



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 #:	28362-039-01	Property Address:	906 E Fort King St
Owner:	Stacey and Jon Harris	Owner Address:	906 E Fort King St
Owner Phone #:	S: 678-333-7852 J: 678-689-7568	Owner Email:	staceyharris11@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 checked="" type="checkbox"/> Addition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Site Work
	<input checked="" type="checkbox"/> Alteration	<input type="checkbox"/> Reroof	<input checked="" type="checkbox"/> Fence
	<input type="checkbox"/> Repair	<input checked="" type="checkbox"/> Relocation	<input type="checkbox"/> Other _____



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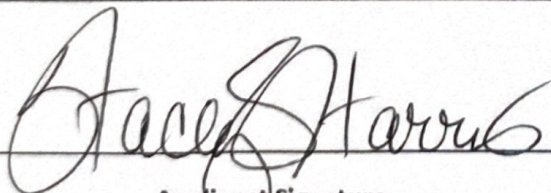
Describe, by list, specific changes you are requesting to do to your property. Include the types of materials to be used, as well as dimensions. A site plan must be provided for additions to buildings, new construction (including garages, sheds, other accessory buildings), fences and site work (including 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.

see attachment: Wedding Cake House COA 1

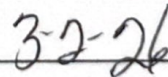
**Required additional materials for submission:**

- 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:

Wedding Cake House COA - List of changes  
DHPAB



Applicant Signature



Date

**Fence:**

Replace existing 6 ft wood fencing on both sides of the back yard that is in disrepair with 6 ft ornamental black aluminum fencing. Photos of existing fencing and proposed product attached

**Addition:**

Add stairs from the lower carport to the upper deck in the back of the house. Plans attached

Dimensions: 8'x11'6"

Materials: Commercial grade aluminum railing, siding will match existing siding on the house, stair treads will be wood, frame will be ground pressure treated wood.

**Alteration:**

Remove exterior window screens. Many of the screens are in disrepair and are painted shut. The window frames are in need of repair and painting and most are currently not accessible. Photo attached

**Alteration:**

Remove exterior shutters. The shutters are in severe disrepair and most are beyond fixing. By removing the shutters and screens we can repair and paint the existing window trim. Photo attached

**Addition:**

Enclose the existing screened porch on the left side of the house. This space would include a bathroom and closet space to accommodate a master suite on the main level. An additional 4 feet will be added to the back of the existing screened porch to accommodate the entrance from the bedroom to the new space. Plans attached

Dimensions: 9'7"x24'9"

Materials: Reuse 3 original windows, reuse any siding that is salvaged from demo, match additional siding, same roofing material will be used on the extension to match existing roof

**Relocation:**

Relocate existing exterior door that leads from foyer to screened porch to the dining room that will provide access to the side porch dining space. The side window it will replace will be used in the new addition.

Relocate a window in the bedroom that will become the entry from the bedroom to the new bathroom and closet. This window will be used in the new addition.

Relocate a window that will be part of the new bathroom and use it in the new addition.