

Preservation District Guidelines & Regulations

Pensacola, Florida



Drafted during the summer of 2014 with contributions from the University of West Florida Historic Trust and members of the Pensacola Architectural Review Board.

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Introduction

Pensacola has four designated historic districts – Pensacola, North Hill, Old East Hill, and Palafox Historic Business – each with their own distinctive history and architectural character. Many of the structures within these historic areas were in severe decline or facing outright demolition by the 1960s. With the momentum of the newly-passed National Historic Preservation Act of 1966, Pensacola’s preservation leaders and residents successfully lobbied for the establishment of the Historical Preservation and Restoration Commission. Shortly afterward, in 1968, the city formalized the boundaries of the Pensacola Historic District. This first, official district was followed by North Hill and Old East Hill – both established through the support and action of local residents, who sought to protect the unique character of their neighborhoods through formal zoning. Each formally-zoned historic district, and all properties contained therein, are placed under the review of the Pensacola Architectural Review Board (ARB).

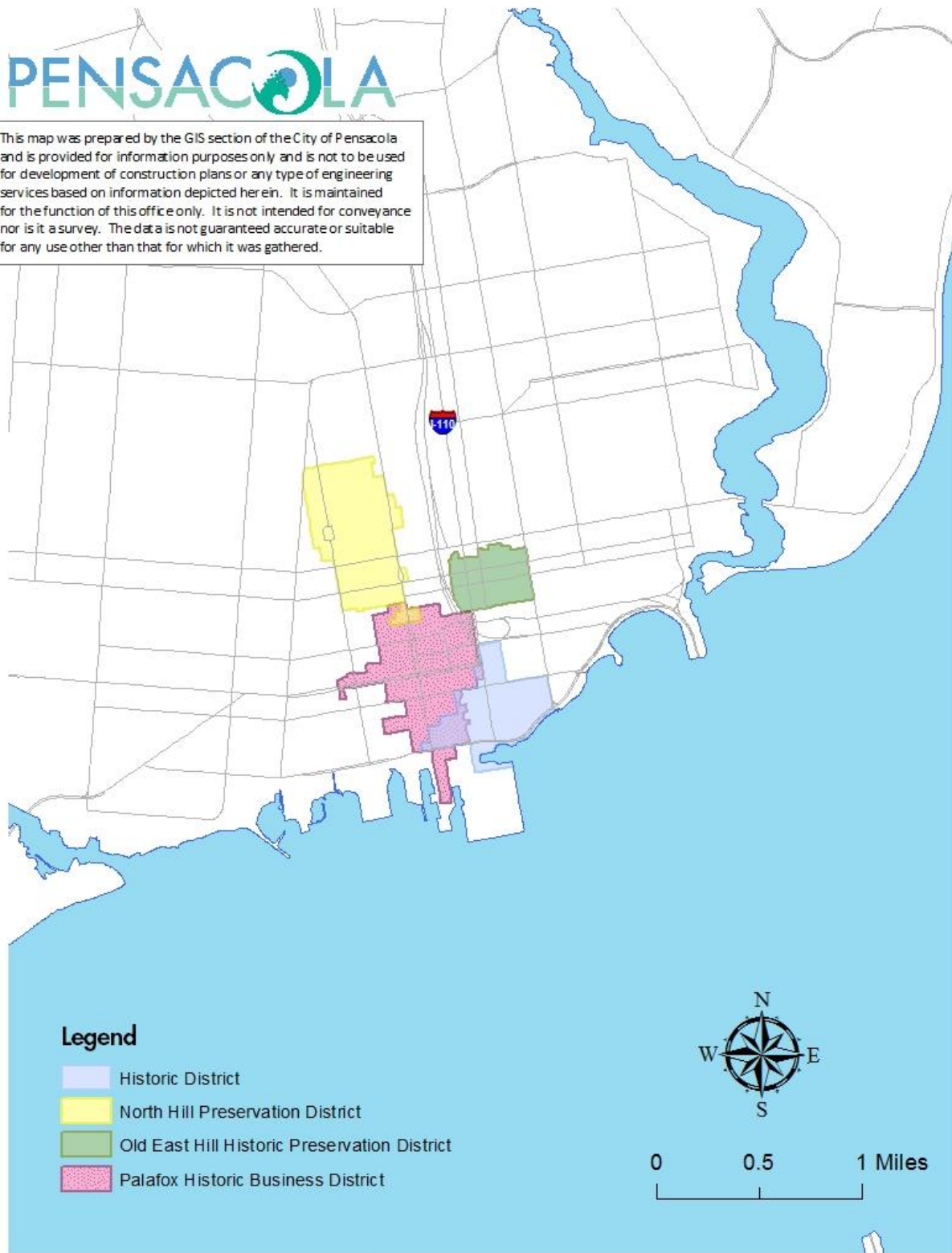
The ARB members review all exterior renovations to existing structures, as well as the design of new construction within each district, in order to maintain overall integrity and historic character of the overall district. The Preservation District Guidelines and Regulations document is designed to serve as a resource and guide for owners of these properties which are subject to ARB regulation, and to guide Board members in rendering their decisions.

Section I provides a brief overview of the predominant, historic architectural styles found in Pensacola, different architectural elements, and general district histories. Section II covers district regulations as outlined in the Pensacola Municipal code, as well as information on the ARB applications process submission materials. Section III provides further information on local and state preservation resources, a list of architectural terminology, and a quick-guide to specific ordinances referenced through the preservation-related municipal code.

The guidelines listed in this document are not meant to be all-inclusive; each project is considered individually, and the Board members may exercise their best judgment in approving or disapproving project designs.

PENSACOLA

This map was prepared by the GIS section of the City of Pensacola and is provided for information purposes only and is not to be used for development of construction plans or any type of engineering services based on information depicted herein. It is maintained for the function of this office only. It is not intended for conveyance nor is it a survey. The data is not guaranteed accurate or suitable for any use other than that for which it was gathered.



Section I
Historical Information

Major Events in Pensacola Preservation

1960 – The Pensacola Historical Society is established to help preserve and document Pensacola’s historic structures and landmarks

1964 – The Pensacola Heritage Foundation is established to save Lee Square from being destroyed

1966 – The National Historic Preservation Act is passed, establishing preservation of the historic built environment as a national concern

1967 – The Pensacola Historical Restoration and Preservation Commission is established by the Florida Legislature

1968 – Preservation zoning ordinance and boundaries for the Pensacola Historic District are formalized

1970 – The Pensacola Historical Restoration and Preservation Commission becomes the Historic Pensacola Preservation Board (HPPB)

The Pensacola Historic District receives a National Register Listing

1973 – North Hill Preservation Association is created

1974 – City Council passes an ordinance describing the boundaries of the North Hill Preservation District

1978 – The city adopts preservation zoning for North Hill

1983 – The North Hill Preservation District is nominated to the National Register of Historic Places

HPPB staff and volunteers from the East Hill Preservation Association undertake a preliminary survey for the proposed East Hill Historic District

1984 – After a petition of support signed by 744 residents, a proposal for the East Hill Preservation District is submitted to city officials

1985 – Guidelines for the Pensacola Historic District are established during a 90 day moratorium on new construction within the district

The zoning ordinance is updated, listing the HPPB as the authority for the review of repairs to historic structures

1987 – The Historic Pensacola Village opens as a museum and living history exhibit

1992 – Review procedures, new construction guidelines, and the role of the HPPB are clarified within the City of Pensacola Land Development Code

1994 – The Pensacola city council and Escambia County Board of Commissioners adopt an ordinance for the Ad Valorem Tax Exemption for restoring historic properties

2001 – The Florida Legislature transfers the Historic Pensacola Preservation Board to the University of West Florida, and the agency becomes West Florida Historic Preservation, Inc.

2009 – West Florida Historic Preservation, Inc. and the Pensacola Historical Society merge, creating the organization known today as the University of West Florida Historic Trust (UWF Historic Trust).

Architectural Styles and Terminology

The following section provides a brief overview of historical building elements and architectural styles found in Pensacola. This list of architectural elements is limited to exterior features, since building interiors typically are not regulated by the ARB. Also note that it is common for a building to undergo alterations or renovations during its history, and thus may have features of several architectural styles, or elements from different time periods.

Based on their age and architectural style, structures within Pensacola's historic district are categorized as **contributing, non-contributing, or modern in-fill**. Surveyors from the Historic Pensacola Preservation Board, among other local preservation groups, made these determinations using the National Parks Service fifty-year rule: that fifty years is the age at which a structure becomes "historic," unless that structure has exceptional architectural or historical significance. At the time each district was surveyed, structures that met the fifty-year rule were listed as contributing to the historic character or significance of the neighborhood. Structures which did not meet the age criteria, or not considered to add to the significance of the district, were listed as non-contributing. Much later or modern buildings are categorized as modern in-fill.

Character Defining Features

Historic architectural styles are often discussed in terms of their **character defining features** – that is, the architectural elements that are associated with that particular style, and are used as identifying markers. Altering or removing character defining features can result in an irrevocable loss of historic fabric and character. Preserving the character defining features of a buildings is therefore an integral part of preserving the overall look of the surrounding district. **Preservation Brief 17** from the National Park Service lists exterior features as follows:

Shape – The shape of a building is defined by its overall height, width, and depth. An excellent example of an architectural style characterized by shape is the *shotgun house* – a vernacular cottage that is one room in width and multiple rooms in depth.

Openings – Openings include doors, windows, arcades, entryways, etc. – as well as their size, shape, location, materials, and craftsmanship.

Roof (and related features) – This includes not only the roof shape and pitch, but also features such as gables, dormers, eaves, chimneys, cupolas, and roofing materials (e.g. wood shakes, standing-seam metal, slate, etc.)

Projections – Projections are elements such as porches, balconies, turrets, or stairs which extend outward from the mass of the building.

Trim – Trim refers to elements such as cornices, moldings, carving, scrollwork, or brackets that add period detail to a building. A common example from Pensacola is the lacey wood trim often found on Queen Anne or Gothic homes.

Setting – This includes a building's relationship to the street, the amount of setback (or lack thereof), or any landscape features which may contribute to the overall character of the site.

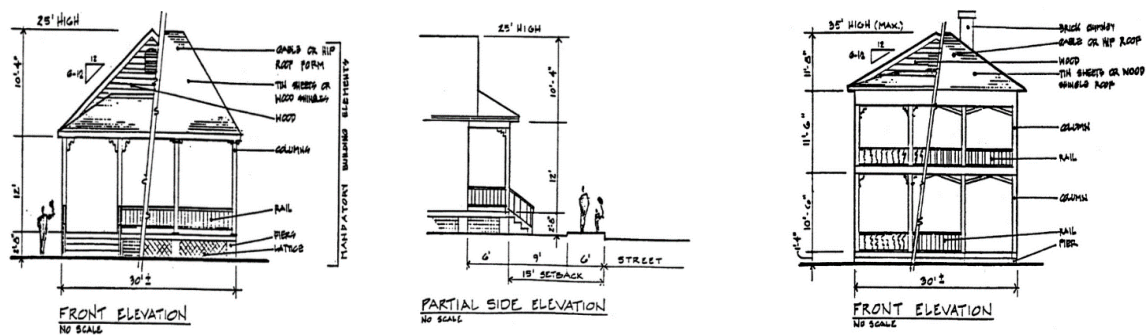
Materials and Craftsmanship – Both of these qualifications are important in defining the visual character of a building through texture, color, or arrangement – such as the variety of exterior finishes used on a Queen Anne

Architectural Styles

Frame Vernacular (ca. 1850-1890)

Frame vernacular refers to a modest wood home which was not designed according to any architectural fashion. Vernacular styles vary regionally, but in Pensacola the predominant forms include Gulf Coast (or Creole Style) cottages and shotgun houses. These simple structures typically have one or two rooms in width or depth, a full-width front porch, a wood-clad exterior, and double-hung sash windows. They are elevated on masonry-pier foundations and may feature later additions to the rear or sides of the house. Two-story forms typically have a double porch.

Homeowners often improved the look of their building through the addition of Victorian-style wood trim along the porch or cornice. These details include intricate Queen Anne, Italianate, or Gothic spindle-work, scrollwork, spandrels, eave brackets, and turned wood balusters or support posts. When a vernacular home features these details, the style is often referred to as **Folk Victorian (c. 1870-1910)**. Pensacola has a large concentration of these embellished, Gulf Coast cottages. These homes can be differentiated from true Victorian forms by their simple, symmetrical body plans and lack of variegated exterior finishes. Frame vernacular styles are found in North Hill, Old East Hill, and the Pensacola Historic District.



These drawings show typical front and side elevations for one- and two-story Gulf Coast cottages. Although the drawings are specific to the Pensacola Historic District, this type of vernacular building is common throughout all the residential districts.

Shotgun House (Vernacular)

Pensacola Historic District

- Single-room width
- Front gable
- Full-width front porch
- Wood-clad exterior
- Masonry-pier foundations
- Six-over-six double hung windows



Gulf Coast Cottage (Vernacular)

Pensacola Historic District

- Recessed, full-width porch
- Wood-clad exterior
- Six-over-six double-hung windows
- Masonry-pier foundations
- Side-gable roofline
- Central chimney
- Symmetrical placement of double entry-doors



Frame Vernacular

Old East Hill Preservation District

Simple, rectangular plan
Full-height, triple-hung windows
Double front porch
Double-hung sash windows
Decorative wood porch trim
Simple gable bracket



Frame Vernacular

Pensacola Historic District

Simple, rectangular plan
Wood-clad exterior
Full-height windows
Double porch (*note that the original wood supports have been replaced in metal*)



Folk Victorian (Vernacular)

Pensacola Historic District

Single-room width
Recessed front porch
Full-height, triple-hung front windows
Wood-clad exterior
Six-over-six double-hung windows
Turned balusters and support posts
Decorative wood trim

Gothic Revival (1840-1880)

This style references medieval building forms through steeply-pitched, front- or cross-gabled roof shape, and may have a one-story entry- or full-width porch. The pointed arch is a common feature of Gothic Revival, and may be utilized in windows or front porch trim. Much like the Queen Anne, Gothic Revival is characterized by intricate exterior detailing – a way to feature the new scroll-saw technology of the time. Milled wood trim is often featured along front porches, cornice lines, or through the use of decorative gable-brackets or verge boards (also known as bargeboard, this refers to decorative boards installed within the sides of a gable).



Gothic Revival

Pensacola Historic District

Steeply-pitched, central front gable
Narrow, paired sash windows
Entry porch
Decorative wood trim on porch and gable

Queen Anne (1880-1910)

Queen Anne is one of the most common historic architectural styles found in Pensacola. This Victorian style is characterized by a massed, asymmetrical body plan and a variety of exterior textures, colors, and intricate wood details. Common Queen Anne features are gabled roofs, turrets, bay windows, sash windows with multiple panes of glass, chimneys with decorative brick-work, and a front porch which may cover the entry only, or expand to wrap around the side of the house. Exterior finishes may include a mix of wood clapboard and shingles, patterned masonry, or half-timbering. Exterior details often include turned wood support posts and balusters, and lacey, wood scrollwork along the porch, cornice, or gables. The North Hill District has a number of large Queen Anne homes, while the Pensacola and Old East Hill districts contain more modest examples of the style.



Queen Anne

North Hill Preservation District

Asymmetrical plan
Prominent front-gable
Bay windows
Double-hung sash windows
Multiple chimneys with decorative
Brickwork
Mixed exterior finishes
Decorative trim on porch and gable



Queen Anne
Old East Hill Preservation District

- Asymmetrical plan
- Turret
- Chimney with decorative brickwork
- Clustered chimney pots
- Double-hung sash windows
- Bay windows
- Queen Anne windows
- Stained glass windows
- Decorative wood trim and eave brackets

Queen Anne
Old East Hill Preservation District

- Asymmetrical body (with canted corner)
- Wrap-around porch
- Chimney with decorative brickwork
- Turned porch support posts and balusters



Colonial Revival (1880-1955)

Colonial Revival references the early forms of English and Dutch colonial architecture constructed along the Atlantic seaboard. Homes built in this style may have a mix of features drawn from the Georgian, Federal, as well as Dutch or post Medieval English styles. These homes often have a symmetrical front elevation with an accentuated, central door, and may have an entry- of full-width front porch on the first floor. Roofs are most commonly hipped, but may also be front-gabled, side-gabled, or gambrel in the Dutch style. Double-hung sash windows are common, often with multiple panes of glass. Exterior details may include cornice mouldings, pediments above doors and windows, and fanlights or sidelights on doors.

Colonial Revival

North Hill Preservation District

Symmetrical façade

Emphasized front-entry with
cornice

Cornice moulding with dentils

Fanlight in front gable

Keystone detailing over windows

Six-over-six double-hung
windows



Colonial Revival

North Hill Preservation District

Symmetrical front elevation

Dutch-style gambrel roof

Side-wings

Double-hung sash windows

Emphasized front entry porch
with pediment and columns

Entry door with transom and
side-lights



Classical Revival (1895-1950)

Much like Colonial Revival, the Classical Revival style typically features a symmetrical front elevation with an elaborated entryway. These homes often feature a dominating full-height porch that does not occupy the full width of the facade, with a roof supported by classical columns (often Ionic or Corinthian). Classical Revival homes typically have double-hung sash windows, often with six or nine panes per sash, and feature exterior detailing in the form of cornices, dentil moldings, or wide frieze bands. Note the Mediterranean-style, tile roof alteration on the second example.



Classical Revival
North Hill Preservation District
Balanced, symmetrical façade
Central doorway
Full-height porch with classical columns
Cornice moulding with dentils
Double-hung sash windows



Classical Revival
North Hill Preservation District
Balanced, symmetrical facade
Full-height front porch with pediment
Cornice moulding with dentils
Doric columns and Ionic pilasters
Double-hung sash windows

**Mediterranean-style,
tile roof modification*

Spanish Revival (1915-1940)

This revival style pulls from the Moorish, Byzantine, Gothic, and Renaissance influences present in Spanish architecture. These buildings often feature a low-pitched, red-tile roof (gabled, hipped, or sometimes flat) with little to no overhang. Spanish Revival homes often have stucco exteriors, and may have ornate front doors with an arch above, or multiple panes of rectangular glass. Other details often include a large focal window, spiral columns, decorative window grilles, cantilever balconies with balustrades, tile-roofed chimney tops, brick or tile vents, fountains, and round or square towers.



Spanish Revival

North Hill Preservation District

Tile Roof

Stucco exterior

Asymmetrical façade

Wrap-around porch with
colonnade

Little to no eave overhang

Balcony doors with multiple
panes of glass

Elaborated chimney top

Mediterranean Revival (1890-1935)

Mediterranean Revival buildings often feature a low-pitched hipped roof finished in ceramic tile. These buildings can have recessed porches, arched colonnades, and typically have wide, overhanging eaves supported by decorative brackets (as opposed to the Spanish Revival style, which often has little to no eave overhang). The front entryway may be accentuated by columns or pilasters, and decorative exterior features often borrow from the Italian Renaissance – roof balustrades, pedimented windows, cornices, classical door-surrounds. Stucco, masonry, and masonry-veneer are the most common exterior finishes (never wood). Mediterranean Revival homes in Pensacola often incorporate some Spanish Revival elements, such as the spiral columns used on the homes pictured below.



Mediterranean Revival
North Hill Preservation District
Low-pitched, tile roof
Stucco exterior
Asymmetrical façade
Window grille
Wide eave overhang with brackets



Mediterranean Revival
North Hill Preservation District
Low-pitched, tile roof
Stucco exterior
Window grilles
Recessed central porch with archway
Wide eave overhang with brackets

Tudor Revival (1890-1940)

The Tudor Revival style loosely references the architecture of 16th century England, as well as a mix of late Medieval English forms. These buildings typically have steeply-pitched front or side gables, groupings of tall, narrow windows, clustered chimney pots, and decorative half-timbering. Tudor Revival homes may have a variety of exterior finishes including wood and patterned brick, stone, or stucco mixed with half-timbering. Front doors are often elaborated with decorative stonework and entry porches.

Tudor Revival

North Hill Preservation District

Steeply-pitched roof

Steeply-pitched front gables and
dormer

Patterned brick-work

Decorative half-timbering

Clustered chimney pots

Covered entry porch

Grouped, double-hung sash
windows



Bungalow (1905-1930)

The bungalow was the predominant form for smaller houses built throughout the country between 1905 and 1920. These homes have a massed plan with a low-pitched gabled (sometimes hipped) roof. Bungalows are often one-story and feature porches supported on thick piers or substantial columns. This style has design elements that emphasize the structure, materiality, and texture of the building; they often feature elements such as exposed rafter tails and roof beams, widely overhanging roof eaves with brackets or knee-braces, and a variety of exterior finishes including wood clapboard, shingles, brick, stone, or stucco.

Bungalow

North Hill Preservation District

Low-pitched, gable roof

Wide eave overhang with brackets

Exposed rafter tails

Wrap-around porch

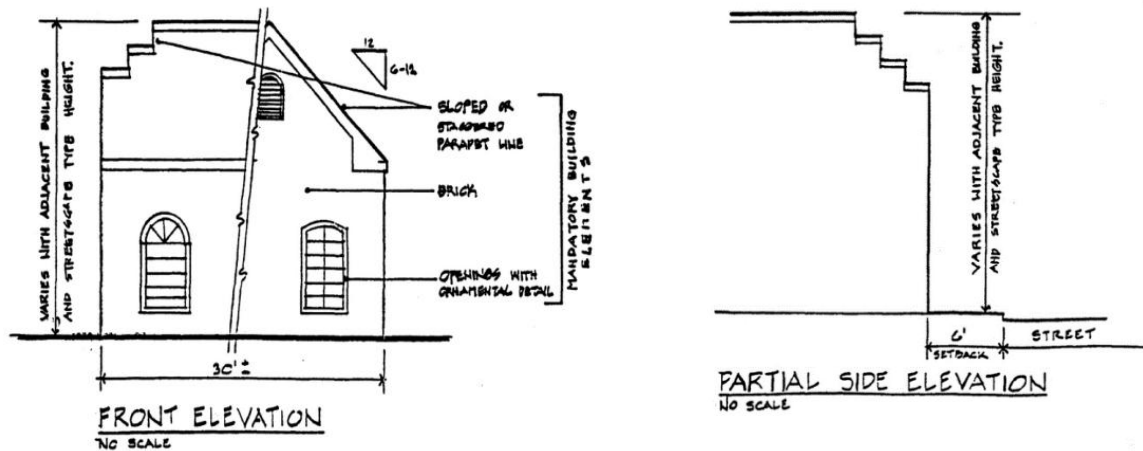
Nine-over-nine windows

Square porch columns



Commercial Architecture

Commercial architecture from the late 19th to the mid-20th century is often discussed in terms of the materials used (masonry, cast iron, terracotta, wood) and the specific features used to divide the structure into horizontal or vertical units. Specific architectural styles are often apparent through the detailing – the use of color, the pattern of brick-laying, the shapes of doors and windows, and the types of façade ornamentation (or lack thereof). Pensacola contains excellent examples of 19th century commercial warehouses, as well as historic downtown store-fronts featuring predominantly Classical Revival and Renaissance Revival details.



The drawings above show typical elevations for commercial masonry buildings within the Pensacola Historic District. With the stepped parapet, one-and-one-half story height and brick construction, this simple form is also similar to masonry commercial structures within North Hill and Old East Hill.

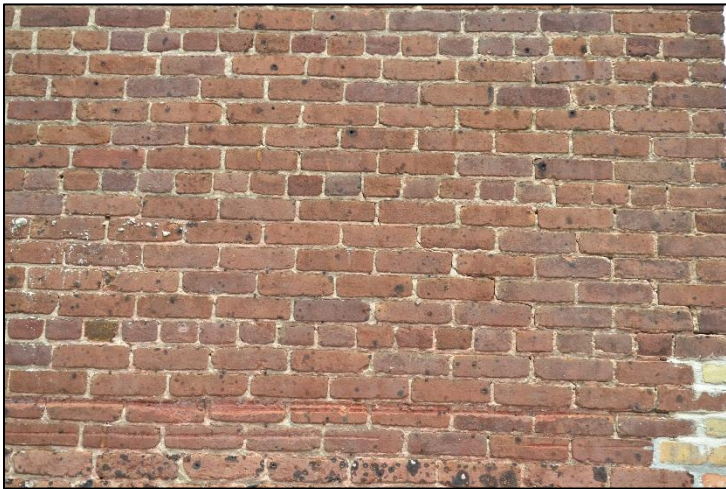
On historic storefronts, ornamentation was limited to the front façade; cheaper, plainer materials were used on party walls and the rear elevations which were often hidden from view. The historic storefronts of Pensacola typically extent one to two-and-one-half stories in height with a parapet roofline, and many feature the later addition of wrought-iron balconies and awnings. The predominant exterior finishes are exposed brick or stucco.

Larger-scale, Classical Revival architecture is often associated with financial or governmental buildings. Smaller storefront often featured Classical Revival details done in cast iron – classical columns, pilasters, cornice mouldings with dentils, modillions or rosettes, or sets of stacked half-columns with an entablature.

The Renaissance Revival style on commercial architecture also utilizes Classical elements, such as columns, pediments, and cornice detailing with modillions. The arch is a predominant feature, and is utilized in window and door construction. Renaissance Revival buildings often have strongly emphasized horizontal divisions through the use of string-courses, which may be done in a different material or color.



Commercial Masonry
Pensacola Historic District
English masonry bond
Stepped parapet
Canted entry
Brick corbelling on street façade
Minimal openings on side elevation



Common bond masonry in Pensacola Historic District.



Classical, cast-iron columns in the Palafox Historic Business District.



The Classical Revival details on this building are concentrated on its primary, Palafox-facing elevation. The simpler sash windows and lintel ornamentation are located on a secondary elevation, which faces Romana Street.



The Thiesen Building on Palafox Street is an excellent example of Renaissance Revival Architecture. Note the Classical elements, such as the column capitals and pedimented window (bottom center); the cornice detail with modillions and frieze bands add heavy, horizontal divisions to each floor.

Pensacola Historic District

Local Designation: 1968

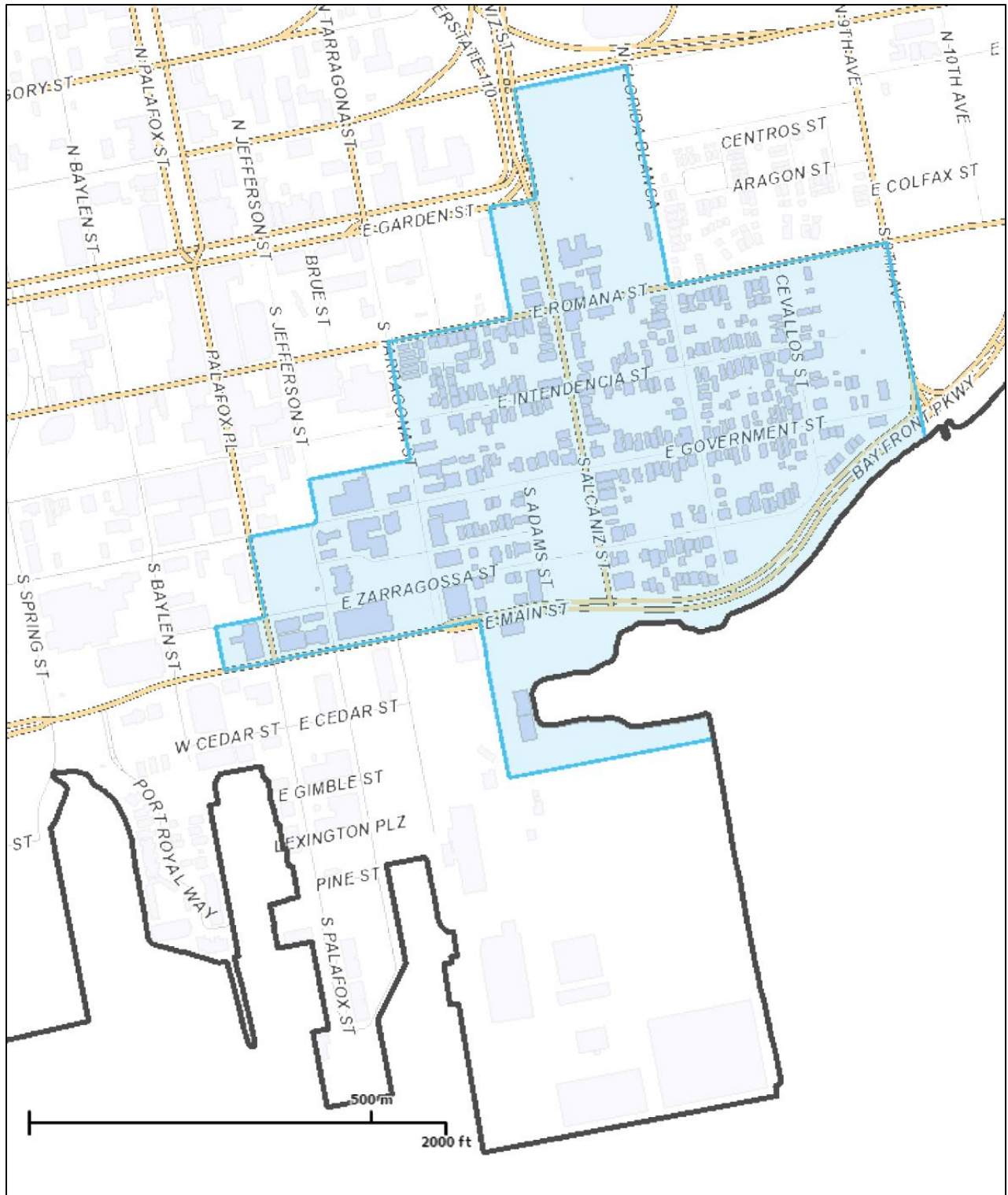
National Designation: 1970

Predominant styles: *Frame vernacular, Folk Victorian, Queen Anne, commercial masonry*

The Pensacola District is bounded to the north by Chase Street, to the east by 9th Avenue, to the west by Palafox Street, and to the south by the Pensacola Bay. The 36-block district lies just south of Aragon Court, a modern, new urbanism development which adheres to its own, separate design code and review board.

The Pensacola Historic District was the first to be designated within the city of Pensacola – and is one of the oldest historic districts in the state of Florida. The area developed over a 200 year period, first as an early settlement during the Second Spanish period (c. 1757), then as the site of military barracks during the British occupation (1763-1781), as a burgeoning commercial and residential area during the last Spanish Period (1781-1821), and later as a hub of commercial activity for Pensacola's thriving 19th century fishing, transportation, and shipping industries. Although few of the early military structures remain, the district exhibits architectural influences from the last Spanish and early national periods of Pensacola's history. After Pensacola's commercial industries peaked in the early 20th century, the area experienced a prolonged period of decline until preservation and restoration efforts were undertaken in the 1960s.

The modern-day district is an established business area, residential neighborhood and tourist attraction, containing the Historic Pensacola Village, a variety of specialty retail shops, restaurants, small offices, and residences. The large concentration of frame vernacular homes reflects Pensacola's role in the yellow pine lumber boom of the late 19th and early 20th centuries – historical styles primarily consist of vernacular homes and Gulf Coast/Creole cottages, with fewer examples of Queen Anne and Gothic Revival. The district's large, masonry warehouses, once servicing the nearby port, have been rehabilitated into museum space for the UWF Historic Trust, while the National Register-listed L&N Marine Terminal (built in 1902) serves as the center for the Florida Public Archaeology Network.



North Hill Preservation District

Local Designation: 1974

National Designation: 1983

Period of Significance: 1870-1930

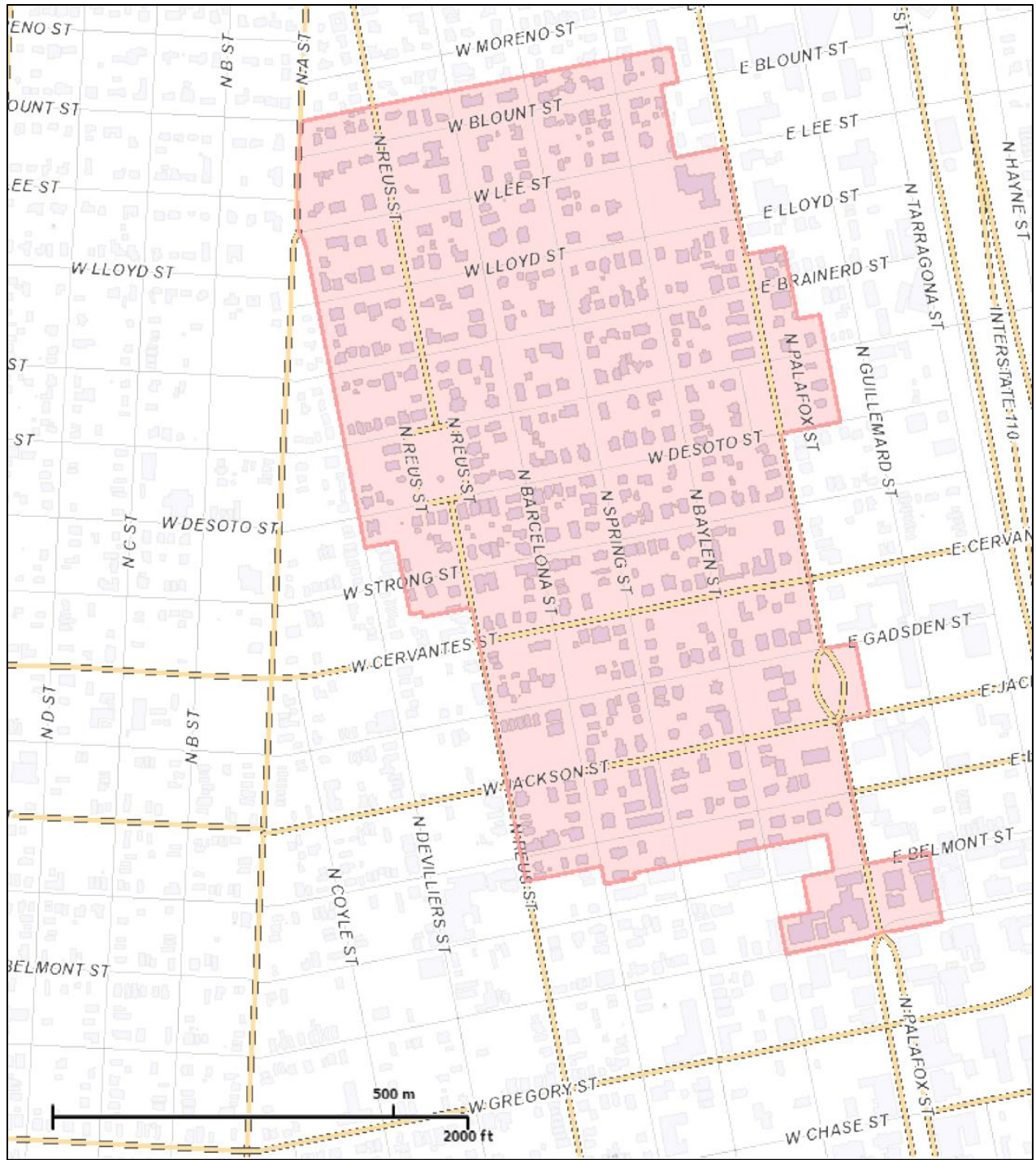
Predominant Styles: *Vernacular, Queen Anne, Classical Revival, Tudor Revival, Spanish Revival, Colonial Revival, Mediterranean Revival, Bungalow*

The North Hill Preservation District is roughly bounded to the north by Blount Street, to the west by DeVilliers Street, to the south by Wright Street, and to the east by Palafox Street.

North Hill began its development in the 1870s as a residential suburb for Pensacola's upper-middle class. Only a few homes within the district were constructed between 1850 and 1870, when the area was still considered the "country" outside town (and most residents lived south of Gregory Street). Around 1880, two of Pensacola's wealthiest businessmen – Henry Baars of the Baars Lumber Company and William Dudley Chipley of the Pensacola and Atlantic Railroad – built two "stately mansions" north of the Palafox Street business district. Although neither of the homes survive, they set the precedent for Pensacola's wealthy residents constructing their homes north of the business district. The area provided ready access to Palafox Street and the port, yet avoided the accompanying noise, crowding, filth, and disease. (Thanks to this concentration of Pensacola's elite residents, the area earned the moniker "Snob Hill" from those living near Seville Square.)

Today, the district is characterized by grand, single-family Queen Anne and Classical Revival homes, which were constructed at a "feverish rate" between 1870 and 1910. Vernacular styles and shotgun houses were also predominant during this period; many were constructed as inexpensive rental units for domestic workers and manual laborers, and are concentrated largely along the western edge of the district. After 1913, the collapse of the lumber boom meant that new construction in North Hill was sluggish; Bungalow homes came to popularity during this period, and were predominantly constructed in the district until the 1920s. That decade saw a variety of revival styles constructed in the neighborhood – Spanish, Mediterranean, Tudor, and Colonial – before growth was halted by the Great Depression.

In-filling with modern homes took place up until the 1960s, and which point the integrity of the district was threatened by new commercial construction projects along Cervantes and Palafox. Concerned residents formed the North Hill Preservation Alliance in 1973, and requested that the neighborhood be placed under the authority of the Architectural Review Board. Today, North Hill is still primarily a residential district, but also contains a number of small businesses, shops, and restaurants.



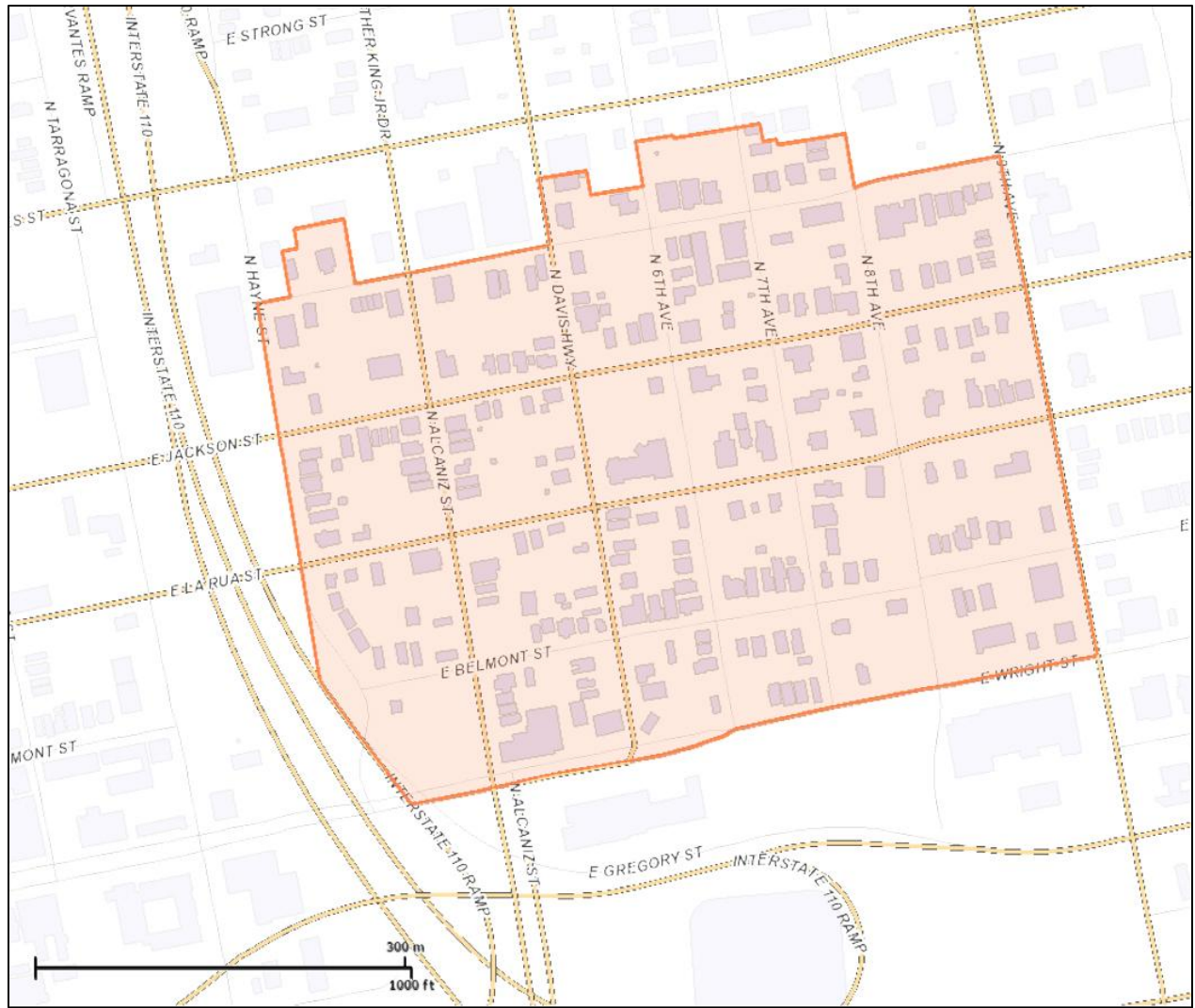
Old East Hill Preservation District

Period of Significance: 1870-1920s

Predominant styles: *Frame vernacular, Queen Anne, Bungalow, commercial masonry*

The Old East Hill Preservation District is bounded roughly to the north by Gadsden Street, to the east by 9th Avenue, to the south by Wright Street, and the west by Hayne Street.

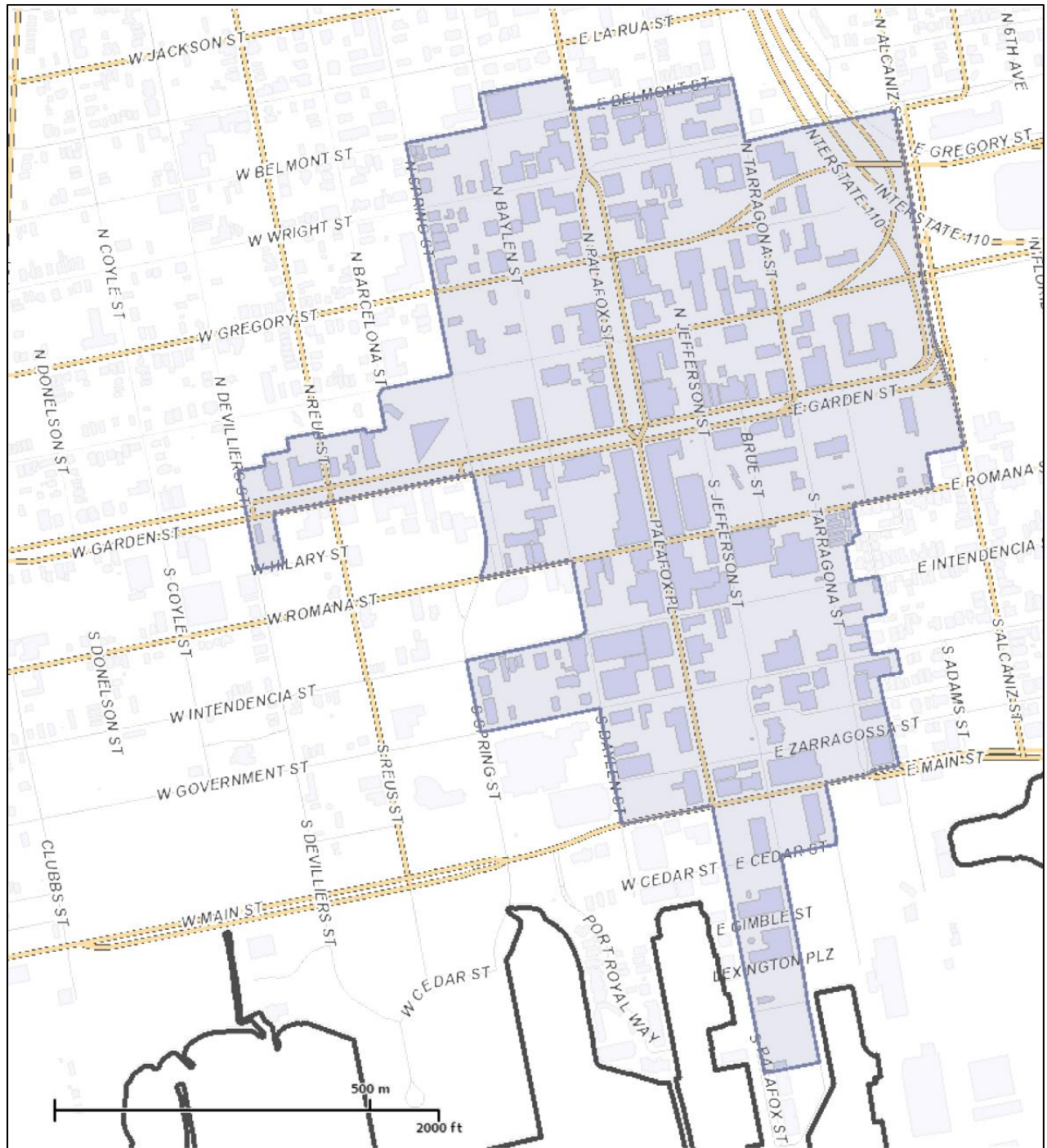
Much like North Hill, construction in the Old East Hill area occurred primarily after 1870 as part of Pensacola's turn-of-the-century industrial boom. The area developed primarily as a residential neighborhood, and contains a blend of smaller-scale, historic commercial and residential styles; the greatest number of homes within the district are frame vernacular and folk Victorian, although Old East Hill contains several modest, one-story examples of Queen Anne homes, as well as the Bungalow style that was popularized during the first decades of the 20th century. Although much of the historic fabric was lost during redevelopment in the 1960s, Old East Hill still contains several commercial masonry buildings from the early 20th century. It is the smallest of Pensacola's historic districts; with the support of residents, the preservation zoning ordinance for the area was drafted by the East Hill Preservation Association in 1984.



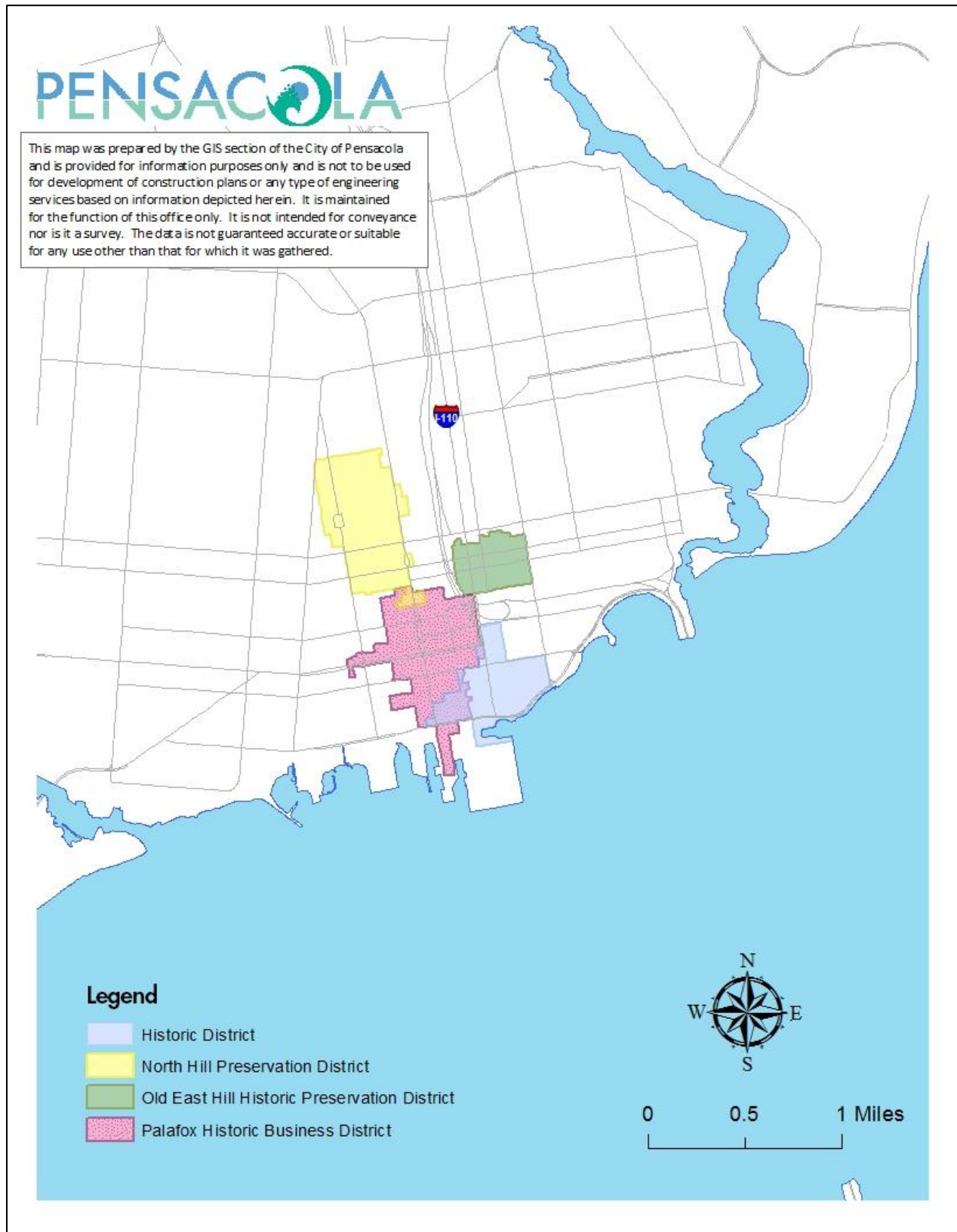
Palafox Historic Business District

The eight-block Palafox Historic Business District was established to preserve the existing development pattern and distinctive architectural character of historic downtown commercial district. With direct access to the port, Pensacola's primary commercial thoroughfare adheres to the original grid-plan established by Elias Durnford in the 1760s. Though the street sits atop Pensacola's colonial foundations, many of the historic storefronts were constructed during Pensacola's turn-of-the-century yellow pine and transportation industrial boom. The street features one- to two-and-one-half story commercial masonry buildings, with Classical Revival, Renaissance Revival, and Mediterranean-style detailing. (At the time of its construction in 1909, the Sullivanesque-style American National Bank building was the tallest building in Florida – and remained the tallest building in Pensacola until 1974.)

Today, Palafox Street is still a thriving center for Pensacola's commerce and culture. The district is an established business area, tourist attraction, containing historic sites, and a variety of specialty retail shops, restaurants, private and government offices, and entertainment centers.



Map of All Four Districts



Section II

Guidelines and Regulations

The Pensacola Architectural Review Board

12-13-3 of the Land Development Code

The Architectural Review Board (ARB) is comprised of seven members, a mix of local architects, business owners, and historic district residents, who are responsible for reviewing proposed changes that may affect the exterior historic character of the buildings in the historic districts. It is the duty of the ARB to approve or deny plans for buildings to be erected, renovated, or razed which are located, or to be located within the historic districts, preservation districts, and the Governmental Center District. The ARB meets once a month, and calls special meetings as needed or at the call of the chairman of city planner. At least four (4) voting members must be present to hold the meeting. The Secretary of the Board maintains records of all ARB agendas, resolutions, transactions, findings, and determinations. Agendas and meeting minutes are filed in the office of the Secretary of the Board, and are also made publicly available on the Architectural Review Board city website.

Architectural Review Board Structure

The Pensacola ARB is comprised of two (2) members nominated by UWF Historic trust, each of whom must be a resident of the city; one (1) member who is either from the city planning board, or is a resident property owner of the Pensacola Historic District, North Hill Preservation District or Old East Hill Preservation District; two (2) registered architects, each of whom must be a resident of the city; one (1) member who is a resident property owner of the Pensacola Historic District, North Hill Preservation District or Old East Hill Preservation District; one (1) member who is a property or business owner in the Palafox Historic Business District or the Governmental Center District. One member of the UWF Historic Trust also serves as an advisor to the ARB.

Each member of the ARB serves a minimum term of two (2) years. The board elects a chairman from among its members, and other officers as needed. The city planner and his or her representative serves as secretary to the Board, and the building official as an advisor. Board members may be removed from office for just cause by the city council upon written charges, and after a public hearing. The Board may call upon any branch of government for information or advice in its consideration of a project.

Public Notice Requirements

- The planning department shall provide a copy of the monthly architectural review board meeting agenda to the appropriate neighborhood, homeowner, or property owner association at least seven (7) days prior to the board meeting.
- The board shall promptly review such plans and shall render its decision on or before thirty-one (31) days from the date that plans are submitted, to the board for review.
- Upon receiving the order of the board, the secretary of the board shall notify the applicant of the decision of the board. If the board approves the plans, and if all other requirements of the city have been met, the building official may issue a permit for the proposed building. If the board disapproves the plans, the building official may not issue such permit. In a case where the board has disapproved the plans, the secretary of the board shall provide the applicant with a copy of the board's written order, together with a copy of any recommendations for changes necessary to be made before the board will reconsider the plans.

- *Failure to review plans:* If no action upon plans submitted to the board has been taken at the expiration of thirty-one (31) days from the date of submission of the plans to the board for review, such plans shall be deemed to have been approved, and if all other requirements of the city have been met, the building official may issue a permit for the proposed building.

Procedure for Review

Any person or entity whose property interests are substantially affected by a decision of the board may within fifteen (15) days thereafter apply to the city council for review of the board's decision. A written notice shall be filed with the city clerk requesting the council to review said decision. If the applicant obtains a building permit within the fifteen-day time period specified for review of a board decision, said permit may be subject to revocation, and any work undertaken in accordance with said permit may be required to be removed. The appellant shall be required to pay an application fee according to the current schedule of fees established by the city council for the particular category of application. This fee shall be nonrefundable irrespective of the final disposition of the application.

General Considerations

- *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* have been adopted by the ARB for the general review guidelines.
- The Board considers plans for existing buildings based on their classification as contributing, non-contributing, and modern in-fill
- The application shall be scheduled for hearing only upon determination that the application complies with all applicable submission requirements.

Reconsideration

The board shall adopt written rules and procedures for abbreviated review for deviations in projects already approved by the board. This process may authorize the board to designate one of its members to undertake such abbreviated review without the necessity for review by the entire board, provided, however such abbreviated review process shall require review by the staff of West Florida Historic Preservation, Inc. If agreement cannot be reached as it pertains to such request for abbreviated review by the board designee and UWF Historic Trust staff, then the matter will be referred to the entire board for a decision.

No application shall be considered complete until all of the following have been submitted:

- The application shall be submitted on a form provided by the board secretary.
- Each application must contain accurate site plans, floor plans, exterior building elevations and similar information drawn to scale in sufficient detail.
- The applicant must pay a non-refundable application fee according to the current schedule of fees established by the city council for the particular category of application.
- Any party may appear in person, by agent, or by attorney.
- An applicant may withdraw their application prior to the ARB meeting with written notice to the board secretary.

Rules governing decisions

Before approving the plans for any proposed building located or to be located in a district, the board shall find:

- In the case of a proposed alteration or addition to an existing building, that such alteration or addition will not impair the architectural or historic value of the building.
- In the case of a proposed new building, that such building will not, in itself or by reason of its location on the site, impair the architectural or historic value of buildings on adjacent sites or in the immediate vicinity. No plans for new building will be approved if that building will be injurious to the general visual character of the district in which it is to be located considering visual compatibility standards such as height, proportion, shape, scale, style and materials.
- No provision of this section shall be interpreted to prevent the restoration or reconstruction of any historic building or feature (as listed by West Florida Historic Preservation, Inc.) in its original style, dimensions or position on its original structural foundation.
- No provision of this section shall be interpreted to require a property owner to make modifications, repairs or improvements to property when the owner does not otherwise intend to make any modifications, repairs or improvements to the property, unless required by chapter 7-13.

Architectural Review Processes

Board-for-Board

This approval process is limited to the **repair or replacement of materials in-kind**, e.g. replacing siding, architectural elements, or paint colors which were approved at a prior date. The application and any supporting materials are submitted to the secretary of the ARB, who may then approve or deny the request.

Abbreviated Review (\$25)

Application form: <http://www.cityofpensacola.com/DocumentCenter/View/15>

Abbreviated review is appropriate for new or replacement **signage**, changes in **paint color**, **fencing**, and **minor deviations** from approved projects. An abbreviated review form and all supporting materials are submitted to the Secretary of the ARB. The secretary then forwards the application package to two members of the ARB: the representative from West Florida Historic Preservation and one architect. These members will review the materials and may approve all or part of the application, or deny it. If the application is not approved, it may be referred for Full Board Review, which allows the ARB members an opportunity to comment and provide alternate design suggestions.

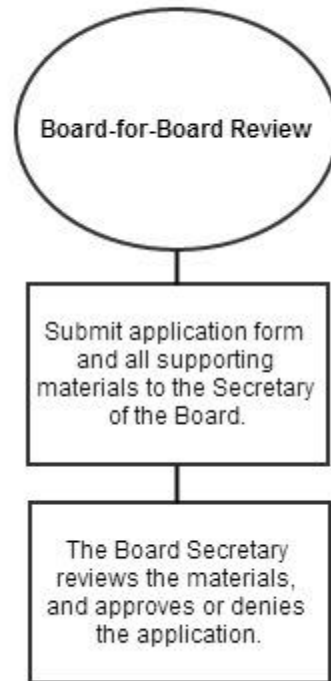
Full Board Review (\$50.00 homeowner, \$250.00 commercial)

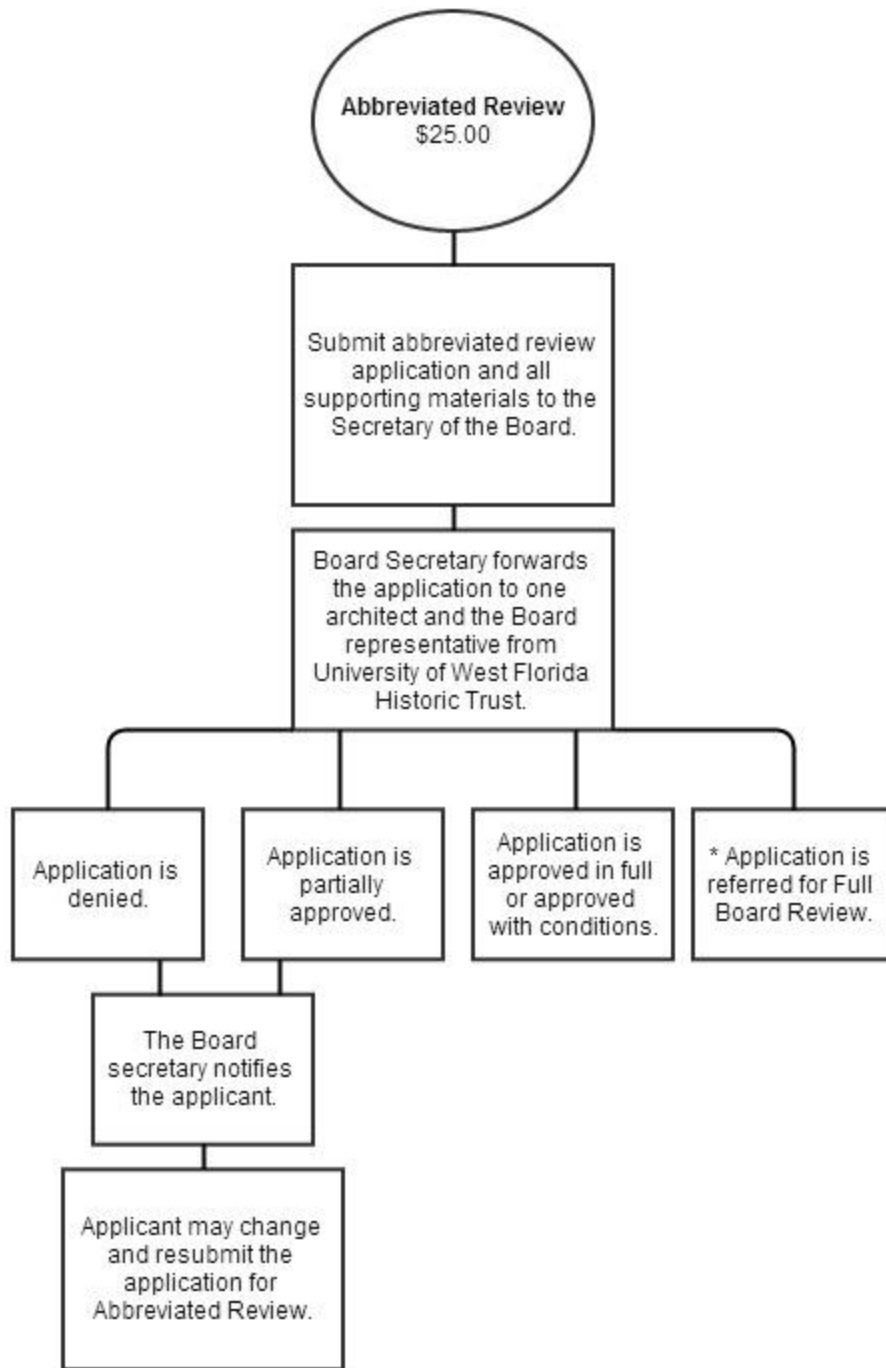
Application form:

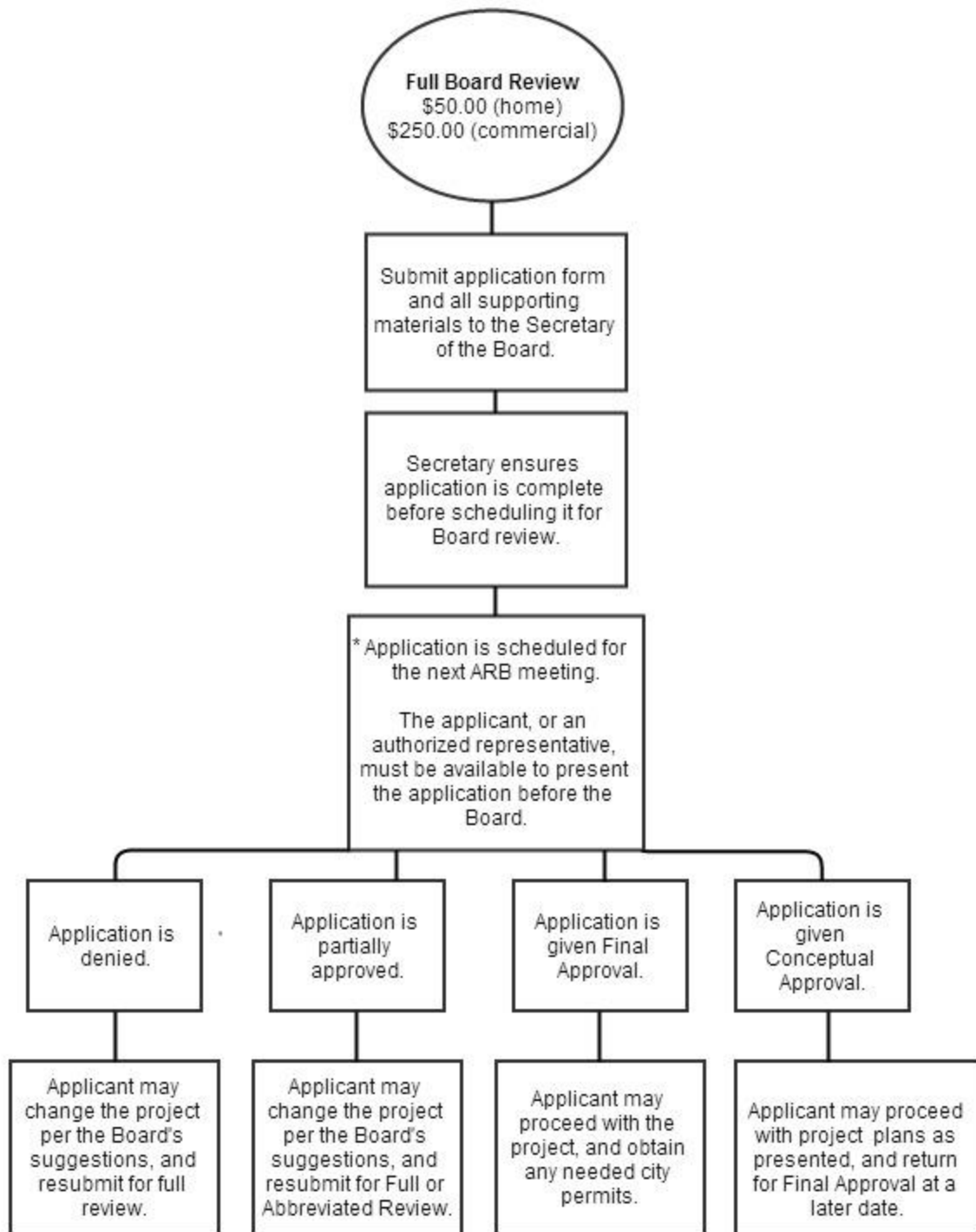
http://www.downtownpensacola.com/download/Architectural_Review_Board_Full_Review.pdf

Any exterior construction or renovation project not listed above must go through Full Board Review. The ARB may give both **Conceptual** and **Final** approval for a project. Conceptual review allows the Board to comment on project designs early in the planning process, giving the applicant time to change elements if needed. Applicants are encouraged to go before the ARB as early as possible during the project planning/development process.

Review Process Flow Charts







The Secretary of the Interior's Standards for Rehabilitation

In order to preserve and maintain the character of Pensacola's historic districts, the Architectural Review Board has adopted the Secretary of the Interior's Standards for Rehabilitation as revised by the National Parks Service in 1983. The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy; the guidelines encompass the exterior and the interior, related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. These are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Submissions to the Architectural Review Board

Every activity which requires plans in order to erect, construct, demolish, renovate or alter an exterior of a building, sign or exterior site work, located or to be located in the historic zoning districts shall be accompanied with drawings or sketches. All drawings must be drawn to scale and be legible. Major projects with very large buildings may vary from the scale referenced for ease of presentation.

Use the following checklist to ensure necessary all materials are submitted for ARB consideration. Applications to the ARB should be as detailed as possible. The more information that is clearly described or depicted, the easier it is for ARB members to understand, evaluate, and render their decision regarding the project.

The City of Pensacola offers a weekly open meeting for project review, which includes the Planning, Codes, and Engineering departments. The meetings are held every Wednesday at 9 AM on the 5th floor of City Hall. Applicants may present their projects for early review and comment, before submitting a full application to the Architectural Review Board.

Please submit eleven (11) copies of any color or oversized drawings. Supporting documentation provided for the ARB hearing may be retained and become the property of the ARB for reference purposes, and for enforcement of the construction of the project in compliance with the approved design.

All supporting materials are submitted to the secretary of the ARB. Submission packages must be completed 21 days (3 weeks) prior to the next meeting date in order to be considered.

When a zoning ordinance is being requested, the application must be included with the ARB submission.

Submission of Site Plans and Drawings

1. Site plan

- Minimum scale of 1" = 30'0"
- Scale for signs and details must be large enough to fully define the detail of those items
- Overall property dimensions and building size and location on the property
- Relationship of adjacent buildings, if any
- Layout of all driveways and parking on the site
- All fences, and signs with dimensions as required to show exact locations
- Existing trees and existing and new landscaping

2. Floor plan

- Minimum scale of 1/8" = 1'0"
- Locations and sizes of all exterior doors and windows

- All porches, steps, ramps and handrails
- For renovations or additions to existing buildings, indicate all existing conditions and features as well as the revised conditions and features and the relationship of both

3. Exterior elevations

- Minimum scale of 1/8" = 1'0"
- All four (4) elevations of the exterior of the building
- The relationship of this project to adjacent structures, if any
- Exposed foundation walls, including the type of material, screening, dimensions, and architectural elements
- Exterior wall materials, including type of materials, dimensions, architectural elements and color
- Exterior windows and doors, including type, style, dimensions, materials, architectural elements, trim, and colors
- All porches, steps, and ramps, including type of materials, dimensions, architectural elements and color
- All porch, stair, and ramp railings, including type of material, dimensions, architectural elements, trim, and color
- Roofs, including type of material, dimensions, architectural elements, associated trims and flashing, and color
- All signs, whether mounted or freestanding, including material, style, architectural elements, size and type of letters, and color. The signs must be drawn to scale in accurate relationship to the building and the site.

4. Miscellaneous

- Show enlarged details of any special features of either the building or the site that cannot be clearly depicted in any of the above-referenced drawings

[Submission of Photographs](#)

1. Renovations/additions to existing buildings

- At least four (4) overall photographs per building so that all sides are clearly shown. In addition, photographs depicting the "streetscape" — that is, the immediate vicinity and all adjacent buildings — should be supplied.
- If doors and/or windows are to be modified, provide a photograph of each door to be changed and at least one representative photograph of the type of window to be altered and replaced.

Provide any additional photographs as required to show specific details of any site or building conditions that will be altered or modified in any way by the proposed construction.

2. New construction

Photographs of the site for the proposed new construction in sufficient quantity to indicate all existing site features, such as trees, fences, sidewalks, driveways, and topography.

Photographs of the adjoining "streetscape," including adjacent buildings to indicate the relationship of the new construction to these adjacent properties.

[Submission of Descriptive Product Literature or Brochures](#)

Provide samples, photographs, or detailed, legible product literature on all windows, doors and shutters proposed for use in the project. The information must be sufficiently detailed to show style, dimensions, detailing, material type, and color.

Provide descriptive literature, samples, or photographs showing specific detailed information about signs and letters, if necessary to augment or clarify information shown on the drawings. The information must be sufficiently detailed to show style, dimensions, detailing, material type, and color.

Provide samples or descriptive literature on roofing material and trim to augment the information on the drawings. The information must indicate dimensions, details, material, color and style.

Provide samples or literature on any exterior light fixtures or other exterior ornamental features, such as wrought iron, railings, columns, posts, balusters, and newels. Indicate size, style, material, detailing and color.

Pensacola Historic District

12-2-10 (A) of the Land Development Code

Contributing Structures: Restoration, Rehabilitations, or Additions

Siding/Exterior

The two (2) building materials used within the District are clapboard style wood siding and brick masonry, the former being most prevalent. In general, the wood siding is associated with the residential-type buildings and the brick masonry is associated with more commercially-oriented buildings. Brick is used in predominantly wooden structures only for foundation piers and for fireplaces and chimneys.

- Vinyl or metal siding is prohibited.
- Wood siding and trim shall be finished with paint, utilizing colors approved by the board. *If documentary evidence is submitted showing that the original structure was unpainted, the board may not require a paint finish unless the condition of the wood warrants its use.*

Foundations

- Foundation piers shall be exposed brick masonry or sand textured plaster over masonry. If infill between piers was original then it must be duplicated. It is encouraged that infill of wood lattice panels is utilized.

Roofing and Chimneys

The gable roof is the most typical in the Historic District. On shotgun house types or buildings placed on narrow deep lots the gable-end is usually oriented toward the street. On the creole type houses or buildings having larger street frontages the gable-end is typically oriented towards the side yard. Some hip roofs are found in newer, typically larger than average buildings. Dormers are found typically in association with the creole type houses. The roof slope is at least six (6) on twelve (12), but can be found to slope as much as twelve (12) on twelve (12). Roofing materials typically consisted of wood shingles, tin and corrugated metal panels.

- The combination of varying roof styles or shapes on a single building is prohibited. The only exception to this is when a three-sided hip roof is used over a porch on the front of a gable roofed building.
- Roof materials original to each structure should be used. Alternatives to the materials may be considered on a case-by-case basis, but shall match the scale, texture, and coloration of the historic roofing material.
- Unless original to the structure, the following materials shall be prohibited: less than thirty (30) year fiberglass or asphalt dimensional shingles, rolled roofing, and metal shingles.
- Thirty (30) year or forty (40) year dimensional shingles may be permitted. Provided, however, existing flat-roofed commercial structures may retain the same style roof and continue to use built-up or single-ply roofing.
- Eave metal and flashing shall be naturally weathered copper or galvanized steel, or may be painted.
- Gutters and downspouts are discouraged within the district except on brick commercial buildings

Chimneys constructed of brick masonry, exposed or cement plastered, are typical to original construction in the district. The chimney in the Historic District is that necessary element usually serving back-to-back

fireplaces, and as such, would not be located on the exterior wall of the building. Consequently, the appropriate location for chimneys would be projecting through some portion of the roof of the building, in lieu of being placed on an exterior wall.

- The chimney or chimneys are to be located within the slope of the roof, rather than being placed on an exterior wall, and shall extend above the roof ridge line.
- The chimney or chimneys are to be constructed of masonry with the exposed surface to be brick or sand textured plaster. Rough texture stucco is prohibited.
- The finished exposed surface of chimneys are to be left natural without any paint finish.
- Flashing shall consist of galvanized steel, copper sheet metal or painted aluminum.
- The extent of simplicity or ornamentation shall be commensurate with the overall style and size of the building on which the chimney is constructed.
- The use in contributing structures of prefabricated fireplaces with steel chimneys is prohibited.

Doors

Entrance doors made up of a solid wood frame, with an infill of raised wood panels below and glazed panels above, are historically correct for the district. Single doorways with a glazed transom above allowed for both light and ventilation to enter the entrance way or entrance foyer of the building. Double doors were usually associated with a larger home or building layout. The placement of the doorway was not necessarily in the center of the front wall; in fact it was usually off to one side in most cases, specifically in the shotgun house types. The larger creole cottage, and French creole house type, normally had the front door centered, leading to a center hallway or stair hall.

- Doors are to be fabricated of solid wood, with three (3) horizontal rails and two (2) vertical stiles. The lower infill panels shall be constructed of wood and shall be located below the locking device with glazed panels located above the locking device. The top of the upper glazed panels can be semi-circular/half rounded. Beveled glass is encouraged.
- Panel infill may vary slightly from that noted in Item a. above, but usually shall not exceed six (6) panels. Variations must be approved by the architectural review board.
- Trim or casing shall be used on all doors and sidelights and shall typically range in width between 5" and 8".

Windows and Shutters

Traditionally the windows employed in the Historic District were constructed of wood and were the double hung or triple hung type. The windows opening toward the front porch of the building usually were triple hung with the sill close to or almost flush with the adjacent floors. This allowed for optimum flow of air, and for passage to and from the exterior space. The other windows of the building had the normal placement of the window sill at approximately thirty (30) inches above finished floor. Typical windows ranged in width from thirty-two (32) to thirty-six (36) inches and ranged in height from six (6) to seven (7) feet exclusive of trim dimensions. The taller windows, when double hung, frequently had the lower section greater in vertical dimension than the upper section, giving freer movement through to the adjacent porch or veranda.

- Windows are to be fabricated of wood and must, in the judgment of the architectural review board, closely approximate the scale and configuration of the original window designs.
- The window proportions/dimensions will be decidedly vertical, following the historic appearance and character of those encountered throughout the district.
- Window sections shall typically be divided into two (2) to six (6) panes, and in the usual double hung window, the layout of window panes will be six (6) over six (6). All windows shall have true

divided lights. Any variation to this division of the window opening shall be approved by the architectural review board.

- The window frame will be given a paint finish appropriate to the color scheme of the exterior of the building.
- Window trim or casing is to be a nominal five (5) inch member at the two (2) sides and the head.
- Other than the full height windows at the front porch and smaller windows at kitchens and bathrooms, all remaining windows shall be proportioned with the height between two (2) and two and one-half (2½) times the width. The sill height for standard windows shall be approximately thirty (30) inches above finished floor.
- Glass for use in windows shall typically be clear, but a light tinted glass will be given consideration by the architectural review board.

Shutters are an exterior ornamental and functional architectural feature that have traditionally been used on windows, and occasionally, on doors within the Historic District. On renovation projects to existing contributing structures, it is recommended that shutters not be installed unless they were original to the structure.

- If shutters are to be used on a project, they must be dimensioned to the proper size so that they would completely cover the window both in width and height if they were closed.
- The shutters must be installed in a manner that will appear identical to an original operable installation. Shutters installed currently are not required to be operational, but rather can be fixed in place; however, they must be installed with some space between the back of the shutter and the exterior wall surface material and must overlap the door or window trim in a fashion identical to an original operable installation.
- The style of the shutters must be louvered, flat vertical boards or paneled boards, with final determination being based on compatibility with the overall building design.

Porch

The porch, consisting of raised floor platform, sheltering roof, supporting columns, handrails and balustrade, and connecting steps is typical to wood structures in the district.

- Porches are required in any renovation or alteration of a contributing structure which originally had a porch, and are encouraged as additions when the style of the building will allow it.
- The original materials, method of construction and style of building elements shall be duplicated when making repairs, alterations or additions to existing porches.
- The size and design of all porch elements, i.e., the flooring, the columns, the handrails, the pickets, the roof beam, the floor support piers, and any other ornamentation shall be consistent with any one single style that is typical to the district. The elements shall maintain proper historical scale, dimensions and detailing.

Trim and Ornament

Most trim, except for window and door casings/trim, was used more for decorative than functional purposes. Trim and ornament was almost always constructed of wood, and was painted to match other elements (doors, windows, porches, et cetera) of the building. Ornament on masonry buildings was typically limited to corbeling or other decorative use of brick at window openings, door openings, columns, parapet walls and on major facades above the windows and doors.

- In renovation work, only that decorative trim or ornament historically significant to the specific building will be permitted.

- The scale and profile/shape of existing ornament used within the district will dictate approval for all new proposals.
- Trim and ornament, where used, is to be fabricated of wood.
- Trim and ornament will be painted to match, or be coordinated with, door and window casings, porch railings, porch columns, and basic projecting elements of the building.

Paint

The architectural review board has adopted palettes of historic colors from several paint manufacturers that represent acceptable historic colors for use in the Historic District. Links to view various historical paint collections are listed in the “Resources” section of this document.

Exterior Lighting

Exterior lighting in the district in its original development typically consisted of post mounted street lights and building mounted lights adjacent to entryways. Occasionally, post lights were used adjacent to the entry sidewalks to buildings. Lamps were typically ornamental in design with glass lenses and were mounted on ornamental cast iron or wooden posts.

- Exterior lighting fixtures shall be in a design typical to the district in a pre-1925 Era. They shall be constructed of brass, copper, or painted steel and have clear lenses.
- If exterior lighting is detached from the building, the fixtures shall be post mounted and used adjacent to sidewalk or driveway entrances or around parking lots. If post mounted lights are used, they shall not exceed twelve (12) feet in height.
- The light element itself shall be a true gas lamp or shall be electrically operated using incandescent or high pressure sodium lamps. Fluorescent and mercury vapor lamps are prohibited.
- The use of pole mounted high pressure sodium utility/security lights is discouraged. If absolutely necessary, they will be considered, but only in the rear portions of the property.

Accessibility Ramps and Stairs

- Whenever possible, accessibility ramps and outdoor stairways shall be located to the side or the rear of the property.
- The design of accessibility ramps and outdoor stairs shall be consistent with the architectural style of the building.
- Building elements, materials and construction methods shall be consistent with the existing structure.

Driveways, Sidewalks, Off-Street Parking

Original driveways in the Historic District were probably unimproved or sidewalks were typically constructed of brick, cobblestones or small concrete pavers using two different colors laid at diagonals in an alternating fashion. Parking lots were not a common facility in the Historic District. The following regulations and guidelines apply to driveways, sidewalks and parking lots in the Historic District:

- **Driveways:** Unless otherwise approved by the board, each building site shall be allowed one driveway, standard concrete ribbons, or access drive to a parking lot. No new driveways or access drives to parking lots may be permitted directly from Bayfront Parkway to any development where alternative access from the inland street grid is available.

- Where asphalt or concrete is used as a driveway material, the use of an appropriate coloring agent is required.
- From the street pavement edge to the building setback the only materials allowed shall be shell, brick, concrete pavers, colored asphalt and approved stamped concrete or #57 granite or marble chips.
- **Sidewalks:** Construction, repair and maintenance of sidewalks are all required on public rights-of-way within the district. Sidewalks shall be constructed of the following materials or combination of materials and approved by the board:
 - Brick pavers
 - Concrete pavers
 - Poured concrete stamped with an ornamental pattern and colored with a coloring agent
 - A combination of concrete with brick or concrete paver bands along the edges of the sidewalk (this combination may also include transverse brick or concrete paver bands spaced at regular intervals)
- Walkways shall be provided from the street side sidewalk to the front entrance as approved by the board.
- **Off-street parking:** Off-street parking is not required in the HC-1 and HC-2 zoning districts. Because parking lots have not been a common land use in the district, their location is encouraged behind the structures which they serve.
- Parking lots shall be screened from view of adjacent property and the street by fencing, landscaping or a combination of the two approved by the board.
- Materials for parking lots shall be concrete, concrete or brick pavers, asphalt, oyster shells, clam shells or #57 granite or marble chips. Where asphalt or concrete are used, the use of a coloring agent is required. The use of acceptable stamped patterns on poured concrete is also encouraged.

Mechanical Equipment

- Air conditioning condensing units shall not be mounted on any roof where they are visible from any street.
- Air conditioning condensing units that are mounted on the ground shall be in either side yards or rear yards. No equipment shall be installed in a front yard.
- Visual screening consisting of ornamental fencing or landscaping shall be installed around all air conditioning condensing units to conceal them from view from any adjacent street or property owner.
- Exhaust fans or other building penetrations as may be required by other authorities shall be allowed to penetrate the wall or the roof, but only in locations where they can be concealed from view from any street. No penetrations shall be allowed on the front of the building. They may be allowed on side walls if they are properly screened. It is desirable that any penetrations occur on rear walls or the rear side of roofs.

[Non-Contributing Structures and Infill Projects: Renovations, Alterations, or Additions](#)

Many of the existing structures within the district do not meet the criteria established for contributing structures, even though they may be similar in style to the historic structures, and some structures are modern in style with no relation to the historic structures. All of these buildings shall be recognized as products of their own time. The regulations and guidelines relating to streetscape elements and paint colors shall apply to noncontributing and modern infill structures. In review of these structures, the board may make recommendations as to the use of particular building elements which will improve both the

appearance of the individual structure, its relationship with surrounding structures and the overall district character.

North Hill Preservation District

12-2-10 (B) of the Land Development Code

Contributing Structures: Renovations, Alterations, or Additions

Documented building materials, types, styles and construction methods shall be duplicated when making repairs, alterations and/or additions to contributing structures. Any variance from the original materials, styles, etc. shall be approved only if circumstances unique to each project are found to warrant such variances.

Paint

The architectural review board has adopted palettes of historic colors from several paint manufacturers that represent acceptable historic colors for use in the district. Only paint colors approved by the board shall be permitted. Refer to the "Resources" section of this document for further information on historic paint palettes.

Non-Contributing Structures and Infill Projects: Renovations, Alterations, or Additions

Many of the existing structures within the district do not meet the criteria established for "contributing" structures, even though they may be similar in style to the historic structures, and some structures are modern in style with no relation to the historic structures. All of these buildings shall be recognized as products of their own time. The regulations and guidelines established relating to streetscape and landscape elements shall apply to noncontributing and modern infill structures.

In review of these structures the board may make recommendations as to the use of particular building elements which will improve both the appearance of the individual structure, its relationship with surrounding structures and the overall district character

Off-Street Parking

All development within the North Hill preservation district shall comply with the regulations established in Chapter 12-3. Parking lots shall comply with the requirements of Chapter 12-6 of the Land Development Code. Design of and paving materials for parking lots, spaces and driveways shall be subject to approval of the architectural review board. For all parking lots, a solid wall, fence or compact hedge not less than four (4) feet high shall be erected along the lot line(s) when autos or lots are visible from the street or from an adjacent residential lot.

Old East Hill Preservation District

12-2-10 (C) of the Land Development Code

Contributing Structures: Renovations, Alterations, or Additions

Documented building materials, types, styles and construction methods shall be duplicated when making repairs, alterations and/or additions to contributing structures. Any variance from the original materials, styles, etc. shall be approved only if circumstances unique to each project are found to warrant such variances.

Non-Contributing Structures and Infill Projects: Renovations, Alterations, or Additions

Many of the existing structures within the district do not meet the criteria established for contributing structures, even though they may be similar in style to the historic structures, and some structures are modern in style with no relation to the historic structures. All of these buildings shall be recognized as products of their own time. The regulations established in paragraph (6), relating to streetscape elements, shall apply to non-contributing and modern infill structures. Regulations established in Table 12-2.10 shall apply to alterations and additions to existing non-contributing structures.

Off-street Parking

Design of, and paving materials for, parking lots, spaces and driveways shall be subject to approval of the architectural review board. For all parking lots, a solid wall, fence or compact hedge not less than three (3) feet high shall be erected along the lot line(s) when automobiles or parking lots are visible from the street or from an adjacent residential lot.

OEHR-2 district: All non-residential development shall comply with off-street parking requirements established in chapter 12-3.

OEHC-1, OEHC-2 and OEHC-3 districts: All non-residential development shall comply with off-street parking requirements established in chapter 12-3. The required parking may be provided off-site by the owner/developer as specified in section 12-3-1(D).

Palafox Historic Business District

12-2-21 of the Land Development Code

The following rehabilitation, repair and maintenance standards shall be applied to all existing structures and land parcels respectively, whether occupied or vacant within the Palafox Historic Theme Area. These standards shall be considered as guidelines by the board when reviewing development plans in other areas of the Pensacola historic business district. In cases where an owner owns property comprising a total city block, the board shall consider the burden on the owner and may approve an incremental adherence to the standards or guidelines.

Palafox Historic Business District: Rehabilitation, Repair and Maintenance

Exterior Walls

- Rotten or weakened portions shall be removed, repaired and replaced to match as closely as possible the original.
- All exterior front or side walls which have not been wholly or partially resurfaced or built over shall be repaired or replaced in a manner approved by the Board. Existing painted masonry walls shall have loose material removed and painted a single color except for trim which may be another color. Patched walls shall match the existing adjacent surfaces as to materials, color, bond and joining.
- Historic painted advertising on walls should be preserved at the discretion of the board.
- Rear and side walls, where visible from any of the streets or alleys, shall be finished so as to harmonize with the front of the building.

- Existing miscellaneous elements on the building walls, such as empty electrical conduit, unused signs and/or sign brackets, etc., shall be removed.
- Sheet metal gutters, downspouts and copings shall be repaired or replaced as necessary.
- Rear and side walls shall be repaired and finished as necessary to cover evenly all miscellaneous patched and filled areas to present an even and uniform surface.

Roof and Chimneys

- Chimneys, elevator penthouses or other auxiliary structures on the roofs shall be repaired or replaced to match as closely as possible the original.
- Any mechanical equipment placed on a roof shall be so located as to be hidden from view or to be as inconspicuous from view as possible. Equipment shall be screened with suitable elements of a permanent nature or finished in such a manner as to be compatible with the character of the building or to minimize its visibility.
- Roofs shall be cleaned and kept free of trash, debris or any other element which is not a permanent part of the building.

Windows

- Window openings in upper floors of the front of the building shall not be covered from the outside.
- Window panes shall not be painted.
- The number of window panes and use of shutters should reflect the style and period of the structure.
- Windows not in front of buildings shall be kept properly repaired or, with fire department approval, may be closed, in which case sills, lintels and frame must be retained and the new enclosure recessed from the exterior face of the wall.
- All windows must be tight-fitting and have sashes of proper size and design. Sashes with rotten wood, broken joints or loose mullions or muntins shall be replaced. All broken and missing windows shall be replaced with new glass.
- Window openings in upper floors of the front of the building shall not be filled or boarded-up. Window panes shall not be painted.

Show Windows and Storefronts

- A show window shall include the building face, porches, and entrance area leading to the door, sidelights, transoms, display platforms, and devices including lighting and signage designated to be viewed from the public right-of-way.
- Show windows, entrances, signs, lighting, sun protection, porches, security grilles, etc., shall be compatible with the original scale and character of the structure and the surrounding structures.
- Show windows shall not be painted for advertising purposes but may be painted for authorized identification of the place of business as authorized by the architectural review board.
- Show windows with aluminum trim, mullions, or muntins shall be placed or painted consistent with and compatible to the overall facade design as authorized by the Board.
- Solid or permanently closed or covered storefronts shall not be permitted, unless treated as an integral part of the building facade using wall materials and window detailing compatible with the upper floors, or other building surfaces.
- All damaged, sagging or otherwise deteriorated storefronts, show windows or entrances shall be repaired or replaced.

Walls and Fences

- The size, design and placement of these features within the Palafox historic business district shall be consistent with the architectural character within the immediate area of their location.
- Walls, fences, signs, and other accessory structures shall be properly maintained.

Landscaping and Screening

- Landscaping and screening requirements in the Palafox historic business district shall be based on applicable requirements of Chapter 12-6. All service areas (i.e. trash collection containers, compactors, loading docks) shall be fully screened from street and adjacent buildings by one of the following techniques: Fence or wall, six (6) feet high; Vegetation six (6) feet high (within three (3) years); A combination of the above.

Auxiliary Structures

- Structures, at the rear of buildings, attached or unattached to the principal structure, which are structurally deficient shall be properly repaired or demolished as authorized by the architectural review board.

Front, Rear, and Side Yards, Parking Areas and Vacant Parcels

- When a front, rear or side yard, parking area or vacant parcel exists or is created through demolition, the owner may utilize the space in accordance with the provisions of the zoning district in which the space is located, provided, however, that the site shall be properly maintained free of weeds, litter, and garbage in accordance with applicable provisions of the code

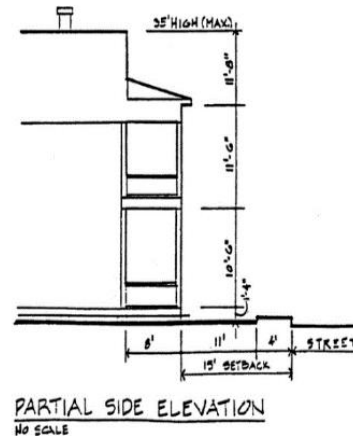
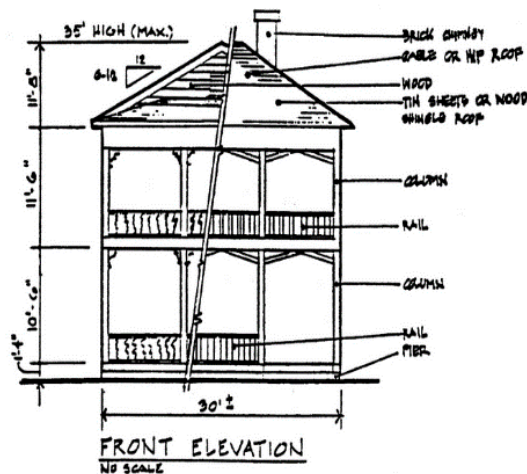
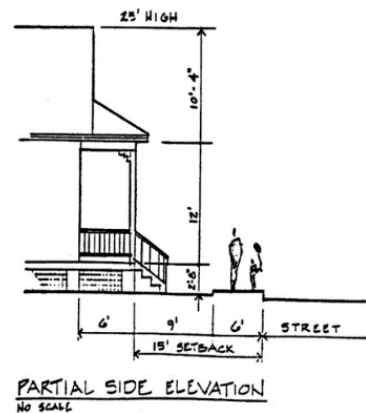
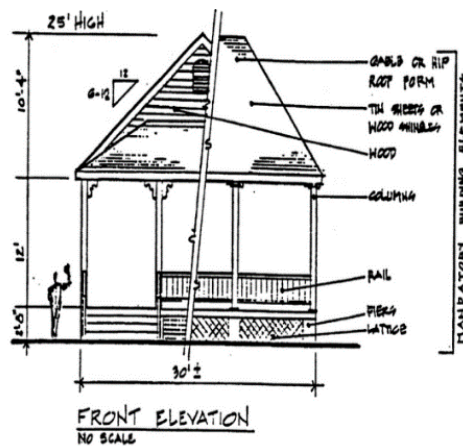
New Construction

Pensacola Historic District

New construction shall complement original historic buildings or shall be built in a manner which is complementary to the overall character of the district in scale, building materials, and colors. The Pensacola Historic District contains two (2) building subtypes: **residential wood cottages** and **commercial brick structures**. These building types establish height and setback requirements for new construction, and should be used to guide the scale, materials, and colors used in the design. Streetscape regulations listed for contributing structures are also applicable to new construction. For the complete list of requirements, **see section 12-2-10, paragraph 8**, of the Pensacola Land Development Code. *Requests for a zoning ordinance variance must be accompanied by an application and fee.*

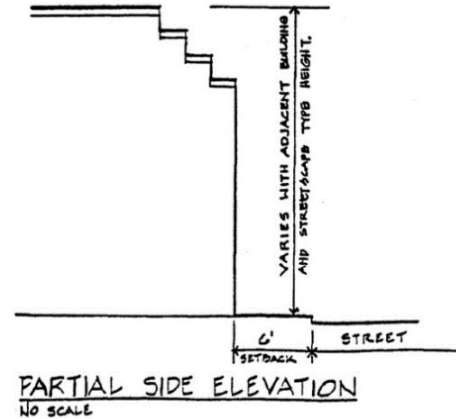
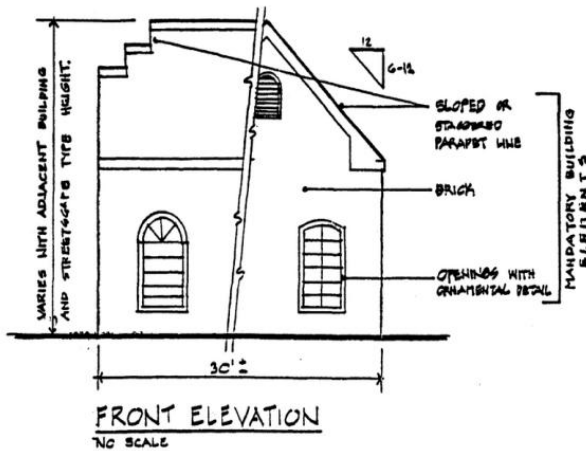
Residential Wood Cottages

Pensacola District	Residential Wood Cottages
Max. Building Height	1½ story = 25'; 2½ = 35'
Setback – Front	15' from street edge
Setback – Side	(side) min. 5' from property line
Setback – Rear	20' min. from property line; 5' min. from property line adjacent to an alley



Commercial Brick Structures

Pensacola District	Commercial Brick Structures
Max. Building Height	limited to the adjacent lots' streetscape type
Setback – Front	6' from street edge
Setback – Side	5' min. from property line; 0' min. from property line for lots within Aragon S/D Privateer's Alley
Setback – Rear	15' min. from property line; 5' min. from property line adjacent to an alley or within Aragon S/D Privateer's Alley



North Hill Preservation District

New construction is encouraged to be built in a manner which is complementary to the overall character of the district in scale, building materials and colors. The regulations established relating to streetscape and landscape elements for contributing structures also apply to new construction.

The North Hill Preservation District is subdivided into three zoning district: Single-Family (PR1-AAA), Multi-Family (PR-2), and Preservation Commercial (PC-1). For full explanations of these zoning types see 12-2-10, section (B) paragraph (3) of the Pensacola Land Development Code. *Requests for a zoning ordinance variance must be accompanied by an application and fee.* Height limits and setback requirements for new construction are listed as follows:

North Hill District	Single Family (PR1-AAA)	Multi-Family (PR-2)	Preservation Commercial (PC-1)
Max. Building Height	35'	35'	45'
Setback – Front	30'	15'	None
Setback – Side	9'	7.5'	*5'
Setback – Rear	30'	25'	15'

**5' for dwelling or wood-frame structures only*

Old East Hill Preservation District

New construction is encouraged to be built in a manner which is complementary to the overall character of the district in scale, building materials, and colors. The regulations relating to streetscape elements for contributing structures shall also apply to new construction.

Old East Hill contains four zoning subdivisions: Residential/Office (OEHR-2), Neighborhood Commercial (OEHC-1), Retail Commercial (OEHC-2), and Commercial (OEHC-3). For a full description of these zoning districts, refer to section 12-2-10, subsection (C) of the Pensacola Land Development Code. *Requests for a zoning ordinance variance must be accompanied by an application and fee.* Height limits and setback requirements are listed as follows:

Old East Hill	Residential/Office (OEHR-2)	Neighborhood Commercial (OEHC-1)	Retail Commercial (OEHC-2)	Commercial (OEHC-3)
Setback – Front	15'	None	None	None
Setback – Side	5'	5'	5'	None
Setback – Rear	15'	None	None	None

Max. Building Height: Residential buildings shall not exceed two (2) stories in height, with a usable attic. No building shall exceed thirty-five (35) feet in height, except that three (3) feet may be added to the height of the building for each foot the building is set back from the building setback or property lines to a maximum height of 45' with approval of the architectural review board.

Landscaping

Pensacola Historic District

Within the original Historic District development, the majority of each site not covered by a building was typically planted in trees, shrubbery or ground cover. No formal landscape style has been found to predominate in the district. The following regulations apply for landscaping:

- Within the front yard setback the use of grass, ground cover or shrubs is required and trees are encouraged in all areas not covered by a drive or walkway.
- The use of brick or concrete pavers set on sand may be allowed in the front yard in addition to drives or walkways, with board approval based on the need and suitability of such pavement.

North Hill Preservation District

Protection of Trees

The purpose of this subsection is to establish protective regulations for specified trees within the North Hill preservation zoning districts. It is the intent of this subsection to recognize the contribution of shade trees and certain flowering trees to the overall character of the preservation district and to ensure the preservation of such trees as described below.

- Any of the following species having a minimum trunk diameter of eight (8) inches (twenty-five and one-tenth (25.1) inches in circumference) at a height of one (1) foot above grade: Live Oak and Water Oak; Magnolia having a minimum trunk diameter of six (6) inches (eighteen and eight-tenths (18.8) inches in circumference) at a height of one (1) foot above grade; and any of the following flowering trees with a minimum trunk diameter of four (4) inches (twelve and fifty-five one hundredths (12.55) inches in circumference) at a height of one (1) foot above grade: Redbud, Dogwood, and Cape myrtle.
- Tree removal: No person, organization, society, association or corporation, or any agent or representative thereof, directly or indirectly, shall cut down, destroy, remove, or effectively destroy through damaging, any specimen tree, whether it be on private property or right-of-way within the defined limits of the preservation district of the city, without first having obtained a permit from the department of leisure services to do so. Refer to [section 12-6-7](#) for application procedures and guidelines for a tree removal permit.
- In addition to the specific tree preservation provisions outlined in this subsection, the provisions of Chapter 12-6 shall be applicable in this district.

Old East Hill Preservation District

Landscape area requirements and landscape requirements for parking lots within the OEHR-2, OEHC-1 and OEHC-2 districts shall comply with regulations established in [section 12-6-3](#) for the R-2, C-1 and C-2 zoning districts.

Fencing



Note: The dogeared style is not permitted.

Fencing in the Pensacola Historic District, North Hill Preservation District, and Old East Hill Preservation District is subject to the requirements listed in section 12-2-40 of the Land Development Code. Additional requirements for each district are listed below. All fencing is subject to ARB approval.

Pensacola Historic District

The majority of original fences in the Historic District were constructed of wood with a paint finish in many varying ornamental designs. To a lesser extent, fences may have been constructed of brick or wrought iron. The style of the fence and the materials used typically related directly to the style and type of materials used for the building on the property.

- Chain-link, concrete block and barbed-wire are prohibited fence materials in the Historic District. Approved materials will include but not necessarily be limited to wood, brick, stone and wrought iron.
- All wood or wrought iron fences shall be painted if the principal building is painted. Wood fences shall be constructed utilizing one of a variety of "picket" designs, especially a design which will reflect details similar to those on the building. It is recommended that the use of wrought iron or brick fences be constructed in conjunction with buildings which use masonry materials in their construction.

North Hill Preservation District

Approved materials will include but not necessarily be limited to wood, brick, stone or wrought iron. No concrete block or barbed-wire will be permitted. Chain-link fences shall be permitted in side and rear yard only with board approval.

Old East Hill Preservation District

Approved materials will include but not necessarily be limited to wood, brick, stone or wrought iron. No concrete block or barbed-wire fences will be permitted. Chain-link fences shall be permitted in side and rear yard only.

District Signage Regulation

Refer to sections [12-4-2](#) and [12-4-3](#) of the Land Development Code for general sign standards, criteria, and for a description of sign area calculations. The location, design, and materials of all accessory signs, historical markers, and other signs of general public interest are subject to the review and approval of the architectural review board.

Pensacola Historic District

Those few signs that may have originally been used in the Historic District, including those which were used in the commercial areas, were typically smaller in scale than many signs in current use. Ordinarily, their style was complementary to the style of the building on the property. The support structure and trim work on a sign was typically ornamental, as well as functional.

In addition to the prohibited signs listed below, all signs listed in **section 12-4-7** are prohibited within the Historic District. The design, color scheme, and materials of all signs shall be subject to approval by the architectural review board. All official signs within the District will be authorized, created, erected, and maintained by the city of Pensacola of the Historic Pensacola Preservation Board using as their guide the document entitled **A Uniform System for Official Signs in the Seville Square Historical District**. This document also includes recommendations for and descriptive drawings of commercial signs appropriate to the district.

Permitted Temporary Accessory Signs

- One (1) non-illuminated sign advertising the **sale, lease, or rental** of the lot or building, said sign not exceeding six (6) square feet of area.
- One (1) non-illuminated sign not more than fifty (50) square feet in area in connection with new **construction work**, and displayed only during such time as the actual construction work is in progress.

Permitted Permanent Accessory Signs

- One (1) sign per lot per street frontage for **churches, schools, apartment buildings, boarding or lodging houses, libraries, community centers, commercial buildings** (including retail and office buildings), or **historic sites** serving as identification and/or bulletin boards not to exceed twelve (12) square feet in area and having a maximum height of eight (8) feet, provided, however that signs projecting from a building or extending over public property shall maintain a clear height of nine (9) feet six (6) inches above the public property and shall not exceed a height of twelve (12) feet six (6) inches. The sign may be mounted to the face of a wall of the building, hung from a bracket that is mounted to a wall of the building, hung from other ornamental elements on the side of a building, or may be freestanding. The sign may be illuminated provided the source of light is not visible beyond the property line of the lot on which the sign is located.
- One (1) non-illuminated nameplate designating the name of the occupant of the property; the nameplate shall not be larger than three (3) square feet and shall be attached flat against the wall of the building.
- Municipal or state installed directional signs, historical markers, and other signs of a general public interest when approved by the mayor and board.

Prohibited Signs

- Any sign using plastic materials for lettering or background.
- Internally illuminated signs.
- Portable signs.
- Nonaccessory signs.

North Hill Preservation District

Permitted Temporary Accessory Signs

- One (1) non-illuminated sign advertising the **sale, lease, or rental** of the lot or building, said sign not exceeding six (6) square feet of area.
- One (1) non-illuminated sign not more than fifty (50) square feet in area in connection with new **construction work**, and displayed only during such time as the actual construction work is in progress.

Permitted Permanent Accessory Signs

- One (1) sign per street frontage for **churches, schools, boarding and lodging houses, libraries, community centers, multiple-family dwellings and historic sites** serving as identification and/or bulletin boards not to exceed twelve (12) square feet in area. The signs shall be placed flat against the wall of the building, perpendicular, or may be freestanding. Such signs may be illuminated provided that the source of light shall not be visible beyond the property line of the lot on which the sign is located.
- **Commercial establishments** may have one (1) attached or one (1) freestanding sign per street frontage not to exceed twelve (12) square feet provided that the freestanding sign be no closer to any property line than five (5) feet. The attached or wall signs may be placed on the front or one side of the building. As used herein, "commercial establishments" shall mean an establishment wherein products are available for purchase. Such signs may be illuminated provided the source of light shall not be visible beyond the property line of the lot on which the sign is located. Office complexes may have one freestanding sign per street frontage not to exceed twelve (12) square feet.
- One (1) non-illuminated **nameplate** designating the name of the occupant of the property; the nameplate shall not be larger than one hundred (100) square inches and may be attached to the dwelling. This section shall be application of **occupants and home occupations**.
- Municipal or state installed directional signs, historical markers, and other signs of a general public interest when approved by the mayor and board.
- The maximum height for freestanding signs shall be eight (8) feet. No attached sign shall extend above the eave line of a building to which it is attached.

Old East Hill Preservation District

Permitted Temporary Accessory Signs

- One (1) non-illuminated sign advertising the **sale, lease, or rental** of the lot of building, said sign not exceeding six (6) square feet of area.
- One (1) non-illuminated sign not more than fifty (50) square feet in area in connection with new **construction work**, and displayed only during such time as the actual construction work is in progress.

Permitted Permanent Accessory Signs

- One non-illuminated **nameplate** designating the name of the occupant of the property; the nameplate shall not be larger than three (3) square feet and shall be attached to the dwelling. This section shall be applicable to **occupants** and **home occupations**.
- Municipal or state installed directional signs, historical markers and other signs of a general public interest when approved to the board.

North 9th Avenue, Wright Street, Alcaniz Street, Davis Street:

- For **churches, schools, apartment buildings, boarding or lodging houses, libraries, community centers, commercial buildings** (including office and retail buildings) or **historic sites** serving as identification and/or bulletin boards, one freestanding or projecting sign and one attached wall sign or combination of wall signs placed on the front or one side of the building not to exceed fifty (50) square feet in area.

The signs may be painted on the building, mounted to the face of the wall of the building, hung from a bracket that is mounted to a wall of the building, hung from other ornamental elements on the building, or may be freestanding. Signs projecting from a building or extending over public property shall maintain a clear height of nine (9) feet six (6) inches above the public property and shall not exceed a height of twelve (12) feet. Freestanding signs shall not exceed a height of twelve (12) feet.

All other streets in the district:

- One sign per lot per street frontage for **churches, schools, apartment buildings, boarding or lodging houses, libraries, community centers, commercial buildings** (including office and retail buildings) or **historic sites** serving as identification and/or bulletin boards not to exceed twelve (12) square feet in area and eight (8) feet in height, provided, however, that signs projecting from a building or extending over public property shall maintain a clear height of nine (9) feet six (6) inches above the public property and shall not exceed a height of twelve (12) feet six (6) inches.

The sign may be mounted to the face of the wall of the building, hung from a bracket that is mounted to a wall of a building, hung from other ornamental elements of the building, or may be freestanding. The sign may be illuminated provided that the source of light is not visible beyond the property line of the lot on which the sign is located.

Palafox Historic Business District

Sign regulations within the PHBD Overlay District are the same as all non-historic areas of the City as shown in Land Development Code Chapter 12-4.

In the case of any proposed new or altered sign, that the sign will not impair the architectural or historical value of any building to which it is attached, nor any adjacent building, and that such sign is consistent with the theme and spirit of the block where it is located, and that such sign is consistent with the following provisions:

- Within the Palafox historic business district, signs **protruding into or overhanging the public right-of-way** are permitted subject to prior approval by the board, and are subject to removal on thirty (30) days' notice if the city actually required the space for any public purpose. Such signs must be of a character and size consistent with maintenance of the theme and character of the

district. Existing overhanging signs are hereby approved and will not require further board approval unless altered.

- Businesses located within the Palafox Historic Business District may place **one portable (two-sided A-frame) sign** on the sidewalk adjacent to the business location subject to the following conditions:
 - The maximum size of the sign shall not exceed two (2) feet wide by three (3) feet high.
 - The sidewalk width shall be a minimum of eight (8) feet.
 - A one-time fee of forty dollars (\$40.00) shall be paid to the City of Pensacola for a license to use the sidewalk for placement of a sign.
 - A license to use agreement, with proof of insurance, shall be required to use an identified area of the sidewalk for locating a sign.
 - The sign shall be removed from the sidewalk at the close of business hours daily.
 - Signs shall require approval by the Downtown Improvement Board and Architectural Review Board.
- **Rooftop signs** are prohibited, provided the business for which the sign is erected remains continuously in business, existing signs violating this provision may continue in use. Upon application to and approval by the board, such existing signs may be permitted to remain in place for a longer period if the board finds that the sign is consistent with the theme and character of the district.
- **Whirling and flashing signs** attached to a building are prohibited, unless such signs replicate an original sign used at that location in the historical theme area. Balloon-type, portable, or nonaccessory signs are prohibited.

Application for Demolition of a Contributing Structure

Demolition of a contributing structure constitutes an irreplaceable loss to the quality and character of the Historic District and is strongly discouraged. Therefore, no permit shall be issued for demolition of a contributing structure unless the owner demonstrates to the board clear and convincing evidence of unreasonable hardship. Provided, however, nothing herein shall prohibit the demolition of a contributing structure if the building official determines that there is no reasonable alternative to demolition in order to bring the structure in compliance with the unsafe building code. When the owner fails to prove unreasonable economic hardship the applicant may provide to the board additional information which may show unusual and compelling circumstances in order to receive board recommendation for demolition of the contributing structure.

The board shall be guided in its decision by balancing the historic, architectural, cultural, and/or archaeological value of the particular structure against the special merit of the proposed replacement project.

Submitting Application Materials

The applicant shall submit all necessary materials to the board at least **fifteen (15) days** prior to the board hearing in order that staff may review and comment and/or consult on the case. Staff and/or professional comments shall be forwarded to the board for consideration and review and made available to the applicant for consideration prior to the hearing.

The board may require that an applicant furnish such additional information that is relevant to its determination of unreasonable economic hardship and may require that such additional information be furnished under seal. The board or its agent may also furnish additional information as the board believes is relevant. The board shall also state which form of financial proof it deems relevant and necessary to a particular case.

In the event that any of the required information is not reasonably available to the applicant and cannot be obtained by the applicant, the applicant shall file with his affidavit a statement of the information which cannot be obtained and shall describe the reasons why such information cannot be obtained.

Requesting Demolition for Unreasonable Economic Hardship

When a claim of unreasonable economic hardship is made, the public benefits obtained from retaining the historic resource must be analyzed and duly considered by the board. The owner shall submit to the board for its recommendation the following information:

1. For all property

- The assessed value of the land and improvements thereon according to the two (2) most recent assessments.
- Real estate taxes for the previous two (2) years.
- The date of purchase of the property or other means of acquisition of title, such as by gift or inheritance, and the party from whom purchased or otherwise acquired.

- Annual debt service, if any, for the previous two (2) years.
- All appraisals obtained within the previous two (2) years by the owner or applicant in connection with his purchase, financing, or ownership of the property.
- Any listing of the property for sale or rent, price asked, and offers received, if any.
- Any consideration by the owner as to profitable adaptive uses for the property.
- Replacement construction plans for the contributing structure in question.
- Financial proof of the ability to complete the replacement project which may include but not be limited to a performance bond, a letter of credit, a trust for completion of improvements, or a letter of commitment from a financial institution.
- The current fair-market value of the property, as determined by at least two (2) independent appraisals made by appraisers with competent credentials.

2. For income-producing property, in addition to the requirements listed above

- Annual gross income from the property for the previous two (2) years.
- Itemized operating and maintenance expenses for the previous two (2) years, including proof that adequate and competent management procedures were followed.
- Annual cash flow, if any, for the previous two (2) years.
- Proof that efforts have been made by the owner to obtain a reasonable return on his or her investment based on previous service.

[Requesting Demolition for Unusual and Compelling Circumstances](#)

When an applicant fails to prove economic hardship in the case of a contributing structure, the applicant may provide to the board additional information which may show unusual and compelling circumstances in order to receive board recommendation for demolition of a contributing structure. The board, using criteria set forth in this section, shall determine whether unusual and compelling circumstances exist and shall be guided in its recommendation in such instances by the following additional considerations:

- The historic or architectural significance of the structure.
- The importance of the structure to the integrity of the Historic District.
- The difficulty or impossibility of reproducing such a structure because of its design, texture, material, detail, or unique location.
- Whether the structure is one of the last remaining examples of its kind in the Historic District.
- Whether there are definite plans for reuse of the property if the proposed demolition is carried out and what effect such plans will have on the architectural, cultural, historical, archaeological, social, aesthetic, or environmental character of the surrounding area, as well as the economic impact of the new development
- Whether reasonable measures can be taken to save the structure from further deterioration, collapse, arson, vandalism, or neglect.

Receiving a Recommendation for Moratorium or Demolition

Should the applicant for demolition of a contributing structure satisfy the board that he or she will suffer an economic hardship if a demolition permit is not recommended, or, if in failing to demonstrate economic hardship, the applicant demonstrates unusual and compelling circumstances which dictate demolition of the contributing structure, either a **recommendation for demolition** or a **recommendation for a six-month moratorium** on the demolition shall be made.

In the event that the board recommends a six-month moratorium on the demolition, within the moratorium period, the board shall consult with the Historic Pensacola Preservation Board, the city of Pensacola and any other applicable public or private agencies to ascertain whether any of these agencies or corporations can preserve or cause to be preserved such architectural or historically valuable buildings. If no agencies or organizations are prepared to preserve the building(s) or cause their preservation, then the board shall recommend approval of the demolition.

Following recommendation for approval of demolition, the applicant must seek approval of replacement plans prior to receiving a demolition permit and other building permits. Replacement plans for this purpose shall include, but shall not be limited to:

- Project concept.
- Preliminary elevations and site plans.
- Adequate working drawings for at least the foundation plan which will enable the applicant to receive a permit for foundation construction.

The board may waive the requirements for replacement plans under extreme, unusual, and compelling circumstances or public safety purposes.

Applicants that have received a recommendation for demolition shall be permitted to receive such demolition permit without additional board action on demolition, following the board's recommendation of a permit for new construction.

Prevention of Demolition by Neglect

All contributing structures within the Historic District shall be preserved against decay and deterioration and kept free from certain structural defects by the owner thereof or such other person or persons who may have legal custody and control thereof. The owner or other person having such legal custody and control shall repair such building, object, site, or structure if it is found to have any of the following defects:

- Deteriorated or inadequate foundation; defective or deteriorated flooring or floor supports; flooring or floor supports of insufficient size to carry imposed loads with safety.
- Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration; members of walls, partitions, or other vertical supports that are of insufficient size to carry imposed loads with safety.
- Fireplaces or chimneys which list, bulge, or settle due to defective materials or deterioration; fireplaces or chimneys which are of insufficient size or strength to carry imposed loads with safety.
- Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors; defective protection or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or

other protective covering; any fault or defect in the building which renders same structurally unsafe or not properly watertight.

The board, on its own initiative, may file a petition with the building official requesting that he or she proceed to require correction of defects or repairs to any structure covered by the criteria above so that such structure shall be preserved and protected in accordance with the purposes of this ordinance and the public safety and housing ordinance.

Other Demolition Permits

All applications for permits to demolish structures other than contributing structures shall be referred to the board for the purpose of determining whether or not the structure may have historical, cultural, architectural, or archaeological significance. Such determination shall be made in accordance with the same six criteria listed in "Requesting Demolition for Unusual and Compelling Circumstances." The board shall make such determination within thirty (30) days after receipt of the completed application and shall notify the building official in writing. If the structure is determined to have no cultural, historical, architectural, or archaeological significance, a demolition permit may be issued immediately, provided such application otherwise complies with the provisions of all city code requirements.

If said structure is determined by the board to have historical significance, the board shall make such information available to the Preservation Board for review and recommendation as to significance. If the board concurs in the significance, using criteria set forth by the criteria listed under "Requesting Demolition for Unusual and Compelling Circumstances," the board shall recommend to the city council that the structure be designated a contributing structure. Upon such recommendation by the board, issuance of any permit shall be governed by the criteria listed in "Recommendation for Demolition."

Treatment of Site Following Demolition

Following the demolition or removal of any buildings, objects, or structures located in the Historic District, the owner or other person having legal custody and control thereof shall:

- Remove all traces of previous construction, including foundation
- Grade, level, sod and/or seed the lot to prevent erosion and improve drainage.
- Repair at his own expense any damage to the public right-of-way, including sidewalks, curb, and streets, that may have occurred in the course of removing the building, object, or structure and its appurtenances.

Ad Valorem Tax Exemption

Chapter 3-4, Article II, Division I of the Finance and Taxation Code

The City of Pensacola authorized the Ad Valorem Tax Exemption for owners undertaking the restoration, rehabilitation, or renovation of historic properties – and may exempt these property owners taxation of up to 100 per cent of the assessed value of all improvements which result from said restoration, rehabilitations, or renovation work. Improvements must be consistent with the Secretary Standards for Rehabilitation, and exceed five thousand (\$5,000.00) in actual expenditures on the project.

Taxes to which exemptions apply:

Exemptions apply only to taxes levied by the city, excluding levies for the downtown improvement board. The exemptions do not apply to taxes levied for payment of bonds or to taxes authorized by a vote of the electors pursuant to s. 9(b) or s. 12, Art. VII of the State Constitution.

Property to which exemptions apply: *The property in question must*

- be individually listed in the National Register of Historic Places, or;
- be a contributing property to a National Register-listed district, or;
- be designated as a historic property, or as a contributing property to a historic or preservation district, under the terms of the Land Development Code or other ordinance of the city, or;
- The preservation board has certified to the city that the property for which an exemption is requested meets the above requirements.

Applications for the Ad Valorem exemption should be submitted to the ARB representative from the UWF Historic Trust before submittal of project plans to the full ARB. Exemption requests must be filed no later than March 1 next following the completion of construction and improvements. Applications must contain:

- The name of the property owner and the location of the historic property.
- A description of the improvements to real property for which an exemption is requested and the date of commencement of construction of such improvements.
- Proof, to the satisfaction of the UWF Historic Trust, that the property that is to be rehabilitated or renovated is a historic property under this section.
- Proof, to the satisfaction of the UWF Historic Trust, that the improvements to the property will be consistent with the United States Secretary of Interior's Standards for Rehabilitation and will be made in accordance with guidelines developed by the Department of State.
- Applications submitted for properties which have been individually designated as historic properties or landmarks shall include documentation substantiating such designation and describing the historic, archaeological or architectural features which provided the basis for designation. Acceptable documentation shall include a copy of the designation report for the property and official correspondence notifying the property owner of designation.
- Other information deemed necessary by the UWF Historic Trust.

*For further information on ARB review procedures and follow-up protocol, refer to **Chapter 3-4, Article II, Division I** of the Pensacola Finance and Taxation Code, entitled "Historic Properties Exemption."*

Section III

Resources

Resources

Pensacola Planning Department

Fifth Floor, City Hall
222 West Main Street
Pensacola, Florida 32591
Phone: 850-436-5655

UWF Historic Trust

J. Earl Bowden Building
120 Church Street
Pensacola, Florida 32591
Phone: 850-595-5985
Fax: 850-595-5989



Local Resources

[City of Pensacola Architectural Review Board](http://www.ci.pensacola.fl.us/164/Architectural-Review-Board)

<http://www.ci.pensacola.fl.us/164/Architectural-Review-Board>

Find board member information, agendas and minutes from ARB monthly meetings, and monthly meeting information.

[UWF Historic Trust](http://www.historicpensacola.org/)

<http://www.historicpensacola.org/>

Find information on historic sites and resources within Pensacola, as well as contact information for UWF Historic Trust employees.

[Pensacola Municipal Code](https://www.municode.com/library/fl/pensacola/codes/code_of_ordinances)

https://www.municode.com/library/fl/pensacola/codes/code_of_ordinances

Subjects are searchable by keyword and ordinance number.

[City of Pensacola One-Stop Development](http://www.cityofpensacola.com/onestop)

<http://www.cityofpensacola.com/onestop>

Check the Quick Links section for a list of necessary materials to provide the review boards (note: for residential/commercial building additions and new construction).

[Pensapedia](http://www.pensapedia.com/wiki/Main_Page)

http://www.pensapedia.com/wiki/Main_Page

A wiki-based encyclopedia on Pensacola and the surrounding areas, featuring articles in history, neighborhoods, culture, etc.

[North Hill Preservation Association](http://historicnorthhill.com/)

<http://historicnorthhill.com/>

Find information on the district history, monthly meetings, and becoming a member.

[Old East Hill Preservation Association – Facebook](https://www.facebook.com/Old.East.Hill)

<https://www.facebook.com/Old.East.Hill>

Find updated information on events and meetings for the Old East Hill Preservation District.

Preservation Resources

A Field Guide to American Houses by Virginia and Lee McAlester

ISBN-10: 0394739698

The book provides a thorough overview of the history of American architecture, and a detailed guide on how to identify historic architectural styles.

[Florida Division of Historic Resources](http://www.flheritage.com/)

<http://www.flheritage.com/>

A great source of information on Florida history, archaeology, and state-wide preservation programs.

[Florida Trust for Historic Preservation](http://www.floridatrust.org/)

<http://www.floridatrust.org/>

A statewide nonprofit that promotes the preservation of Florida's architectural, historic, and archaeological heritage.

[National Center for Preservation Technology and Training](http://ncptt.nps.gov/)

<http://ncptt.nps.gov/>

Located in Natchitoches, LA, the NCPTT advances the application of science and technology within the preservation field.

[National Register of Historic Places](http://www.nps.gov/nr/)

<http://www.nps.gov/nr/>

Find National Register-listed properties, and instructions for submitting a historic property to be listed on the Register.

[National Park Service, Technical Preservation Services](http://www.nps.gov/tps/)

<http://www.nps.gov/tps/>

NPS Technical Preservation Services Division develops historic preservation policy and provides guidance for preserving and rehabilitating historic buildings.

- [Preservation Briefs](http://www.nps.gov/tps/how-to-preserve/briefs.htm)

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

These short publications are a great source of information for identifying, cleaning, restoring, and maintaining historic features and building materials.

- [Tax Incentives](http://www.nps.gov/tps/tax-incentives.htm)

<http://www.nps.gov/tps/tax-incentives.htm>

Get more information on the Federal Tax Incentive program for preserving historic, income-producing or non-residential properties.

[Old House Journal](http://www.oldhousejournal.com/)

<http://www.oldhousejournal.com/>

A great resource for historic home restoration projects – find how-to articles, product literature, and supplier information.

[Secretary of the Interior's Standards](http://www.nps.gov/tps/standards.htm)

<http://www.nps.gov/tps/standards.htm>

Find the complete documents on the Secretary of the Interior's Standards for preservation, rehabilitation, restoration, and reconstruction.

[This Old House](http://www.thisoldhouse.com/toh/)

<http://www.thisoldhouse.com/toh/>

The website features brief, informative how-to articles on home restoration projects.

Historic Paint Palettes

[Bob Vila's Guide to Historic Paint Colors \(slideshow\)](http://www.bobvila.com/historic-paint-colors/2242-bob-vila-s-guide-to-historic-paint-colors/slideshows?s=6#.VBoSXfldV8F)

<http://www.bobvila.com/historic-paint-colors/2242-bob-vila-s-guide-to-historic-paint-colors/slideshows?s=6#.VBoSXfldV8F>

The slideshow provides a quick overview of historic colors based on architectural style.

[Benjamin Moore Gallery of Historic Paint Colors](http://www.benjaminmoore.com/en-us/for-architects-and-designers/color-gallery#&ce_vm=2&ce_col=HC)

http://www.benjaminmoore.com/en-us/for-architects-and-designers/color-gallery#&ce_vm=2&ce_col=HC

The gallery includes over one hundred historic paint colors.

[Sherwin Williams Historic Collection](http://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/paint-colors-by-collection/historic-collection/)

<http://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/paint-colors-by-collection/historic-collection/>

Sherwin Williams provides style-based color palettes for both interior and exterior, including suggestions for wall, trim, and accent colors.

Architectural Terminology

Baluster: the individual, vertical posts which support a rail

Bay: a regularly repeated architectural element (windows, columns, beams, etc.) which divides an elevation into separate, vertical units

Bracket: a projecting piece of trim, often triangular in shape, which is affixed to a wall, post, or beneath an eave

Cant: an angled, exterior building corner

Capital: the uppermost portion of a column or pilaster, typically decorated

Cladding: the material which covers the exterior of a wall

Clapboard: horizontal wood siding comprised of overlapping boards

Colonnade: A row of columns or pillars along a building, or incorporated within the body of the building

Common bond: a pattern of laying brick with alternating rows of stretchers (long side) and headers (short side); typically has three to nine rows of stretchers between each row of headers

Coping: a protective cap or covering designed to prevent water intrusion along the top of a wall, parapet, pilaster, or chimney; often constructed in stone, terracotta, concrete, metal, or wood

Corbel: in masonry construction, a projection or series of projections where each element steps forward with height

Cornice: a decorative, horizontal band which runs the length of a wall beneath the ceiling (interior) or roofline (exterior)

Cupola: a small structure or dome set atop the roofline

Dentil molding: a decorative row of rectangular or square blocks within a cornice (literal translation of dentil is *tooth*)

Dormer: a projection out from a sloped roofline, often containing a window or vent

Eave: the portion of the roofline which hangs over the wall

Elevation: the wall of a building opposite the viewer (e.g. the north elevation)

Entablature: the horizontal beam or decorative members supported atop columns

Fabric: the basic materials making up a building

Façade: the exterior face, or architectural front, of a building

Fan light: an arched or semi-circular window

Flashing: sheets of metal installed along chimneys, gutters, joints, etc. to prevent water intrusion

Foundation piers: individual columns of brick, masonry stone, or poured concrete which support the overlying structure

Gable: the upper, triangular portion of a wall created by a double-sloped roof

Gable, front: a roofline where the gable-ends are located at the front and rear of the house

Gable, side: a roofline where the gable-ends are located at either side of the house

Grille: a grate or openwork covering, typically metal, installed to protect, conceal, or decorate openings

Half-timbering: an exterior finish in which the wood frame is exposed and filled in with brick or stucco

Keystone: the central, often embellished stone at the crown of an arch

Linear plan: a house plan that is either one room wide with multiple rooms in depth, or one room in depth and multiple rooms in width – so that the plan is comprised of a single line of rooms

Lintel: a horizontal support member installed above an opening (such as a window or door), which carries the weight of the overlying structure

Masonry: stacked block construction with brick, stone, or concrete

Massed plans: these plans are two or more rooms in width, and may be two or more rooms in depth

Massing: the bulk, or overall shape, of a structure

Modillion: A horizontal bracket beneath a cornice, often scroll-shaped with rosettes or leaf motifs

Mullions: the vertical support member which separates and supports a series of windows, doors, or panels

Muntins: the secondary, dividing posts which hold the panes of glass within a window sash

Opening: any opening in the fabric of a building (e.g. doors, windows, arches)

Parapet: the portion of an exterior wall which extends above the roof

Parapet, stepped: a parapet which steps successively upward in height

Parging: a layer of plaster or mortar used to cover masonry

Pendent: A decorative feature which hangs down from a roof or gable

Pediment: a triangular ornament installed above a door, window, or on the front of a building

Pilaster: square pillar which is joined to a wall

Pitch: the slope of a roofline – low, moderate, or steep

Porch, double: A porch constructed on both levels of a two-story building

Porch, entry: a narrow porch which frames an entryway only

Porch, full-height: a porch which extends the height of a building to meet the roof

Porch, full-width: a porch which extends along the entire width of an elevation

Porch, wrap-around: a porch which extends around two or more sides of a building

Rafter: the inclined support member of a roofing system

Rafter tail: the end of a rafter which may be exposed under an eave

Rail: the horizontal beam or post supported by balusters

Roof, gambrel: a roof with two pitches on each side

Roof, hipped: a roof style where each plane is equally slanted

Roof, flat: a roofline with little to no discernible pitch

Rosette: a flower ornament

Sash: the framework of a window which can be slid up or down (as in double-hung), pivoted (casement) or fixed

Scrollwork: decorative wood trim which is cut using a scroll-saw

Side-light: narrow windows or panes of glass installed along the side of a door

Site plan: a drawing of the overall lot, which often includes the footprint of a building, property boundaries, vegetation, and landscaping features

Soffit: the underside of an overhead architectural element (e.g. arches, door and window frames, cornices, stairways)

String-course: a horizontal band, typically masonry, which extends across the width of an elevation

Stucco: an exterior finish composed of cement, lime and sand mixed with water; the finish can be smooth or textured

Texture: the tactile or visual quality of a surface other than color (Harris, *Illustrated Dictionary*)

Transom: window or panes of glass installed directly above a door

Trim: the finishing, decorative elements of a building

Turned: the process for shaping rounded elements of wood or stone where the piece of cut on a lathe

Turret: a small tower which extends outward from the corner of a building

Verge board: decorative board which is affixed along the inner edge of a gable (also called barge board)

Window, bay: a window or series of windows installed in a structure that protrudes outward from the body of a house

Window, casement: a window where the sash is hinged on one side and opens outward

¹**Window, double- or triple-hung:** a window system where each sash slides up or down

Window, Queen Anne: a window sash with multiple, small panes of glass surrounding a larger, central pane

¹Windows are also described by the number of panes per sash, e.g. a “six-over-six” double-hung window has six panes of glass in the upper sash and six panes of glass in the lower sash; likewise, a “two-over-one” has two panes in the upper sash and one in the lower, and so on.

Window, single-hung: a window system where only one sash slides up and down, and the other sash is fixed

Quick Guide – Pensacola Municipal Code

Note: For information on demolition requests or district-specific zoning areas, signage and fencing, please refer to the section for Pensacola Historic District, North Hill Preservation District, Old East Hill Preservation District, or Palafox Historic Business District.

Accessory Uses and Structures Standards (General Provisions)

[12-2-31](#)

Ad Valorem Tax Exemption

[3-4, Article II, Division I](#) of the Finance and Taxation Code

Appeals and Variances

[12-12-2](#)

Aragon Redevelopment District

[12-2-12 \(B\)](#)

Architectural Review Board

[12-13-3](#)

Buffer Yards

[12-2-32](#)

Enforcement

[12-12-1](#)

Establishment of Future Land Use and Zoning Districts and Official Maps

[12-2-1](#)

Fences (General Provisions)

[12-2-40](#)

Governmental Center District

[12-2-22](#)

Height Exceptions for Buildings (including North Hill)

[12-2-39](#)

Landscape/Tree Regulations (General Provisions)

[12-6](#)

North Hill Preservation District

[12-2-10 \(B\)](#)

Off-Street Parking Requirements

[12-3](#)

Old East Hill Preservation District

[12-2-10 \(C\)](#)

Palafox Historic Business District

[12-2-21](#)

Pensacola Historic District

[12-2-10 \(A\)](#)

Rooftop Mounted Antennas, Siting of (Governmental Center District, Palafox Historic Business District, Gateway Redevelopment District)

[12-2-45](#)

Signage (General Provisions)

[12-4-2](#)

Signage (Prohibited)

[12-4-7](#)

Tree Removal, Application and Guidelines

[12-6-7](#)

Variance Requests – *see Appeals and Variances*

Yard Requirements

[12-2-41](#)

Bibliography

Architectural Styles and Terminology:

Gottfried, Herbert, and Jan Jennings. *American Vernacular Buildings and Interiors, 1870-1960*. New York: W.W. Norton and Co., 2009.

Harris, Cyril M. *Illustrated Dictionary of Historic Architecture*. New York: Dover Publications, 1983.

McAlester, Virginia, and A. Lee McAlester. *A Field Guide to American Houses*. New York: Knopf, 1984.

Pensacola Historical Information:

Pensacola Preservation timeline events and district histories were adapted from the *Pensacola Historic Districts Update: An Architectural Survey of the Pensacola Historical District and North Hill Preservation District, Pensacola, Florida: 1994-1995* as well as the *Old East Hill Survey 1991-1992*. Both documents are available in the administrative offices of the UWF Historic Trust.

District precedent information was gathered with the assistance of the **Pensacola Architectural Review Board members** (summer 2014):

- Earl Bowden (chairman)
- Carter Quina (vice chair)
- Michael Crawford
- George R. Mead
- Nina Campbell
- Ben Townes
- Julia Ussery
- Ross Pristera (advisor)
- Elizabeth Schrey (secretary)

Appendix I

Blank Application Forms



City of
Pensacola
*America's First Settlement
 And Most Historic City*

**Architectural Review Board
 Board for Board Repair Application**

Project Address: _____ **Date:** _____

Applicant: _____ **Phone:** _____

Applicant's Address: _____

Property Owner: _____
(If different from Applicant)

District: **PHD** **NHPD** **OEHPD** **PHBD** **GCD**

Scope of Work: _____

(OFFICE USE)

The Scope of Work described above has been determined to be a Board for Board Repair and is approved as follows:

APPROVED: _____

Any variation from the Scope of Work approved above will require additional approval from the above signatory or the Architectural Review Board.

You should be aware that this approval is for appropriateness of design only, and compliance with other City codes and ordinances may be required. The City Inspection Services (436-5600) can answer any questions that you may have in this regard.

The above signatory or City Staff have the right to reject colors or signs which may be deemed to be controversial and will refer those requests for review at a regularly scheduled meeting of the Architectural Review Board.

Revised 04-2008

P. O. Box 12910
 Pensacola, Florida 32591
 (850) 436-5655