

REALTOR

RESOURCE PACKET



Planning Department
214 North Hogan Street, 3rd Floor
Jacksonville, Florida 32202

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904-255-7800



COJ Historic Preservation Section

How to Determine When a COA is Required

Step 1:

Access the Land Development Review Map:

<http://jaxgis.coj.net/landdevelopmentreview/#>

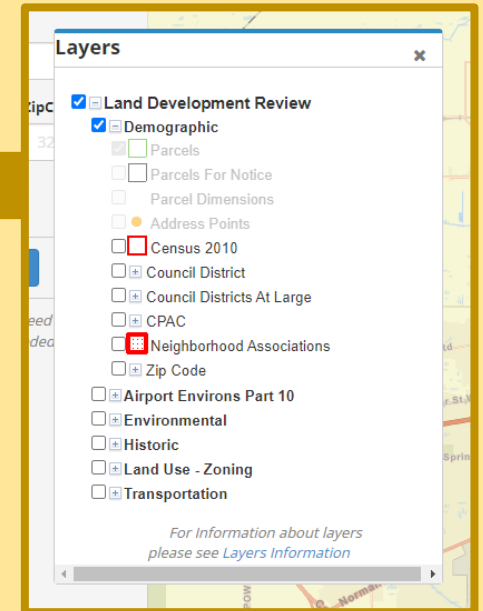
Step 2:

At the top of the screen, click “Layers” and a pop up will appear

Refresh **Layers** Tools Basemaps About Download

Step 3:

Click the (+) button **NEXT** to “Historic.” Do not click the box next to “Historic” as it will apply all the properties of the Historic Layer

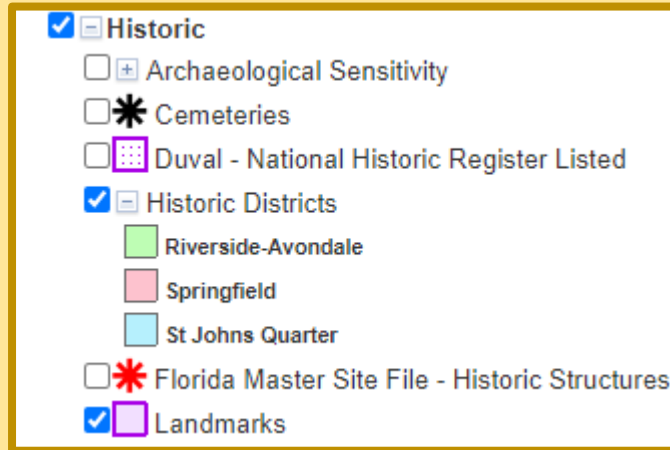


Step 5:

From here, search for the address in question using the Real Estate (RE) number OR by simply typing in the address in the search box located to the left of the screen

Step 4:

Once the drop-down opens after clicking the (+) button next to Historic, click on the box next to “Historic Districts.” This will bring up the physical boundary of all three Historic Districts (Springfield, Riverside Avondale, and Saint Johns Quarter). Additionally, click on the box for landmarks as they are also regulated by the Historic Preservation Section.



Step 6:

If the property is located within any one of the Green, Pink, Blue, or Purple boundaries, then the property requires a COA application for any exterior changes. **Please note that COAs are required regardless of its street visibility or its location on the property.**

Questions?

EMAIL: HistoricPreservation@coj.net
PHONE: (904) 255-7800



A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Planning and Development Department
214 North Hogan Street, Suite 300
Jacksonville, FL 32202
(904) 255-7800
www.Jacksonville.gov

January 3, 2025

«name»
«mail_addr_1»
«mail_addr_2»
«mail_city», «state» «mail_zip»

RE: «site_num» «site_pfx» «site_str» «site_sfx» «site_unit»
Real Estate No. «strap»

Dear Property Owner:

On behalf of the City of Jacksonville, I would like to welcome you as a new property owner in one of Jacksonville's beautiful, locally designated historic districts. Our historic districts are a significant part of Jacksonville's heritage and represent irreplaceable resources.

All work to the exterior of buildings, and sites in the local historic district boundaries, require review and approval by the Planning and Development Department to ensure consistency with the appropriate district's Design Regulations. This review is done through the submission of a Certificate of Appropriateness (COA) application. Examples of work requiring a COA include, but are not limited to, re-roofing, window and door replacement, siding and masonry repairs and replacement, repair and installation of driveways, sidewalks and fences, as well as the construction of new buildings and additions along with relocation and demolition.

If you have additional questions or need more information about the COA process, please call (904) 255-7859, and ask to speak to a historic preservation planner. Our website can easily be found by searching "historic" on www.Jacksonville.gov. There you will find additional information and forms, including the COA application and District Design Regulations. Please do not hesitate to call us if we can be of service in the future.

Kind Regards,

Arimus T. Wells
City Planner Supervisor
Planning and Development Department
214 North Hogan Street, Suite 300
Jacksonville, Florida 32202
(904) 255-7800

Michael Montoya
Chairman
Jacksonville Historic Preservation Commission

AW/MM/jls

Frequently Asked Questions (FAQs)

How do I know if something is within a Historic District or a local Landmark?

You can search by address or real estate number to find out if a property is within a Historic District or a Landmark on the [Land Development Map](#). At the top of the page open the Layers tab, expand the Historic list and check the boxes for "Historic Districts" and "Landmarks"; you can also download the [Map Instructions](#).

What is a COA?

A Certificate of Appropriateness (COA) application is required for all properties within the Historic Districts as well as locally designated Landmarks. COAs must be submitted for any work done to the exterior of a building like repairing windows and siding, as well as site work like fencing, driveways and sheds. Once a COA is approved, it is valid for 1 year. After work has begun, the COA will be valid for 5 years.

How do I apply for a COA?

You can apply for a Certificate of Appropriateness (COA) by using our online portal [LUZAP](#).

How can I improve my home's energy efficiency?

Historic homes lose energy through the foundation, walls, and attic spaces in addition to breaches in the exterior walls. Many improvements made to the interior of the home do not require a COA and can be very effective in reducing your energy bills. JEA offers [Free Energy Efficiency Assessments](#) to identify improvement areas that can increase your energy efficiency. Energy efficiency improvements that do not affect the exterior of the structure do not require a COA.

What kind of work can I do without a COA?

Interior work that does not affect the exterior of the structure does not require a COA. If the interior work changes things like windows, exterior doors or other features like a chimney, you are required to file a COA before work begins.

What happens if I do work requiring a COA without getting an approved COA?

Any work initiated without an approved COA may receive a violation. Violations may receive after-the-fact approval, approval with corrective actions, denial requiring full reversal, or denial with a settlement agreement. Violations that cannot be processed at the Administrative level must be heard by the Jacksonville Historic Preservation Commission (JHPC).

What is the Jacksonville Historic Preservation Commission (JHPC)?

The [Jacksonville Historic Preservation Commission](#) (JHPC) is a mayor-appointed body which meets once a month to review applications. Most JHPC meetings are on the 4th Wednesday of the month, with the exception of November and December.

How long does it take to have a COA processed?

Administrative COAs can take a week or two to process, sometimes sooner depending on the scope of work and time of year. For COAs that must be reviewed by JHPC, this takes a minimum of one month from application submittal to receiving the signed approval.

How will I know if my application needs to go to the JHPC?

After you submit your application, Staff will review the application's scope of work. They will reach out via email to let you know if the application requires JHPC review or if changes are needed for administrative approval. Requests that must go the JHPC include, but are not limited to, demolition of contributing structures, new construction, 2-story garages, and 2-story additions.

Frequently Asked Questions (FAQs)

When should I submit my application if it will need JHPC review?

Applications that require JHPC review should be submitted **6 weeks** before the next meeting, around the 15th of the month before the meeting. This gives Staff time to ensure the application is sufficient and time for you to provide any additional information requested by staff prior to the deadline.

Is there a fee to go before the Jacksonville Historic Preservation Commission (JHPC)?

Yes, there is a fee to go before the JHPC that is based on the type of request in the application, see table below. Violation applications are for after-the-fact review of work already started, where the base application fee is doubled.

- ☐ Demolition – Requiring review/action by Commission **(\$610.00)**
- ☐ Demolition – Requiring review/action by Commission after notice of violation (Per Municipal Code Section 307.208b) **(\$1,220.00)**
- ☐ Relocations **(\$495.00)**
- ☐ Relocation – Requiring review/action by Commission after notice of violation (Per Municipal Code Section 307.208b) **(\$990.00)**
- ☐ Alterations – Requiring review/action by Commission **(\$315.00)**
- ☐ Alterations – Requiring review/action by Commission after notice of violation (Per Municipal Code Section 307.208b) **(\$630.00)**
- ☐ Additions and New Construction requiring review/action by Commission **(\$495.00)**
- ☐ Additions and New Construction requiring review/action by Commission after notice of violation (Per Municipal Code Section 307.208b) **(\$990.00)**
- ☐ Any COA requiring a review and action by the Commission that is filed subsequent to the issuance of a notice of violation **(Fees Doubled)**

What is RAP and SPAR?

[Riverside Avondale Preservation](#) (RAP) and [Springfield Preservation and Revitalization](#) (SPAR) are non-profit neighborhood organizations not governed by the City of Jacksonville. These organizations serve as a liaison between neighborhood residents, businesses, and the city to ensure that their neighborhoods are preserved, promoted, and celebrated.

How do I find a contractor?

Contractor recommendations may be found by posting on the RAP and SPAR neighborhood Facebook groups or NextDoor. You can check a contractor's Licence status before hiring them through the [Duval County Contractor Licenses Search](#) and use the [State Contractor Licenses Search](#) to "View License Complaint" at the bottom of their Licensee Details page to view official complaints filed against a contractor.

What is the Historic Planning Section's hours of operation?

We are in office from 8:00am-5:00pm Monday-Friday and the lobby is open for walk-ins, no appointment required.

What is the Historic Planning Section's contact information?

Our phone number is (904) 255 – 7800. Our email is historicpreservation@coj.net



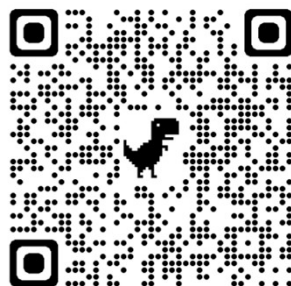
Connect with Us



COJ Historic Preservation Website

Contact Us:

**arimusw@coj.net
HistoricPreservation@coj.net**



Historic Preservation Code (Ch. 307)