



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 # 172  
 COA 24-45613  
 Meeting Date: May 2, 2024  
 Product Approval # \_\_\_\_\_  
**After-work**  
**INV-70011**

## 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 #:		Property Address:	717 SE 6th St
Owner:	Jeff Cronkrite	Owner Address:	717 SE 6th St
Owner Phone #:	352-456-1370	Owner Email:	jeffpowell1006@gmail.com
Will there be an additional meeting representative? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, representative will need a letter of authorization*)			
If yes, name of representative:		Jill Cronkrite	
Rep. Phone #: 352-789-9626		Rep. Email: <a href="mailto:jillcronkrite@gmail.com">jillcronkrite@gmail.com</a>	

Project Type:	<input type="checkbox"/> Addition	<input type="checkbox"/> New Construction	<input 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 checked="" 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.**

This property has two separate addresses. The main house has an address of 717 and a driveway on the right side of the property. The cottage has an address of 715 on the left side of the property. The cottage had an unnecessary curb cut approval for property right access in December of 2023. The curb cut was approved by the board and there was no indication that we would change the grass driveway. The COA was approved knowing that the grass driveway would be a different material than the existing material on the main homes' driveway.

1. COA requested to resolve a complaint by a neighboring board member that crushed granite was laid directly over a crushed and completely broken asphalt driveway and sidewalk that existed for the main property. This driveway is the same exact size and location as the original crushed and broken asphalt driveway and sidewalk. We are asking that the crushed granite is allowed to remain as it was an improvement over the crushed asphalt, gravel is historically accurate and seen throughout the historic district.

2. COA requested to resolve another complaint by a neighboring board member that a second set of 3 steps was added to the front deck. The front deck has two front doors. It had one set of wooden steps, making access to the other door cumbersome. Adding the second set of stairs as seen at numerous other properties in the district makes entry into the other door easier. The material is wood. We would add the same banister as the original which is also wood if approved.

**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:

Jeff Cronkrite

4/3/24

Applicant Signature

Date

Prepared by and return to:

Brandie P. Bennett  
Brick City Title Insurance Agency, Inc.  
521 NE 25th Avenue  
Ocala, FL 34470  
(352) 622-8732  
File No 23-1929

Parcel Identification No 2820-031-006

[Space Above This Line For Recording Data]

## WARRANTY DEED

(STATUTORY FORM – SECTION 689.02, F.S.)

**This indenture made the 29th day of September, 2023 between Palomino Residential Rentals, LLC, a Texas Limited Liability Company, whose post office address is 4829 Northwest 75th Avenue, Ocala, FL 34482, Grantor, to Jeffrey Powell Cronkrite, a married man, whose post office address is 717 Southeast 6th Street, Ocala, FL 34471, Grantees:**

**Witnesseth**, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantees, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantees, and Grantees' heirs and assigns forever, the following described land, situate, lying and being in Marion, Florida, to-wit:

**The South 1/2 of the East 1/2 of the West 1/2 of Block 31, of Caldwell's Addition to Ocala, according to the Plat thereof, as recorded in Plat Book "E", at Page 4, of the Public Records of Marion County, Florida.**

**\*Said property is not the homestead of the grantor nor contiguous thereto.**

**Together with** all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**Subject to** taxes for 2023 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

**TO HAVE AND TO HOLD** the same in fee simple forever.

**And** Grantor hereby covenant with the Grantees that the Grantor is lawfully seized of said land in fee simple, that Grantor have good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, Grantor have hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Wendy L. Nelson  
WITNESS  
PRINT NAME: Wendy L. Nelson

Ana Margarita Martinez  
WITNESS  
PRINT NAME: Ana Margarita Martinez

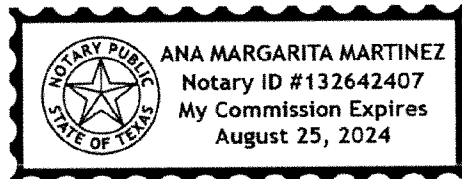
Palomino Residential Rentals, LLC, a Texas Limited Liability Company

By: Sherry Pound  
Sherry Pound, Manager

STATE OF TEXAS  
COUNTY OF HARRIS

The foregoing instrument was acknowledged before me by means of ( ) physical presence or (✓) online notarization this 29th day of September, 2023 by Sherry Pound, Manager of Palomino Residential Rentals, LLC, a TX Limited Liability Company.

[Signature]  
Signature of Notary Public  
Print, Type/Stamp Name of Notary



Personally known: \_\_\_\_\_  
OR Produced Identification: ✓

Type of Identification Produced: US Passport

Completed via Remote Online Notarization using 2 way Audio/Video technology.