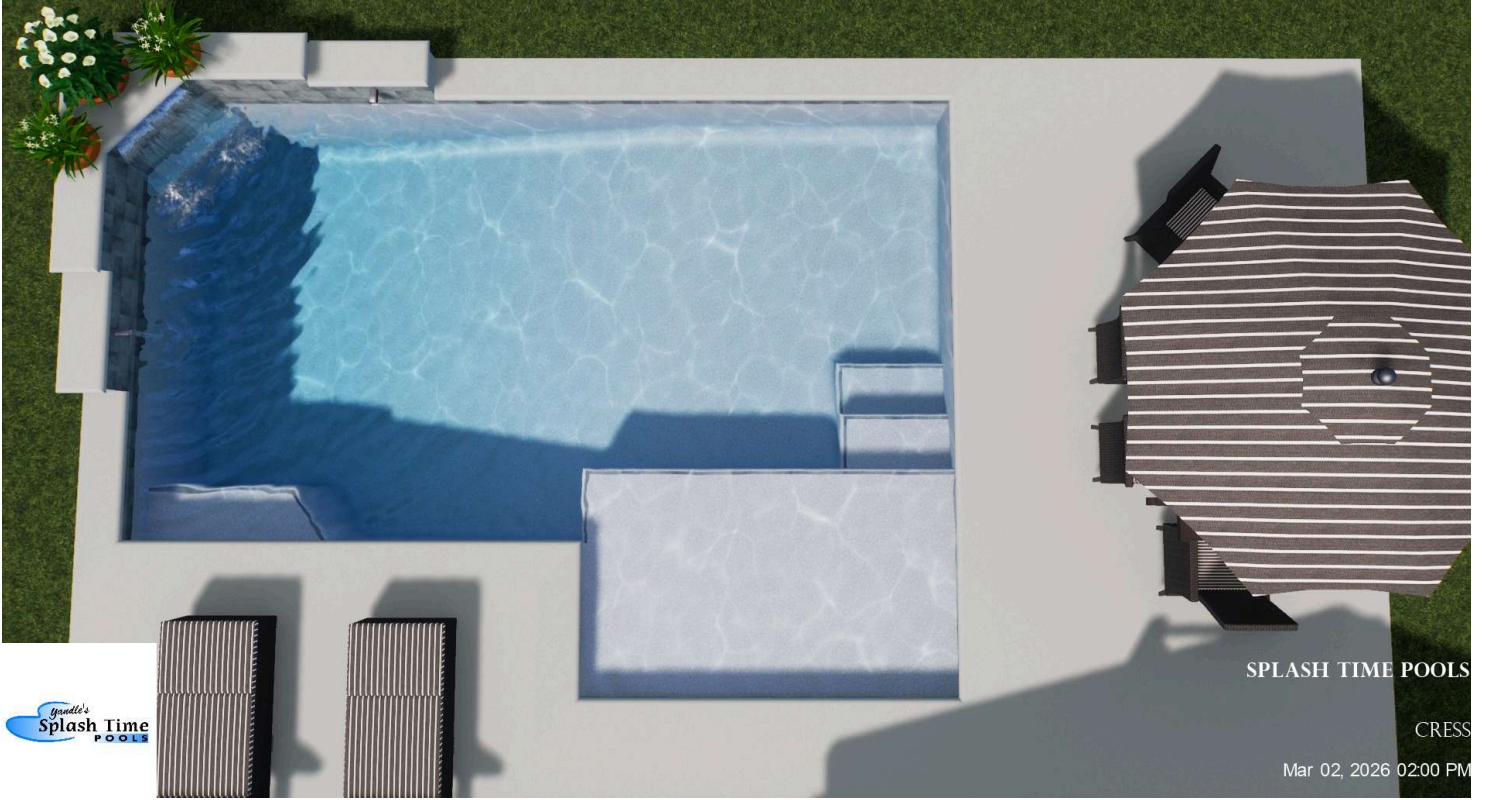
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