



TOWN OF HAVANA

Cecil G. Trippe Municipal Building
711 North Main Street, Havana FL 32333
Phone: (850) 539-2820 Fax: (850) 539-2830

CERTIFICATE OF APPROPRIATENESS APPLICATION
Application Fee - \$150

APPLICANT INFORMATION

Name: _____
Business Name: _____
Email: _____
Phone: (____) _____ - _____
Alt. Phone: (____) _____ - _____
Property Address: _____

Owner Name and Address (if other than applicant):

PROJECT INFORMATION

Project Location: _____
Legal Description (attach separate sheet if necessary):

District: **CENTRAL BUSINESS DISTRICT**

Proposed Changes (**Please describe, in full detail, including but not limited to colors, dimensions, materials used, estimated time, etc.** Attach separate sheet if necessary):

PROJECT DESCRIPTION

Check ALL that Apply:

- Alteration
- Moving
- Excavation
- New Construction
- Repair
- Demolition
- Grading
- Sign
- Addition
- Other

WORK BEING PERFORMED BY:

Architect or Engineer: _____

Building Contractor: _____

Other: _____

REQUIRED ATTACHMENTS TO THIS APPLICATION:

- Site Plan
- Materials Sample(s)
- Elevation Review (if applicable)
- Photographs (4x6 or Larger). **No Polaroids or Google Earth Images.**
- Other

(Please discuss appropriate photographs/materials with Town Manager prior to application submission)



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AFFIDAVIT OF AUTHORIZATION

Instructions: To be completed by the individual submitting the application (owner or authorized agent).

I, _____ (name), as _____ (owner/title) of
_____ (company/property), swear or affirm under oath, that

I am the owner or the authorized representative of the owner(s) of the property and affirm by my initials and signature below, the following:

_____ I have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the county in accordance with this application and Town of Havana Ordinance 387;

_____ The information on this application and any associated sketches, photos, or other documentation attached to the application represent an accurate description of the proposed work. I have omitted nothing that might affect the decision of the Town of Havana Planning/Historic Preservation Committee.

_____ I agree to supply photographs of the appropriate representative views of the proposed work when the job is completed.

_____ I will attend (or send a representative to attend) the public hearing of this application before the Town of Havana Planning/Historic Preservation Committee.

_____ I have authorized the staff of the Town of Havana to enter upon the property during normal working hours for the purpose of investigating and evaluating the request made through this application.

_____ I understand that the approval of the Town of Havana Planning/Historic Preservation Committee does not constitute approval of other required federal, state or local permit applications.

_____ I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work.

_____ I understand that a Certificate of Appropriateness becomes void unless construction is commenced within (1) year of the date of issue.

_____ I understand that a \$150.00 fee must be submitted with my application and no changes will be considered until that fee has been remitted to the Town of Havana.

Under penalties of perjury, I declare that I have read that I have read the foregoing Affidavit of Authorization and that the facts stated in it are true.

Signature

Date

STATE OF FLORIDA
County of _____

The foregoing instrument was sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____ (name of person providing oath or affirmation).who ____ is personally known to me or who provided _____ as identification.

STAMP/SEAL

SIGNATURE OF NOTARY PUBLIC



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**TOWN OF HAVANA
PLANNING/HISTORIC PRESERVATION COMMITTEE**

**Certificate of Appropriateness Application
Recommendation for Town Council**

Date Reviewed:

June 8, 2023

Owner Name Paul Becotte – “You Never Know”
Property Address 120 E. 7th Avenue Havana Florida 32303

Committee Recommendation: **Approve**

Committee Chair

Committee Members

Signature Date

Karen Bass
Printed Name

Karen Bass, Chair
Tammy Hinson, Vice-Chair
Becky Tiller, Secretary
Fred Lee, Member
Betty Kellum, Member
Trena Giddens, Member
James Heidenreich, Member