



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: 4-4-24  
 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 #:		Property Address:	717 SE 6th STREET OCALA FL 34471
Owner:	Jeff P. Cronkite	Owner Address:	717 SE 6th STREET OCALA FL 34471
Owner Phone #:	352 456-1370	Owner Email:	Jeff Powell 1006@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 Cronkite	
Rep. Phone #:	352 789 9626	Rep. Email:	Jill Cronkite@gmail.com

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.

2<sup>nd</sup> set of stairs for front porch

**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 *ALREADY ON FILE*
- 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