



Historic & Architectural Preservation Advisory Board

## **Property Owner's Guide to the Local Register of Historic Resources**

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# City of Venice Historic & Architectural Preservation Board

## Guide for Nomination to the Local Register of Historic Resources

## Greetings Historic Property Owner,



Thank you for your interest in Venice's Historic Preservation Program. Our city has an incredible history. From frontier community, to the Florida Land Boom and Bust, to post World War II growth, Venice's past is reflected in many of the buildings we still have here today.

Having your property placed on the Local Register of Historic Resources is quite an honor. This prestigious designation will show that your historic property is an integral part of the fabric of Venice history. It also will mean that measures are in place to help ensure the integrity and longevity of your property.

The information enclosed in this packet is to provide some basic information about the nomination process. It should help answer some of your questions and show you step-by-step what it takes to be designated on the Local Register.

Assistance with the process is always available from the City's Historical Resources Manager or through one of the members of the Historic and Architectural Preservation Board. Contact information is provided in the packet.

We are excited that you are interested in pursuing designation. Part of Venice's charm that lures tourists and new residents alike is its historic architecture – it helps define us with a unique sense of place. Adding your property to this distinctive list of historic places means that charm will continue into the future.

Sincerely,

City of Venice Historic & Architectural Preservation Board

# What is the Local Register of Historic Resources?

The Local Register of Historic Resources:

- ◆ Distinguishes properties of greatest historical significance in the City of Venice
- ◆ Provides for the long-term protection of your property
- ◆ Provides tax breaks for approved improvements
- ◆ Provides the ability to restore your home if in a flood plain
- ◆ Allows for certain variances in the Building Code
- ◆ Adds prestige and value to your property
- ◆ Helps keep Venice charming for future generations to enjoy.



## Would you like your property to be on the Local Register of Historic Resources?

**IF YOU DO -It is easy to apply.**

### How to start

**Contact the Historical Resources Manager at 941- 486-2490 to see if your property is eligible and to start the application process.**

**and**

**Your Historic & Architectural Preservation Board Members are ready to help you with your application!**

# Benefits and Obligations of The Local Register of Historic Resources

## Benefits

**Structures listed on the local register are eligible for the following:**

1. Qualified improvements are entitled to a 10-year Ad Valorem Tax Exemption equal to the amount that the taxes would have increased due to the improvements made.
2. Properties in a flood plain can be restored even if the cost exceeds 50% of the assessed value.
3. Properties are entitled to modified enforcement of the Florida Building Code (“FBC”) as provided by the FBC.
4. Properties are designated as conforming for zoning considerations.
5. Properties are given special consideration for home occupations and other special exceptions by the Planning Commission upon application.
6. They are exempt from fees normally required for building or development review permits.

*Income-producing properties are eligible for investment tax credits for certified rehabilitations if they are also listed in the National Register of Historic Places.*

## Obligations

Once a resource is on the local register, alterations, additions, demolition, relocation or site modifications shall require a approval by the Historic and Architectural Preservation Board.

Every owner of a historic resource subject to a CAC or COA shall protect the resource against any fault, defect, or condition which renders it structurally unsafe or not watertight (i.e. demolition by neglect) and shall keep it in good repair including:

1. All of the exterior portions of such buildings or structures including but not limited to all roofing materials and roof components, window glass, window frames and sashes, exterior doors, and door frames; and
2. All interior portions thereof which, if not so maintained, may cause such buildings or structures to deteriorate or to become damaged or otherwise to fall into a state of disrepair.
3. Violations of this section shall be enforced through the City’s Code enforcement process .
4. City staff and the HAPB may work with a property owner to encourage maintenance and stabilization of a historic resource.

# TIMELINE

## FOR NOMINATION TO THE LOCAL REGISTER OF HISTORIC RESOURCES

Determine if the property is eligible for application. The Historical Resources Manager or a member of the HAPB can assist with that.



Work through the application process. Resources for researching your property are available at the Julia Cousins Laning and Dale Laning Archives and Research Center.



Once the Historical Resources Manager determines the application is complete, it will be scheduled for a public hearing at the next available HAPB meeting.

If the HAPB votes to recommend the nomination to City Council, staff will work to get the nomination on the next available City Council meeting.



The ordinance to place the property on the Local Register takes two readings from City Council. If approved, the property is then listed in the Local Register.



If requested by the owner, the City will order a plaque to place on the property showing its designation and arrangements can be made for a press photo opportunity.

# FREQUENTLY ASKED QUESTIONS ABOUT THE LOCAL REGISTER OF HISTORIC RESOURCES

**Q: If my property is on the Local Register, do I need to open it up to the public?**

A: No, being on the Local Register does not mean you have to let people into your property to view it.

**Q: Will I be prevented from making any changes to my property?**

A: Projects that affect the exterior of your property are allowed; you will just need to get a Certificate of Appropriateness from the Historic Preservation Board or Historical Resources Manager. They will review the proposed project to ensure it does not do long-term harm to the building, so that it will be there for future generations.

**Q: I want to put in a new kitchen. Does that need one of those Certificates of Appropriateness?**

A: Most interior work does not need a Certificate of Appropriateness. One is only required if that interior work affects the exterior or was part of the reason the property was designated.

**Q: Will the City of Venice pay for any repairs to my property so that it stays historic?**

A: No, the City of Venice does not pay for repair costs for property owners whose properties are on the Local Register. However, it does provide certain ad valorem (property) tax breaks for certain improvements.

**Q: Do I need approval to sell my property if it is on the Local Register?**

A: No, you do not need any approval to buy or sell a property on the Local Register. Listing that it is on the Local Register is a great selling point.

**Q: Is there a difference between being on the Local Register and the National Register of Historic Places?**

A: Yes, there is. Whereas both recognize properties based on similar criteria, being on the Local Register provides for more protections and review of projects that could affect it. The National Register is for the most part ceremonial, and only provides protection against federal activities.



## **LOCAL REGISTER OF HISTORIC RESOURCES NOMINATION**

*Please note: Property owner should complete form with assistance from Historic & Architectural Preservation Board members and/or Manager of Historical Resources*

Date application submitted to Historical Resources Manager:  
\_\_\_\_\_

### **Section I – Application Information**

1. Proposed Resource Name: \_\_\_\_\_
2. Resource Address: \_\_\_\_\_
3. Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_
4. Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Obtain legal description of property from Sarasota County Appraiser’s Office.***

***Click on link to obtain information: <http://www.sc-pa.com/propertysearch>***

5. Type of Resource to Be Nominated (circle one):

Building                      Site                      Object

6. Owner(s) information:  
 Name(s): \_\_\_\_\_  
 Address(es): \_\_\_\_\_  
 Telephone Number(s): \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 \_\_\_\_\_

(signature of owner) **IN PEN**

(signature of owner) **IN PEN**

Applicant's information (if different than owner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to owner: \_\_\_\_\_

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(signature of applicant) **IN PEN**

## Section II – Nominating Criteria

*Check nomination criteria with Manager of Historical Resources against Venice Code of Ordinances Chapter 87, Section 7.7 C*

The HAPB shall review and make recommendations to City Council for Local Register designations that meet one or more of the following:

1. Are significant in the City's history and culture and possess an integrity of location, design, setting, materials, workmanship, or association;
2. Are associated with distinctive elements of cultural, social, political, economic, scientific, religious, prehistoric, paleontological, and architectural history that have contributed to the pattern of history in the community, the city, the county, the state, the region, or the nation;
3. Are associated with the lives of persons significant in past history;
4. Embody the distinctive characteristics of a type, period, style or method of construction or work of a master; or possess high artistic value; or represent a distinguishable entity whose components may lack individual distinction;
5. Are a traditional cultural property associated with the cultural practices, traditions, beliefs, ways of life, arts, crafts, or social institutions of a living community;
6. Have yielded or are likely to yield information in history, ancient history, or prehistory;
7. Are listed individually in the National Register of Historic Places;
8. Are a contributing structure to a National Historic District; or
9. Are characterized as a geographically definable area possessing a significant concentration, linkage, or continuity of historically, architecturally, or culturally significant sites, buildings, objects, or structures united by past events or aesthetically by plan or physical development

Supporting documentation:

You can research your property and search for appropriate supporting documentation by making an appointment at the Julia Cousins Laning and Dale Laning Archives & Research Center -phone them at (941) 882-7229 or email at [archives@venicefl.gov](mailto:archives@venicefl.gov). Also obtain assistance from the Historical Resources Manager or Historic & Architectural Preservation Board members as needed.

Attach as many pages as necessary to discuss significant aspects of the criteria selected above. The information presented should make a convincing argument for listing the resource on the local register. To obtain supporting information begin with the paperwork provided by the bank, mortgage company, title company and previous owner from the most recent sale of the resource. Researching the chain of title through county transfer documents can provide a list of previous owners. If available, blueprints can provide information about the architect and building. Identify major sources and references on a separate sheet of paper.

If the structure is listed individually on National Register of Historic Places, a copy of the nomination form substitutes for above requirements.

### **Section III – Historical and Architectural Information**

*This information is important to qualify a structure as representing characteristics of a particular architectural style or period. Attach additional sheets if necessary.*

1. Architect (if known): \_\_\_\_\_
2. Builder (if known): \_\_\_\_\_
3. Construction date: \_\_\_\_\_
4. Restoration date(s): \_\_\_\_\_
5. Overall style of the structure: \_\_\_\_\_
6. Structural system: \_\_\_\_\_
7. Roof (type and surfacing): \_\_\_\_\_
8. Exterior material: \_\_\_\_\_
9. Foundation (type and material): \_\_\_\_\_
10. Window type(s): \_\_\_\_\_  
(double or single hung, casement, awning, jalousie, fixed, etc.)
11. Modification date(s): \_\_\_\_\_
  - a. If altered, briefly describe the type and degree of major alterations (new doors, modern windows, aluminum siding, etc.). Please be as specific and objective as possible. Attach additional sheets if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Move date: \_\_\_\_\_

c. Original use: \_\_\_\_\_

12. Current use: \_\_\_\_\_

13. Condition (circle one):

**Very Good** (no deterioration; well-maintained)

**Good** (minor deterioration; attractive, desirable, and usable)

**Fair** (marked deterioration; renovation/repair required)

**Poor** (unsound; unfit for use in any practical sense)

### Section IV – Submission Requirements

1. Return the completed form to the City’s Manager of Historical Resources.
2. With the form, include a set of at least 6 images of the outside of the resource, as well as any interior or exterior detail shots that demonstrate the significance of the resource.
3. Also include any line drawings, floor plans, or blueprints of the resource that are available (these will be returned).
4. If the structure is individually listed in the National Register, a copy of that nomination form substitutes for items 2 and 3 of this list.

### For Official Use Only

Date of Contact: \_\_\_\_\_

Additional Information:

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