

COMMUNITY SERVICES & CODE COMPLIANCE DIVISION

ARCHITECTURAL REVIEW BOARD

Frequently Asked Questions (FAQs)

When do I need a Certificate of Appropriateness?

You need a Certificate of Appropriateness if:

- You make exterior alterations to a building located in one of the historic districts.
- You want to put up a new signs or change an existing sign. Some signs don't require a certificate of Appropriateness.
- May be required for the demolition of individual buildings and structures located outside of the historic district.

Where are the historic districts?

One of the historic districts is downtown around the Historic Courthouse. The other historic district is in the old Village of Manatee in the area around the intersection of Manatee Avenue East and 9th Street East.

How can I find out if my property is in one of the historic districts?

Please view the two maps of the historic districts. You can also call Volker Reiss at 941-932-9402 for information.

Do I always need a Certificate of Appropriateness for painting my building?

No. You don't need a certificate of Appropriateness if you paint the building with paint that matches the approved Historic District color palette.

Do I always need a Certificate of Appropriateness if I want to put up a sign?

No. Signs and other accessories which comply with the "Historic District Guidelines for Signs and General Design" don't require a Certificate of Appropriateness. They do require a sign permit.

When is a Design and Compatibility Review required?

- For buildings outside of the Urban Core or Urban Central Business District exceeding 45 ft. in height that cannot meet the additional setback required to compensate for the additional height.

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- For infill redevelopment in an existing single family district involving five or more acres where an increase in density is involved or when the proposed structures will be single family attached, townhouses, multi-family or mixed use structures.
- For vacation or encroachment of public lands or right-of-way.

What's the process?

Please schedule a meeting with staff to review your project. Staff will provide input and will schedule a hearing before the Architectural Review Board (ARB). The Board will review the project, possibly recommend changes and then rule on the Certificate of Appropriateness.

Is there an appeals process?

Yes. The ruling by the ARB can be appealed to City Council.