



**AGENDA
MARINA ADVISORY BOARD
REGULAR MEETING
NOVEMBER 25, 2019
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - 3.1 Minutes from MAB Regular Meeting - October 28, 2019
- 4. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 5. OLD BUSINESS**
 - 5.1 Channel Elimination
 - 5.2 OHPA - Update
- 6. NEW BUSINESS**
 - 6.1 Working Waterfront
- 7. MARINA MANAGER REPORT**
 - 7.1 Sunset Dock Sign Approval
 - 7.2 Ft. Lauderdale International Boat Show
 - 7.3 Sunset Dock Clean Up
 - 7.4 Advanced Reservations, Waiting List and Group Use
 - 7.5 Shrimp Festival Reservations - 1/2/2020 at 6:30am

8. BOARD MEMBER REPORTS/COMMENTS

9. NEXT MEETING DATE

9.1 December 23, 2019

10. ADJOURNMENT

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Marina Manager.

The 2019 Florida Statutes

[Title XXVI](#)
PUBLIC
TRANSPORTATION

[Chapter 342](#)
WATERWAY AND WATERFRONT
IMPROVEMENT

[View Entire
Chapter](#)

342.201 Waterfronts Florida Program.—

(1) There is established within the Department of Economic Opportunity the Waterfronts Florida Program to provide technical assistance and support to communities in revitalizing waterfront areas in this state.

(2) As used in this section, the term:

(a) “Waterfront community” means a municipality or county that is required to prepare a coastal element for its local government comprehensive plan.

(b) “Recreational and commercial working waterfront” means a parcel or parcels of real property that provide access for water-dependent commercial activities or provide access for the public to the navigable waters of the state. Recreational and commercial working waterfronts require direct access to or a location on, over, or adjacent to a navigable body of water. The term includes water-dependent facilities that are open to the public and offer public access by vessels to the waters of the state or that are support facilities for recreational, commercial, research, or governmental vessels. These facilities include docks, wharfs, lifts, wet and dry marinas, boat ramps, boat hauling and repair facilities, commercial fishing facilities, boat construction facilities, and other support structures over the water.

(3) The purpose of this program is to provide technical assistance, support, training, and financial assistance to waterfront communities in their efforts to revitalize waterfront areas. The program shall direct its efforts on the following priority concerns:

(a) Protecting environmental and cultural resources;

(b) Providing public access;

(c) Mitigating hazards; and

(d) Enhancing the viable traditional economy.

(4) The program is responsible for:

(a) Implementing the Waterfronts Florida Partnership Program. The department, in coordination with the Department of Environmental Protection, shall develop procedures and requirements governing program eligibility, application procedures, and application review. The department may provide financial assistance to eligible local governments to develop local plans to further the purpose of the program. In recognition of limited funding, the department may limit the number of local governments assisted by the program based on the amount of funding appropriated to the department for the purpose of the program.

(b) Serving as a source for information and technical assistance for Florida’s waterfront

communities in preserving traditional recreational and commercial working waterfronts.

History.—s. 9, ch. 2005-157; s. 241, ch. 2011-142; s. 56, ch. 2012-96.

Working Water Front Numbers:

As of May 2016

Coming Back or stayed

6	Commercial Cruise Ships	6
5	Recreational Sail	4
4	Recreational Power	4
4	Commercial Sail	4
5	Commercial Tour	3
15	Commercial Power	15
10	Commercial Other	4
<u>6</u>	Annual Access	4
53	Individual boats	44
<u>12</u>	<u>Craig Cats</u>	<u>12</u>
65	TOTAL Boats	56
46	Commercial	36

In addition:

Our waiting list is now at 10 boats.

These numbers do not include any mechanics, divers, cleaners or other marina related business that are not slip holders.



PLANNING & CONSERVATION HDC

Revised 10/23/19

USE THIS FORM TO: Apply for approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area. Projects may require either a Board-level review or a staff-level review. Staff can help you determine which review applies.

FEES: Fees are due upon application.

Type of Review	FEE
Certificate of Approval (COA): Staff Review	\$ 20.00
Certificate of Approval (COA): Board Review – <i>Residential</i>	\$ 200.00
Certificate of Approval (COA): Board Review – <i>Commercial</i>	\$ 250.00
Demolition of a Primary Structure – <i>Non-Contributing</i>	\$ 300.00
Demolition of a Primary Structure – <i>Contributing</i>	\$1,200.00
After-the-Fact Certificate of Approval (COA): Staff Review	\$ 80.00
After-the-Fact Certificate of Approval (COA): Board Review	\$1,000.00
Variance - <i>Residential</i>	\$ 850.00
Variance – <i>Non-Residential</i>	\$1,000.00

IMPORTANT NOTES: To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with the Preservation Planner **prior** to submitting your application. Completed Board applications are due approximately 30 days prior to the Historic District Council meeting date (see 2018 HDC Meeting Schedule on pg. 3 for deadlines). Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can begin only after receiving a Certificate of Approval (COA) and a building, sign, or zoning permit (if required). If you are applying for a sandwich board or easel sign, you'll also need to complete a right-of-way application.

Please note that it is up to the owner and/or agent to let staff know of any potential changes from the approved COA that come up during construction and obtain board or staff approval prior to starting the changes. There will be no charge for a board or staff revision to the COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

Upon completion of the proposed work, an inspection will be performed by staff to ensure all work is compliant with the COA.

KEY CONTACTS: The Preservation Planner will guide your application from start to finish, engaging other City departments or agencies as needed.

Salvatore Cumella
Historic Preservation Planner
SCumella@fbfl.city
904-310-3483

2019 Historic District Council Meeting Schedule

Meetings are held the 3rd Thursday of the month at 5pm.

Application Deadline (4:30pm)	Dec 21 2018	Jan 17 2019	Feb 21 2019	Mar 21 2019	Apr 18 2019	May 23 2019	June 20 2019	Jul 18 2019	Aug 15 2019	Sep 19 2019	Oct 17 2019	Nov 21 2019	Dec 19 2019	Jan 16 2020
Meeting Date	Jan 17 2019	Feb 21 2019	Mar 21 2019	Apr 18 2019	May 23 2019	June 20 2019	July 18 2019	Aug 15 2019	Sep 19 2019	Oct 17 2019	Nov 21 2019	Dec 19 2019	Jan 16 2020	Feb 20 2020

Basis for Review

All applications, whether staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

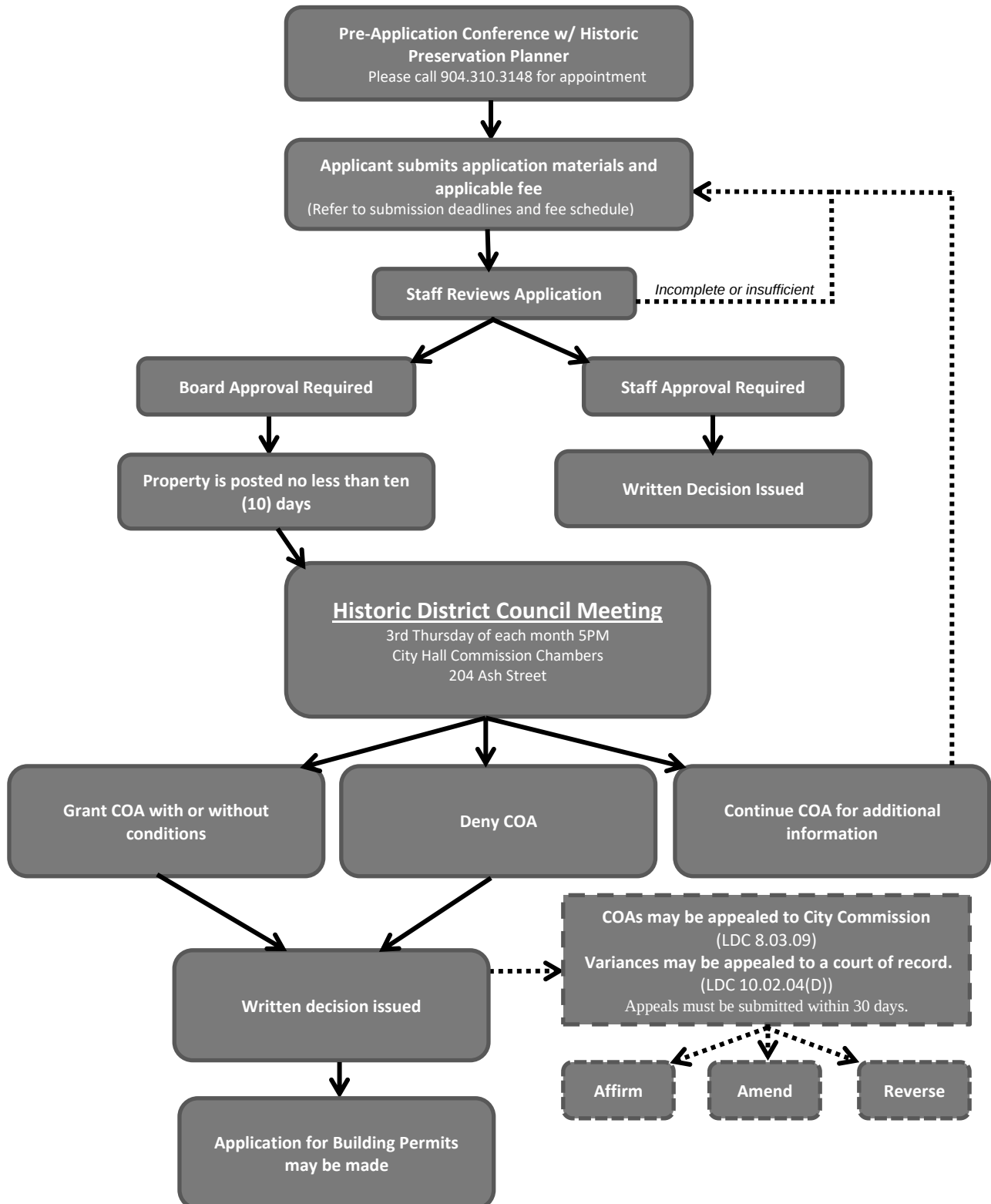
Certificate of Approval Matrix

	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	
2. All other additions		X		X
AUTOMATED TELLER MACHINES (ATMs)		X		X
CANVAS AWNINGS	X		X	
CARPORTS (ADDITION OR ENCLOSURE)		X	X	
CHANGES TO BOARD-APPROVED PLANS		X		X
DECK, PATIOS, PERGOLAS				
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade		X	X	
DRIVEWAYS + SIDEWALKS	X		X	
GARAGES (ATTACHED OR DETACHED)		X		X
EXTENSION OF CERTIFICATE OF APPROVAL	X		X	
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum/ asbestos siding	X		X	

(if original surface is salvageable or if replacement material matches structure's original exterior finish)				
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS		X		X
PORCHES				
1. Open an enclosed porch		X	X	
2. Enclose a porch on the main façade		X		X
3. Enclose a porch on a secondary façade		X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X		X
RELOCATION		X		X
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF				
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)				
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS (including temporary storm shutters/awnings)	X		X	
SKYLIGHTS		X	X	
SOLAR COLLECTORS		X		X
STORM WINDOWS AND DOORS	X		X	
VARIANCES		X		X
WIND GENERATORS		X		X
WINDOWS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade	X		X	
	STAFF		BOARD	
NEW CONSTRUCTION			X	
LANDSCAPING (NEW CONSTRUCTION ONLY)	X			
LIGHTING (NEW CONSTRUCTION ONLY)	X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)	X			



Certificate of Approval Process



Historic District Council Windows List

As amended from time to time – Approved 1/18/18



*New products not on the list will be reviewed on a case by case basis.

APPROVED FOR USE ON HISTORIC STRUCTURE PROJECTS

Note: If window muntins are used, they must match profile of existing historic muntins and must include exterior raised muntins (grilles).

Wood:	Aluminum-Clad Wood:	Vinyl-Clad Wood:	Cellular PVC/Ultrex:
Hurd Jeld-Wen Marvin Pella (Reserve)	Hurd Marvin Pella (Architect, Designer, Reserve) Weather Shield	Anderson (400 Series, Architectural, 200 Series)	Marvin (Integrity) Windsor

APPROVED FOR USE ON NEW CONSTRUCTION PROJECTS ONLY

Any product line approved for use on historic structures can also be used on new construction. Window style and light pattern are at the discretion of the applicant. Note: If window muntins are used, they must include exterior raised muntins (grilles).

Aluminum-Clad Wood:	All Vinyl/Plastic/Fiberglass:
Pella (ProLine)	Jeld-Wen Pella (Impervia, 350 Series, Encompass) PGT

Window Survey Submission Requirements

Purpose

The windows on many historic buildings are an important aspect of the architectural character of those buildings. Their design, craftsmanship, or other qualities may make them worthy of preservation.... Evaluating the significance of these windows and planning for their repair or replacement can be a complete process involving both objective and subjective considerations. The Secretary of the Interior's Standards for Rehabilitation and the accompanying guidelines, call for respecting the significance of original materials and features, repairing and retaining them wherever possible, and when necessary, replacing them in kind.

Overview

Before windows can be replaced in a rehabilitation project, the existing condition of each window should be documented. This should be undertaken in the form of a window survey. The survey is intended to identify the extent of deterioration in each window and to provide a decision base as to whether the windows should be repaired or replaced.

Physical Evaluation

The key to successful planning for window treatments is a careful evaluation of existing physical conditions on a unit-by-unit basis. A graphic or photographic system may be devised to record existing conditions and illustrate the scope of any necessary repairs.

Clear, colored, detailed photographs, including at least one of each:

- Full-frame shot of the entire building
- Full-frame shot of individual windows from the exterior
- Full-frame shot of individual windows from the interior
- Close-up views of intersection of sills and frames
- Close-up views of sash, focusing on bottom rail and muntins (if existing)
- Close-up view of sills and bottom rails from the interior

Survey

The survey form documents the existing condition of the windows and identifies which windows will be repaired, which windows will possibly be replaced, and what the proposed new window treatment will be. The form indicates what the number on the drawing is and its corresponding photograph number. The existing type denotes the material of the window/door and the type of window/door that it is. For example, WD DH would be wooden, double hung and MTL CASE would indicate that the window would be a metal casement. The configuration would be the number of lights in the sash. Possible examples could include, twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

A four-level classification system is used to document the existing condition of each of the windows. This classification is based upon the system identified in the National Park Service publication, Preservation Brief #9, "The Repair of Historic Wooden Windows."

Class One (I), "Routine Maintenance," is associated with small repairs, which are usually performed as a part of a building's annual maintenance program. This may include paint removal, re-glazing, weather-stripping, caulking, and repainting.

Class Two (II), "Stabilization," shows a small degree of physical deterioration but can be repaired in place by patching, waterproofing, consolidating, and re-gluing the existing material.

Class Three (III), "Partial Replacement," has localized deterioration in specific areas. These members are totally removed and new ones are spliced into the existing fabric.

In **Class Four (IV)**, "Total Replacement," if the entire fabric of the window has deteriorated, then the only feasible alternative is total replacement.

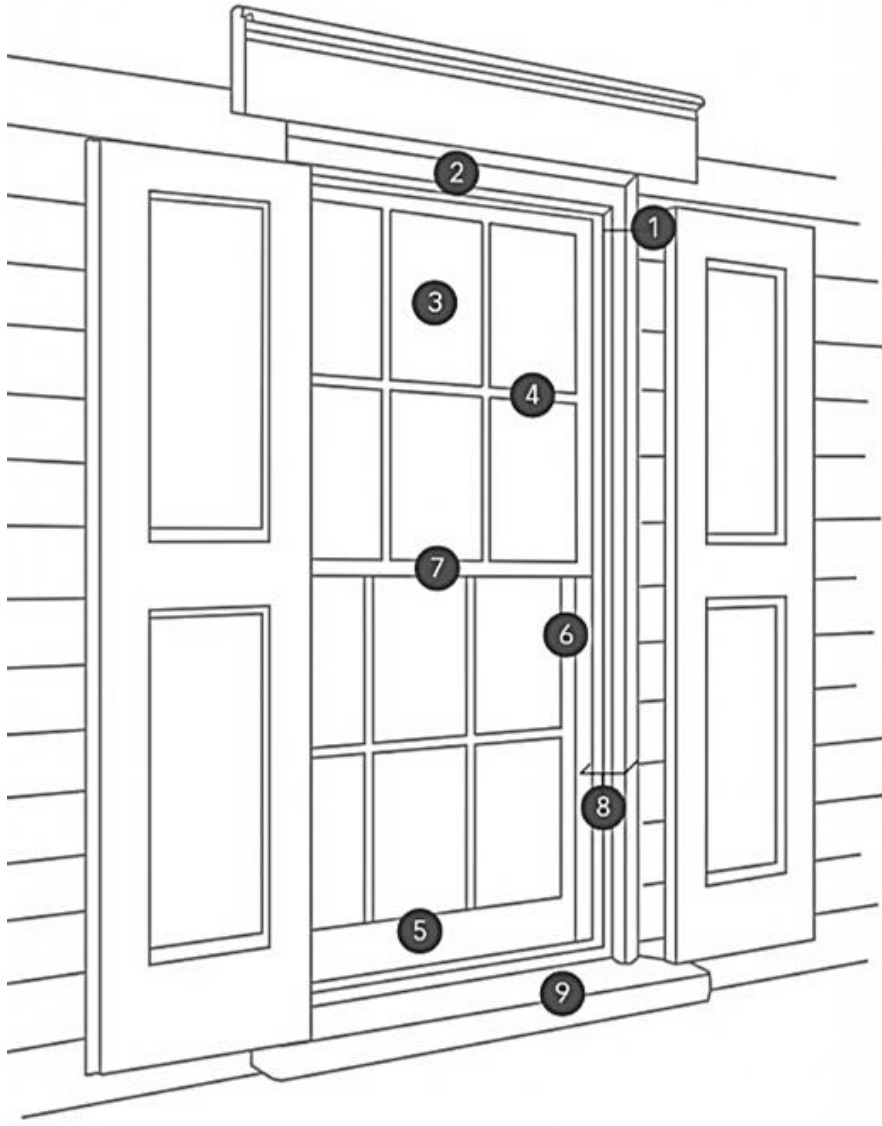
On the survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is **Class I, II, III, or IV**.

After all the windows have been rated, they are totaled by class for each of the window elements: sill, frame, and sash are compared. Those windows in Class I, II, and III, should be repaired and those in Class IV should be repaired with exact duplicates. If the number of Class IV windows exceeds 75%, then total replacement may be approved.

Replacement

The selection of replacement windows should not begin with what is commercially available, but rather with what is being replaced. A major concern with most replacement windows is that they do not accurately replicate the historic appearance of the existing windows. Replacement sash should match the historic sash in pane size and configuration, glazing, muntin detailing and profile and historic color and trim. Frequently, the profiles of replacement elements, such as muntins, sash, frames, and moldings, are flatter and wider or narrower and thinner than the historic profiles. A stock window may duplicate the exact number of original panes, but a change in relief affects the character of the historic window, which in turn alters the overall appearance of the entire building. Therefore, window sections will be required for all projects involving total window replacement. This can be done either by submitting section drawings of both the existing and proposed window(s) or by submitting by a list of measurements comparing the individual elements of the existing window(s) to the proposed one(s) (A/K/A a window schedule).

ANATOMY OF A WOOD WINDOW



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Additional Window Resources

- [NPS Technical Preservation Brief 9: The Repair of Historic Wooden Windows](#)
- [Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement – National Trust for Historic Preservation](#)
- [Window Preservation Alliance](#)
- [5 Worst Mistakes of Historic Homeowners \(Part 1 Windows\) – The Craftsman Blog](#)



HISTORIC DISTRICT COUNCIL APPLICATION CHECKLIST

These requirements are not inclusive of the requirements for the proposed work. The Department of Planning & Conservation may require additional drawings, specifications or information in order to complete the application review.

CONCEPTUAL APPROVALS

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the historic district council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

STAFF REVIEW OR BOARD REVIEW FINAL APPROVAL

THE FOLLOWING MUST BE PROVIDED IN ORDER TO BE A COMPLETE APPLICATION FOR
STAFF APPROVAL OR FINAL APPROVAL BY THE BOARD:

Applicant (Initials)	Please submit 1 copy of each of the following:	Staff (Initials)
	Proof of ownership (copy of deed or tax statement)	
	11x17 signed, sealed, scaled survey of property. Completed within the last 2 years.	
	11x17 scaled site plan of the proposed work, including lot dimensions, setbacks, finished floor elevations, and any changes as a result of proposed building footprints	
	Site plan <u>must</u> show all trees greater than 5" diameter at breast height (DBH) and indicate any trees that are to be removed as part of the scope of work.	
	Photographs of the existing site and existing buildings if any, including views from the street.	
	11x17 drawings to scale showing ALL existing and proposed exterior elevations of primary <u>and/or</u> accessory buildings. Existing vs. proposed features should be clearly delineated with labels, shading, and/or hatching.	
	Elevations <u>must</u> include specific material and detail information with call outs that define all visible exterior elements, such as (but not limited to): wall finishes, foundation wall finish, corner-boards, water-tables, barge-boards, cornice trim, door trim, window trim, column elements, railings, roof fascia, balcony trim elements, supporting/decorative brackets, gable end decorative elements, shutters, roof finishes, chimney finish, privacy fences, picket fences, gates, utility yard screens, gazebos, outdoor shower screens, etc. Provide specific detail views of features that cannot be called out with notes on the elevations. Examples include porch details, pier elements, lattice infill components, soffit and cornice trim detailing, etc.	
	Elevations and/or site plan <u>must</u> show all proposed mechanical and plumbing equipment (HVAC, hood vents, backflow preventers, etc.) All rooftop mechanical equipment shall be screened from view to adjacent properties and rights-of-way by utilizing parapets or other screening elements that are integrated into the overall architecture of the structure and constructed using materials and methods that are consistent with those used on the building.	
	Product/material details and specifications, including brochures or printouts, for any proposed material as applicable and not limited to: doors, windows, roofing, exterior fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL surfaces to be painted/stained/treated.	
	New construction applications <u>must</u> show context of project within existing streetscape.	
	For any fencing proposed to be located on a common property line, written consent of the adjacent property owners shall be provided as required by LDC 5.01.10(B).	

OFFICE USE ONLY

REC'D: _____ BY: _____

APPLICATION COMPLETE: Y _____ N _____

PAYMENT: \$ _____ INVOICED [] PAID []

HDC CASE #: _____

PRE-CONFERENCE: Y _____ N _____ DATE _____

BOARD MEETING DATE: _____

SCANNED []



APPLICATION FOR HISTORIC DISTRICT COUNCIL CERTIFICATE OF APPROVAL (COA)

PLANNER: _____ DATE: _____

____ APPROVED ____ DENIED

APPROVAL TYPE:☐ Staff Approval☐ Board Approval: Conceptual _____ or Final _____**PROJECT TYPE:**☐ New Construction ☐ Addition ☐ Alteration ☐ Relocation ☐ Demolition ☐ Amendment to COA# _____☐ Repair ☐ Paint ☐ Fence ☐ Sign ☐ Re-roof ☐ Other: _____**PROPERTY INFORMATION** Property information can be found at the [Nassau County Property Appraiser's Website](http://www.nassaucountyfla.com/PropertyAppraiser/MapSearch.aspx) → Map Search

Street Address: _____

District: ☐ Downtown Historic ☐ Old Town ☐ CRA Waterfront

Parcel Identification Number(s): _____

Zoning District: _____ Lot / Block Number (optional) _____

Owner of RecordAs recorded with the Nassau
County Property Appraiser

Owner(s) Name

Company (if applicable)

Street Address

City State Zip

Telephone Number

Email Address

**Applicant
or Agent**If other than owner. If an agent will be
representing the owner, an *Owner's Authorization
For Agent Representation* form must be included

Applicant Name

Company (if applicable)

Street Address

City State Zip

Telephone Number

Email Address

PROJECT DESCRIPTION (REQUIRED)

Part 1. Describe The Existing Conditions and Materials. Describe the existing structure(s) on the subject property in terms of the construction materials and site conditions, as well as the surrounding context.

Part 2. Describe The Proposed Project and Materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s). Attach further description sheets, if needed.

List proposed materials and colors, as applicable (use additional sheet if necessary):

Project Scope	Manufacturer	Product Description	FL Product Approval #	Color (Name/Number)
Exterior Fabric				
Doors				
Windows				
Roofing				
Fascia/Trim				
Foundation				
Shutters				
Porch/Deck				
Fencing				
Driveways/Sidewalks				
Signage				
Other				

PLEASE SUBMIT ALL PRODUCT BROCHURES, PAINT COLOR SAMPLES, AND MATERIAL SAMPLES WITH YOUR APPLICATION.

CERTIFICATION (REQUIRED)

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.
5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).
6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.
8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.
9. I/We understand that Certificates of Approval are only valid for **one year** from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

Date

Signature of Applicant

STATE OF FLORIDA
COUNTY OF NASSAU

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ss

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day
of _____, 20_____, by _____.

Notary Public

Printed Name

My Commission Expires

Personally Known _____ OR Produced Identification _____ ID Produced: _____

USE THIS FORM TO: Authorize an agent to make application and represent the owner of record.



OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE _____
(print name of property owner(s))

hereby authorize: _____
(print name of agent)

to represent me/us in processing an application for: _____
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner)

(Signature of owner)

(Print name of owner)

(Print name of owner)

STATE OF FLORIDA
COUNTY OF NASSAU }
ss

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day
of _____, 20_____, by _____.

Notary Public

Printed Name

My Commission Expires

Personally Known _____ OR Produced Identification _____ ID Produced: _____