

HISTORIC PRESERVATION AGENCY

CITY OF LAKE CITY

February 15, 2022 at 6:00 PM

Venue: City Hall

AGENDA

The meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting live on our YouTube channel. YouTube channel information is located at the end of this agenda.

ROLL CALL

MINUTES

- [i.](#) January 4, 2022

OLD BUSINESS

NEW BUSINESS

- [ii.](#) Petition: COA 22-01, presented by Deborah K. Griffin/owner - applying for a Certificate of Appropriateness for **parcel 00-00-00-13204-000(41719)**, located in the Historical District as provisioned in LDR Article 10.

WORKSHOP/DISCUSSION ITEMS

- iii. Discussion Item - City of Lake City Workplans Dealing with Historic District (Mavis Georgalis)
- iv. Discussion Item - Updated Historic Preservation Map (Mavis Georgalis)

ADJOURNMENT

YouTube Channel Information

Members of the public may also view the meeting live on our YouTube channel at: <https://www.youtube.com/c/CityofLakeCity>

Pursuant to 286.0105, Florida Statutes, the City hereby advises the public if a person decides to appeal any decision made by the City Council with respect to any matter considered at its meeting or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a

verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in this meeting should contact the City Manager's Office at (386) 719-5768.

File Attachments for Item:

i. January 4, 2022

MINUTES

HISTORIC PRESERVATION AGENCY

SESSION JANUARY 4, 2022

CALL TO ORDER: Meeting was called to order by Ms. Mavis Georgalis at 6:16 pm.

INVOCATION: Invocation was given by Mr. Chris Lydick.

ROLL CALL: Mr. Daniel Adel – present Mr. Chris Lydick-present
Mr. Gregory Cooper-present Mr. Larry Nelson-present
Ms. Mavis Georgalis – present

MINUTES: Minutes of the Historic Preservation Agency meeting from December 7, 2021, were approved. Motion by Mr. Lydick and seconded by Mr. Nelson. Passed unanimously.

CONSENT AGENDA: **Petition: COA- 21-33**, presented by John Green (Florida Premier Roofing/Contractor for owner, Vien Suong NHU, Jasmines at Lake City LLC – applying for a Certificate of Appropriateness for parcel 00-00-00-138924-000 (42379), located in the Historical District as provisioned in LDR Article 10. This is for a re-roof of the business using shingles. Motion by Mr. Lydick and seconded by Mr. Adel. Passed unanimously.

WORKSHOP: Discussion of having a School Board member attending the meetings.
Discussion of having Mr. Flagg an Attorney to return and have more training for the board members.

ADJOURN: Motion to adjourn by Ms. Mavis Georgalis at 6:50 pm

Mavis Georgalis, Board Chairperson

Date Approved

Marshall Sova, Acting Secretary

Date Approved

File Attachments for Item:

ii. Petition: COA 22-01, presented by Deborah K. Griffin/owner - applying for a Certificate of Appropriateness for **parcel 00-00-00-13204-000(41719), located in the Historical District as provisioned in LDR Article 10.**



**CITY OF LAKE CITY
HISTORIC PRESERVATION
CERTIFICATE OF APPROPRIATENESS**

FOR OFFICIAL USE ONLY

Date Received: 1/5/2022

Case #: COA 22-01

APPLICANT INFORMATION

Applicant is (check one and sign below): ☒ Owner ☐ Contractor ☐ Architect ☐ Other _____

Applicant: Debra K. Griffin

Property Owner: same

Contact: same

Contact: _____

Address: PO Box 3832
Lake City, FL 32056

Address: _____

Phone: 386 623 2851

Phone: _____

Cell: 386 623 2851

Cell: _____

Email: drdebragriffin@gmail.com

Email: _____

PROPERTY INFORMATION

Site Location/Address: 359 East Duval St, LC 32055

Current Use: single family

Proposed Use: carport and storage shed

Year Built: 2021

Projected Cost of Work: \$ 10,000.00

NARRATIVE

Please provide a detailed summary of proposed work. Note affected features and changes in external structure design or materials. (Note: May be submitted as an attachment).

See attachment with detailed description

I certify that I have reviewed the Land Development Code (see below) and that my submission meets all requirements.

Debra K. Griffin
APPLICANT/AGENT SIGNATURE

Debra K. Griffin
APPLICANT/AGENT NAME and TITLE

01-04-22
DATE

FOR OFFICIAL USE ONLY

Parcel ID Number:			
Future Land Use:		Zoning District:	
Review (circle one):	Ordinary Maintenance	Minor Work	Major Work
National Register of Historic Places Designation?	Yes	No, but eligible	No, not eligible

City of Lake City, Land Development Regulations

ARTICLE TEN. HISTORIC SITES AND STRUCTURES PRESERVATION REGULATIONS

SECTION 10.11 APPROVAL OF CHANGES TO LANDMARKS AND LANDMARK SITES

10.11.1 Certificate of Appropriateness. No person may undertake the following actions affecting a designated landmark or landmark site without first obtaining a Certificate of Appropriateness from the Agency:

1. Alteration of an archeological site or the exterior part or premises of a building or a structure;
2. New construction;
3. Demolition; or
4. Relocation.

10.11.2 Review of New Construction and Alterations. Review of new construction and alterations to designated buildings and structures shall be limited to exterior changes visible to the public. The Land Development Regulation Administrator is authorized to issue a Stop Work Order on any alteration, new construction, demolition or relocation undertaken on a designated landmark or a designated landmark site without a Certificate of Appropriateness,

A Certificate of Appropriateness is in addition to any other building permits required by law. The issuance of a Certificate of Appropriateness from the Agency does not relieve the property owner of the duty to comply with other state and local laws and regulations.

Ordinary repairs and maintenance otherwise permitted by law may be undertaken on a designated landmark or a designated landmark site without a Certificate of Appropriateness provided this work does not alter the exterior appearance of the building, structure, or archeological site, or alter elements significant to its architectural or historic integrity.

A Certificate of Appropriateness for alteration, new construction, demolition, or relocation pursuant to the provisions of this Article is not effective for a period of fifteen (15) days subsequent to the Agency's decision. If during that fifteen (15) day period an appeal is made to the City Council, the decision of the Agency is automatically stayed pending City Council review.

Standards for Alterations or New Construction for Conformance with the Certificate of Appropriateness ("The Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings," U.S. Department of Interior).

1. The 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 the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize the property shall be avoided.
3. The 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 building, shall not be undertaken.
4. As most properties change over time, these changes to the property 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 the historic property shall be preserved.
6. Where possible deteriorated historic features to be rehabilitated shall be repaired rather than replaced. Where the severity of deterioration required replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and where possible, materials.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structure, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological 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.

10.11.4 Application Procedure for Certificate of Appropriateness. Each application for a Certificate of Appropriateness shall be accompanied by the required fee. The Land Development Regulation Administrator shall forward to the Agency each application for a permit that authorizes an alteration, new construction, demolition or relocation affecting a landmark or a designated landmark site. The applicant shall complete an application form provided by the Land Development Regulation Administrator and submit the following:

1. Drawings of the proposed work;
2. Photographs of existing buildings or structures and adjacent properties; and
3. Information about the building materials to be used.

The Land Development Regulation Administrator determines when an application is complete and may require additional information when such application is determined to be incomplete.

10.11.5 Public Hearings for Certificates of Appropriateness. The Agency shall hold a public hearing on each application for a Certificate of Appropriateness in accordance with Article

13. The Agency shall approve, approve with conditions, or disapprove each application based on the criteria contained in this section.

In approving or in denying application for a Certificate of Appropriateness for alterations, new construction, demolition, or relocation, the Agency shall examine the following general issues:

1. The effect of the proposed work on the landmark or property;
2. The relationship between such work and other structures on the site;
3. The extent to which the historic, architectural or archeological significance, architectural style, design, arrangement, texture, materials, and color of the landmark or the property will be affected;
4. Whether or not denial of a Certificate of Appropriateness would deprive the property owner of reasonable beneficial use of his or her property; and
5. Whether the plans may be reasonably carried out by the applicant.

No Certificate of Appropriateness for demolition shall be issued by the Agency until the applicant has demonstrated that no feasible alternative to demolition can be found. The Agency may ask interested individuals and organizations for assistance in seeking an alternative to demolition and shall study the question of economic hardship for the applicant and determine whether the landmark can be put to reasonable beneficial use without approval of the demolition application. In the case of an income-producing building, the Agency shall also determine whether the applicant can obtain a reasonable return from the existing building. The Agency may ask an applicant for additional information including, but not limited to, evidence that the plans for a new building on the site will be implemented. If the applicant fails to establish the lack of a reasonable beneficial use or the lack of a reasonable return,

the Agency shall deny the demolition application.

The Agency may grant a Certificate of Appropriateness for demolition even though the designated landmark or landmark site has reasonable beneficial use if: (

1. The Agency determines that the property no longer contributes to a historic district or no longer has significance as a historic, architectural or archeological landmark; and
2. The Agency determines that the demolition of the designated property is required by a community redevelopment plan or the City's Comprehensive Plan.



GROWTH MANAGEMENT DEPARTMENT
205 North Marion Ave, Lake City, FL 32055
Phone: 386-719-5750
E-mail: growthmanagement@lcfla.com

AGENT AUTHORIZATION FORM

I, Debra K Griffin (owner name), owner of property parcel

number 13204-000 (parcel number), do certify that

the below referenced person(s) listed on this form is/are contracted/hired by me, the owner, or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are authorized to sign, speak and represent me as the owner in all matters relating to this parcel.

Printed Name of Person Authorized	Signature of Authorized Person
1. <u>Raymond</u>	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the owner, realize that I am responsible for all agreements my duly authorized agent agrees with, and I am fully responsible for compliance with all Florida Statutes, City Codes, and Land Development Regulations pertaining to this parcel.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), or officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supersede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

Owner Signature (Notarized) Debra K Griffin Date 01-04-22 Debra K Griffin

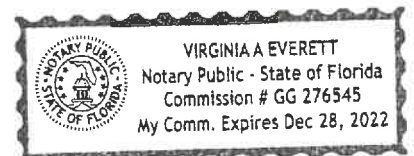
NOTARY INFORMATION:

STATE OF: Florida COUNTY OF: Columbia

The above person, whose name is Debra K. Griffin, personally appeared before me and is known by me or has produced identification (type of I.D.) Florida Drivers Lic on this 4 day of Jan, 2022.

NOTARY'S SIGNATURE Vir A. Potts

(Seal/Stamp)



OneDrive

Sign In



...

1 of 1



359 E. Dural St

Parcel # 13204-000
1-3-204-000





Columbia County Property Appraiser

Jeff Hampton

2022 Working Values

updated: 12/30/2021

Parcel: << 00-00-00-13204-000 (41719) >>

Owner & Property Info

Result: 1 of 1

Owner	GRIFFIN DEBRA K THOMAS CYNTHIA E PO BOX 3832 LAKE CITY, FL 32056		
Site	359 E DUVAL St, LAKE CITY		
Description*	E DIV: COMM 99 FT W OF SE COR, RUN N 25.82 FT TO N R/W DUVAL ST, RUN N 324.18 FT, W 91 FT, S 337.85 FT TO N R/W DUVAL ST, E ALONG R/W 91.57 FT TO POB. EX R/W FOR CIRCLE DR BLK 247 & E DIV: COMM AT SE COR OF LOT OR BLOCK NO 247, RUN N 150.5 FT, W 99 FT, S 15 ...more>>>		
Area	0.764 AC	S/T/R	32-3S-17
Use Code**	VACANT (0000)	Tax District	1

*The Description above is not to be used as the Legal Description for this parcel in any legal transaction.

**The Use Code is a FL Dept. of Revenue (DOR) code and is not maintained by the Property Appraiser's office. Please contact your city or county Planning & Zoning office for specific zoning information.

Property & Assessment Values

2021 Certified Values		2022 Working Values	
Mkt Land	\$84,439	Mkt Land	\$84,439
Ag Land	\$0	Ag Land	\$0
Building	\$0	Building	\$0
XFOB	\$0	XFOB	\$0
Just	\$84,439	Just	\$84,439
Class	\$0	Class	\$0
Appraised	\$84,439	Appraised	\$84,439
SOH Cap [?]	\$0	SOH Cap [?]	\$0
Assessed	\$84,439	Assessed	\$84,439
Exempt	\$0	Exempt	\$0
Total Taxable	county:\$84,439 city:\$84,439 other:\$0 school:\$84,439	Total Taxable	county:\$84,439 city:\$84,439 other:\$0 school:\$84,439

Aerial Viewer Pictometry Google Maps

2019 2016 2013 2010 2007 2005 Sales



Sales History

Sale Date	Sale Price	Book/Page	Deed	V/I	Qualification (Codes)	RCode
4/22/2021	\$100	1436/2092	TR	V	U	11
7/26/2019	\$65,000	1389/2633	WD	I	Q	03

Building Characteristics

Bldg Sketch	Description*	Year Blt	Base SF	Actual SF	Bldg Value
Sketch	VACANT (0000)	2021	0	3285	\$0

*Bldg Desc determinations are used by the Property Appraisers office solely for the purpose of determining a property's Just Value for ad valorem tax purposes and should not be used for any other purpose.

Extra Features & Out Buildings (Codes)

Code	Desc	Year Blt	Value	Units	Dims
NONE					

Land Breakdown

Code	Desc	Units	Adjustments	Eff Rate	Land Value
------	------	-------	-------------	----------	------------

0000	VAC RES (MKT)	21,634.000 SF (0.496 AC)	1.0000/1.0000 1.0000/.8500000 /	\$3 /SF	\$55,167
0000	VAC RES (MKT)	11,709.000 SF (0.268 AC)	1.0000/1.0000 1.0000/ /	\$3 /SF	\$29,272

Search Result: 1 of 1

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by: [GrizzlyLogic.com](#)

Handi Houses
THEY'RE PORTABLE



229-253-1187

HANDI - HOUSE PORTABLE BUILDINGS

2685 Blanding Blvd.
Middleburg, FL 32616
(904) 589-9593

Hwy 301 South
Starke, FL 32091
(904) 964-3330

9100 Phillips Hwy
Jax., FL 32264
(904) 361-3441

Blanding Blvd
Orange Park, FL
(904) 276-7895

718 N.W. Pine
Ocala, FL 34475
(352) 351-4484

101 E. Sunset Pt.
Palatka, FL 32131
(386) 328-5625

2336 U.S. Hwy 90
Lake City, FL 32024
(386) 438-8020

INVOICE

Customer Name Della Griffin
Address 359 E Duval St.
City Lake City State FL Zip 32055
Phone 386-623-2351

Date 12-29-21
Serial # order cel
Rep Raymond

DESCRIPTION	PRICE
13X36 Roof	Concrete
35' Floor	4" thick Edges
10' Clocked	13X36
2- Headers 15'x6'	1-load fill
6x7 Rollup & walkin door	1-Apex
	SALES TAX
	TOTAL
	DOWN PYMT
	BALANCE

Payment Details:

____ RTO/HH ____ HH FINANCE ____ CSB ____ USC CASH

Directions:

Ash Gray
Thick trim
1st 5002.25
concrete 2nd 3001.35
finish 3rd 2006.90

*****CUSTOMER PLEASE READ*****

- Handi-House will not be responsible for any damages to customer property on delivery due to any obstacles not removed. We will not be responsible for any underground lines, water lines, pipes, limbs, power lines and all unforeseen objects or condition of property on grounds after delivery.
- One set of Blocks is provided to block and level building. Any additional will be charged to customer at time of delivery.
@ \$3.00 per block. ____ X 3 = ____ By ____
- If it is necessary to roll building beyond 25' at delivery you will be charged \$50.00 at time of delivery payable to the driver.
4 anchors provided, any additional 10.w. - Long Anchors \$20.00 Concrete \$150.00
- Style NTE HIGH LOFT BARN Delivery height requirement 13'6" clearance.

ACCEPTED BY BUYER

Della Griffin 12-29-21
Buyer Signature Date

ACCEPTED BY SELLER

Handi House
Mailing Address:
P.O. Box 776 • Starke, FL 32091

Date

Notes: _____

Permitted Y N Load Door C R D P Anchors Safe Circle Surface Ground or Concrete

CUSTOMER IS RESPONSIBLE FOR ALL PERMITTING • ALL DELIVERED SALES ARE FINAL

Printed by Sho 904-7446



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 719-5750
growthmanagement@lcfia.com

HOM EOWNER BUILDING, PLUMBING, AND MECHANICAL PERM ITTING

Florida Law (statute 489) requires that permits be issued to licensed contractors and licensed contractors can only enter into contracts for construction. There is an exception to this law (statute 489.103(7) (a)) that allows property owners to obtain permits in their own name if they occupy a property for their own use.

Properties that are for sale, lease, rent, occupied by people other than the owner, owned as investments, or owned by a corporation (including an LLC), do not qualify for this exception.

Mobile Home or Manufactured Home move-on permits can only be issued to licensed mobile home installation contractors.

If you are a homeowner or business owner who wants a permit to do work yourself instead of hiring a professional contractor, please reach out to the Growth Management office at (386) 719-5750 or growthmanagement@lcfia.com.



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 719-5750.
growthmanagement@lccfla.com

PROPERTY OWNERS ACTING AS THEIR OWN CONTRACTOR

NOTE 1: If you are thinking of beginning, a project at your home, which will require a building permit from the City, be aware that *deed restrictions may pertain to your property*. The City does not have the authority to enforce *deed restrictions*, and it is not part of the permitting process. For your own protection, you should investigate to find out what, if any restrictions apply to your property. *Deed restrictions* may affect the design of your project or prohibit it altogether. Homeowners Association documents may contain *deed restrictions* and should be studied prior to considering construction projects.

NOTE 2: Forty-eight (48) hours before you dig, call Sunshine at 1-800-432-4770. It is the law in Florida.

Florida Statutes, Chapter 489, Licenses Required, 489.103, Exemption [7]

(7) (a) License requirements do not apply to: Owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors:

(1) When building or improving farm outbuildings or one-family or two-family residences on such property for the occupancy or use of such owners and not offered for sale or lease, or building or improving commercial buildings, at a cost not to exceed \$75,000, on such property for the occupancy or use of such owners and not offered for sale or lease. In an action brought under this part, proof of the sale or lease, or offering for sale or lease, of any such structure by the owner-builder within 1 year after completion of same creates a presumption that the construction was undertaken for purposes of sale or lease.

(2) When repairing or replacing wood shakes or asphalt or fiberglass shingles on one-family, two-family, or three-family residences for the occupancy or use of such owner or tenant of the owner and not offered for sale within 1 year after completion of the work and when the property has been damaged by natural causes from an event recognized as an emergency situation designated by executive order issued by the Governor declaring the existence of a state of emergency as a result and consequence of a serious threat posed to the public health, safety, and property in this state.

(3) When installing, uninstalling or replacing solar panels on one-family, two-family or three-family residences and the local permitting agency's county or municipal government is participating in a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant. However, an owner must utilize a licensed electrical contractor to effectuate the wiring of the solar panels, including any interconnection to the customer's residential electrical wiring. The limitations of this exemption shall be expressly stated in the building permit approved and issued by the permitting agency for such project.

(4) When completing the requirements of a building permit, where the contractor listed on the permit substantially completed the project as determined by the local permitting agency for a one-family or two-family residence, townhome or an individual residential condominium unit or cooperative unit. Prior to qualifying for the exemption, the owner must receive approval from the local permitting agency and the local permitting agency must determine that the contractor listed on the permit substantially completed the project. An owner who qualifies for the exemption under this paragraph is not required to occupy the dwelling or unit for at least 1 year after the completion of the project.

(b) This subsection does not exempt any person who is employed by or has a contract with such owner and who acts in the capacity of a contractor. The owner may not delegate the owner's responsibility to directly supervise all work to any other person unless that person is registered or certified under this part and the work being performed is within the scope of that person's license. For the purposes of this subsection, the term "owners of property" includes the owner of a mobile home situated on a leased lot.

(c) To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. However, for the purpose of implementing a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant and the participation of county and municipal governments, including local permitting agencies under the jurisdiction of such county and municipal governments, an owner's notarized signature or personal appearance to sign the permit application is not required for a solar project, as described in subparagraph (a) (3), if the building permit application is submitted electronically to the permitting agency and the owner certifies the application and disclosure statement using the permitting agency's electronic confirmation system. If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued. The local permitting agency shall provide the person with a disclosure statement in substantially the following form:

DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

2. I understand that building permits are not required to be signed by a propertyowner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased, unless I am completing the

requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or lease within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

7. I understand that it a frequent practice of unlicensed persons is to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. I agree that , as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern ownerbuilders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or [http:// www.myfloridalicense .com /dbpr/ pro /cilb/forms.html](http://www.myfloridalicense.com/dbpr/pro/cilb/forms.html) for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the **proposed construction activity at the following address:**

12. I agree to notify the Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: [Signature]

Date: 01-04-22

Printed Name: Debra K. Griffin

STATE OF FLORIDA
COUNTY OF COLUMBIA

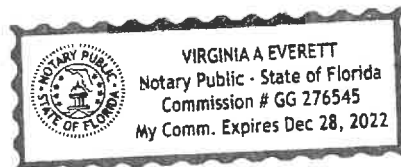
Debra Griffin

I hereby certify that on this day, Jan. 04, 2022 personally appeared before me, by means of physical presence or online notarization, who is personally known to me or who has produced Florida Drivers Lic. as identification, who is the person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

Witnessed by my hand and official seal, this 4th day of Jan, 2022

[Signature]
Signature of Notary

(NOTARY SEAL or STAMP)



Virginia A. Everett
Printed Name of Notary

Date Completed: _____

PERMIT # _____



**Florida Building Codes 7th Edition (2020), 2017
National Electrical Code (NEC)
Florida Fire Prevention Code 7th Edition (2020)**

APPLICATION FOR: RESIDENTIAL BUILDING PERMIT

Mail: City of Lake City - 205 North Marion Ave. - Lake City, FL 32055
Phone: 386.719-5750 ofc. - 386.758-5426 fax

E-Mail: growthmanagement@lcfia.com

Submit to the office of Growth Management

Date Stamp:

PERMIT FEE: _____

DATE PAID: _____

RECEIPT #: _____

- If Demolition, use separate city Demolition Permit Application
- If Manufactured Home, use separate city Manufactured Home Applications
- If a Driveway, requires Zoning Driveway Application in addition to this application
- A travel trailer **shall not** be used as a residence – no utilities may be extended to such, etc.
- Single-family homes **shall not** be converted into a duplex or multi-family without zoning approval.
- All new housing requires zoning review and approval prior to permit application.

PERMIT TYPE (please check)

<input type="checkbox"/> NEW ELECTRICAL SERVICE <input type="checkbox"/> ELECTRICAL SERVICE UPGRADE <input type="checkbox"/> ELECTRICAL ALTERATION / REWIRING	<input type="checkbox"/> MECHANICAL / HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> ADA / HANDICAPPED RAMP <input type="checkbox"/> GAS – LP ____ NATURAL ____
<input type="checkbox"/> ADDITION (LIVING SPACE) TO A RESIDENCE <input type="checkbox"/> AWNING / PORCH / COVERED DECK ATTACHED TO A RESIDENCE <input type="checkbox"/> INTERIOR ALTERATION / RENOVATION A SINGLE-FAMILY RESIDENCE	<input type="checkbox"/> UNCOVERED DECK, PATIO, SLAB <input checked="" type="checkbox"/> DETACHED ACCESSORY BUILDING / SHED, GARAGE, CARPORT, ETC. <input type="checkbox"/> POOL AND/OR POOL SCREEN ENCLOSURE <input type="checkbox"/> FENCE (subject to LDR 42.10 requirements)
<input type="checkbox"/> MODULAR HOME <input type="checkbox"/> NEW CONVENTIONAL STICK-BUILT HOME	<input type="checkbox"/> MOVING OF BUILDING OR STRUCTURE <input type="checkbox"/> SLAB WITH FOOTERS
<input type="checkbox"/> WINDOWS <input type="checkbox"/> DOORS <input type="checkbox"/> SIDING <input type="checkbox"/> DRIVEWAY (For any access to a City Street)	<input type="checkbox"/> RE-ROOF (TEAR-OFF) <input type="checkbox"/> ROOF-OVER <input type="checkbox"/> SHINGLES <input type="checkbox"/> METAL ROOF
<input type="checkbox"/> UTILITY WORK OR CONNECTIONS	<input type="checkbox"/> IRRIGATION METER or WELL
<input type="checkbox"/> OTHER (LIST)	

Date Completed: _____

PERMIT # _____

THIS SECTION TO BE COMPLETED BY APPLICANT

E-MAIL ADDRESS OF PROPERTY OWNER AND CONTRACTOR REQUIRED

1) Title Holder/ Property Owner Information

Name: Debra K. Griffin Phone: 386 623 2851
 Mailing Address: PO Box 3832 Lake City, FL 32056 E-Mail: drdebragriffin@gmail.com

2) Contractor / Hired Company

Name: Acting as own contractor, Debra K Griffin Phone: _____
 Mailing Address: _____ E-Mail: _____
 Contractor License Number: _____

3) Property / Job Location and Use:

All / Part (Circle One) of Tax Parcel Number: 13204-000
 Job Location Description / 911 Address: 359 East Duval St Lake City, FL 32055
 Legal Description (Please give Lot #, Block, Sub-division): Please also provide a Property Appraiser Print-out
 Type of Residence: Residential / Single Family

(Single-Family, Duplex & Rental or Owner Occupied)

Acreage/Size of Property (use fractions thereof if applies): 764 Acres Building Size: 18' x 35'

Complete scope of work: see drawing 10 x 18 closed storage with
concrete pad 18' x 35' with 1' apron, Color Ash gray with
black trim

Valuation of Work: \$ 10,000.00 (materials and labor)

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Growth Management Department to enter and inspect the site and premises which is the subject of this application. A separate permit is required for each contractor (Plbg., HVAC, Elec. Etc.)

Additionally, I (we) do hereby certify that I (we) understand that a violation of Florida Statute 489.129, particularly performing any act which assists a person or entity in engaging in the prohibited uncertified and unregistered practice of contracting, and knowingly combining or conspiring with an uncertified or unregistered person by allowing his or her certificate or registration to be used by the uncertified or unregistered person with intent to evade the provisions of chapter 489, will result in complaints being filed with the Florida Department of Business and Professional Regulation by this city.

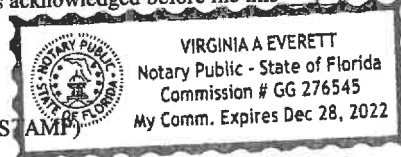
Debra K. Griffin
 Signature of Title Holder or Applicant

01-04-22
 Date

STATE OF FLORIDA
 COUNTY OF Florida

The foregoing instrument was acknowledged before me this 4th day of Jun, 2022, by (name of person acknowledging).

(NOTARY SEAL or SIGNATURE)



Signature of Notary

Virginia A. Everett
 Printed Name of Notary

Personally Known _____ OR Produced Identification X
 Type of Identification Produced

Florida Drivers Lic.

Date Completed: _____

PERMIT # _____

Contractor Signature

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by (name of person acknowledging).

Signature of Notary

(NOTARY SEAL or STAMP)

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced

TO BE COMPLETED BY CITY STAFF	
Property Zoning: _____	Flood Zone: _____
Approvals:	
Gas Service _____ Water Service _____	City Sewer Service _____ (Check with Growth Management to see if Septic allowable.)
Flood Zone or Storm Drainage _____	Zoning Dept. _____
Building Official: _____	

**APPLICANTS FOR RESIDENTIAL PERMITS WILL
BE REQUIRED TO FURNISH THE FOLLOWING:**

- ✓
- Property owner name (may require copy of deed)
 - Current survey of the property
 - Legal description of the property and property Parcel I.D. number
 - Street address
 - Zoning (*see Planning and Zoning Administrator*)
 - Plat / Site Plan with yard clearances/setbacks (*Show how structure will be located on lot*)
 - Size and location of off-street parking spaces
 - Floor plan or blueprints drawn to scale, including electrical, plumbing and HVAC
 - Specifications of materials
 - Typical wall sections
 - Elevations of all walls
 - Location of shear wall
 - Floor diagrams
 - Roof diagrams
 - Nailing patterns (*walls and roof*)
 - Connector locations and manufacturers number
 - Statement that plans comply with the Florida Building Code and sealed by Florida licensed Engineer or Architect
 - Grades of material being used
 - Roof framing details
 - Engineer cut sheets to be submitted for trusses prior to trusses being set
 - All garage door openings must show construction details with required anchorage
 - All windows and doors, including garage doors must be certified by manufacturer to meet the wind load requirements of the Florida Building Code
 - Contractor's name and address
 - Self-contracted work to be by owner and for their own personal use (*Must be owner occupied*)
 - Florida energy form to be submitted
 - Utility availability form to be completed (see Building Official)
 - Septic tank permits must be issued (*If City sewer not existing in area and if allowed by City code – septic's not allowed in many locations – you may have to pay to extend infrastructure*)
 - If Flood Hazard Zone: Elevation certificate is required and floor elevation is to be minimum of one foot above Base Flood Elevation (AE Zone), or three feet above highest adjacent grade around perimeter of structure (A Zone) – (*Fill dirt may also be severely restricted*)
 - All plans must show a footing detail, typical wall section with anchorage requirements and must contain a statement by the contractor, architect or engineer that the plans meet the requirements of the Florida Building Code
 - Notice of Commencement must be filed prior to any inspections and copy furnished to the building department
 - Submit Florida Product Approval Forms
 - Pay all impact fees and tap fees, and establish accounts with deposits
 - Separate permits required for roofing, electrical, plumbing, HVAC, and gas.

There may be other requirements, but the above are the minimum that will be accepted. Should you have any questions, please call the Growth Management Department at 386-719-5750



SOLID WASTE COMMERCIAL AND RESIDENTIAL SERVICES

This is an official City of Lake City notice to all solid waste customers.

The City Council has authorized WASTE PRO of FLORIDA, pursuant to City Council Resolution 2014-065 and adopted September 2, 2014, to collect and dispose of garbage, yard waste, commercial and demolition debris and recyclable items for all properties or customers within the City of Lake City. No company other than WASTE PRO may provide solid waste services of any type to any residence, commercial enterprise or property within the City Limits of the City of Lake City.

Please contact City of Lake City, Customer Service, to establish residential service, (386) 758-5784.

Please contact Waste Pro of Florida to establish commercial solid waste service, (386) 758-7800.

This includes all construction debris for all residential and commercial construction, renovation and demolition projects.

Exception: Upon approval by Growth Management, the contractor of record for the project who owns their own visible labeled container and method of transporting the container is exempt from the above requirement.

CUSTOMER ACKNOWLEDGEMENT:

Residential or Commercial Customer Signature

01-04-21
Date

Growth Management Approval for contractor of record owned container:

Growth Management Approval

Date



APPLICATION FOR: **RESIDENTIAL DRIVEWAY / ACCESS – Zoning Review**

Mail: City of Lake City - 205 North Marion Ave.- Lake City, FL 32055
Phone: 386.719-5750 ofc. - 386.785-5426 fax

- Submit to the office of Growth Management.
- Once reviewed and approved, please submit a permit application to the Building Official.
- After you have obtained a permit, work can commence.

DRIVEWAY REQUIREMENTS

Date Stamp: _____

Received by: _____

- Improved driveways are required for **any/all** access points from your property to a City Street.
- All permit applications for: any Residential property new construction, demolition and re-construction of structures, additions, and/or replacement; redevelopment or additions/expansions to existing residential buildings or accessory structures; or any new driveway/access/curb-cut - shall require this application to be submitted, and related inspections verified, and all required driveway / access improvements verified as completed to standards.
You will also need to purchase a permit for the construction – see Building Official.
- Please read Section 4.2.3, on page 4-5 of this application for code standards.
- **You must install at least one 12 foot to 24 foot wide asphalt or cement driveway to serve access to your property from the City Street. It must be at matched grade to the street, and extend from the edge of the existing street to your property line.**
- **If you can't locate your property line, you will need to have it flagged by a survey company. Existing or proposed dirt or lime-rock driveways, etc. will not pass inspection. Other related improvements may also be required.**
- It is your responsibility to make the improvements set forth, and to contact the Growth Management Department for re-inspection after the improvements have been made.
- **Power will not be released and no C/O will be issued by the Growth Management Department until your driveway has been installed and approved by the Public Works, and Growth Management.**
- After the Growth Management and Public Works Departments has approved your driveway, they will notify you that your permit is ready.
- If driveway will access a State Highway (US-90, US-441, SR-47, etc.), you will be required to submit an application to the Florida Department of Transportation and obtain approval and submit this approval with this application for this application can be processed.
- Please also attach to this application a site plan map or survey of the property describing (drawing) where existing or proposed driveway access points are or will be.
- You must also put flag stakes at the property showing the location of the proposed driveway.

Date Completed: _____

PERMIT # _____

THIS SECTION TO BE COMPLETED BY APPLICANT
E-MAIL ADDRESS OF PROPERTY OWNER AND CONTRACTOR REQUIRED

1) Title Holder/ Property Owner Information (Considered applicant unless a representative is named.)

Name: _____ Phone: _____

Mailing Address: _____ E-Mail: _____

Do any other persons have any ownership/ interest in the subject property? Yes _____ No _____

If YES, please list such persons.

Name: _____ Phone: _____

Mailing Address: _____ E-Mail: _____

Name: _____ Phone: _____

Mailing Address: _____

2) Representative - Contractor / Applicant Information (If different from owner, must be submitted with a letter of authorization by property owner.)

Name: _____ Phone: _____

Mailing Address: _____ E-Mail: _____

Contractor License Number: _____

3) Property Information Location and Use:

All / Part (Circle One) of Tax Parcel Number: _____

General Job Address Location Description or 911 Address:

Legal Description (Please give Lot #, Block; Sub-division): *Please also provide a copy of the Property Tax Card*

Acreage/Size of Property (use fractions thereof if applies): _____

Present Use: _____

Intended Use: _____

Date Completed: _____

PERMIT # _____

Street Name

Frontage in Feet

Which roads does the property front:

_____	_____
_____	_____
_____	_____

How many driveways are proposed?

_____ (there are limits – not all may be approved)

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct, and that I have read and understand the Land Development Regulations, section 4.2.3 Access Control. I authorize the Building Official, Fire Chief, Public Works Director or City Development Manager or his designee to enter and inspect the site and premises which is the subject of this application.

Signature of Title Holder or Applicant

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by (name of person acknowledging).

Signature of Notary

(NOTARY SEAL or STAMP)

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced

Signature of Title Holder or Applicant

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by (name of person acknowledging).

Signature of Notary

(NOTARY SEAL or STAMP)

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced

Date Completed: _____

PERMIT # _____

TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT AND DEVELOPMENT MANAGER

Culvert Required? _____ **If yes, Diameter:** _____ **& Length:** _____
"Corrugated Metal Culvert with Concrete Mitered Ends"

Apron Required? _____ **If yes, Width:** _____
"Concrete"

Ditch Fill Required? _____ **If yes, Width:** _____ **Depth:** _____ **Length:** _____

Disapproved for the following reasons:

DATE OF INITIAL INSPECTION: _____ **PHOTO DOCUMENTATION MADE:** _____

DATE OF RE-INSPECTION OR TO VERIFY CONDITIONS MET: _____

Approval:

CITY OFFICIAL: (PWD) _____

CITY OFFICIAL: (Zoning) _____

4.2.3. Access control.

To provide maximum safety with least interference to traffic flow on public streets while at the same time providing ease and convenience for ingress and egress to private property, the number and location of curb breaks shall be regulated relative to the intensity or size of the property served and the amount of frontage which that property has on a given street.

For streets which are part of the State of Florida highway system or otherwise under the jurisdiction of the Florida Department of Transportation, the number and location of curb breaks shall be in compliance with, and as permitted by, all statutes, policies and rules as implemented by the Florida Department of Transportation.

The costs for design, installation and maintenance for all curb cuts and associated driveways which provide access to public streets shall be the responsibility of the developer or property owner of said property.

All residences, development and redevelopment seeking access to public streets shall conform to these standards;

4.2.3.1 Number and location of curb breaks.

A curb break is defined in section 2.1. The number and location of curb breaks shall be regulated as follows:

1. One curb break is permitted for ingress and egress purposes to a single property or development.
2. Two curb breaks entering a particular street from a single property or development may be permitted if other requirements of this section are met and if the minimum distance between the two curb breaks equals or exceeds 100 feet.
3. Three curb breaks entering a particular street from a single property or development may be permitted if other requirements of this section are met and if the minimum distance between adjacent curb breaks equals or exceeds 100 feet.
4. More than three curb breaks entering on a particular street may be permitted from a single property or development. Where the minimum distance between adjacent curb breaks equals or exceeds one thousand (1,000) feet

4.19.3.2. Width of curb break and associated driveways.

1. The width of a curb break measured at the street right-of-way line, shall be within the following minimum and maximum limits:

Location	Minimum	Maximum
Residential– <u>to a single parcel of record</u>	12 feet	24 feet

2. In no case shall a commercial curb break width be less than 12 feet.

4.19.3.3. Curb break and driveway standards, subject further to any FDOT standards which may be applicable.

1. No curb break shall be constructed in the radius return (curved arc between intersecting street pavements) of an intersection.
2. No curb break shall be constructed nearer than twenty five feet from the intersection of street right-of- way lines
3. No curb break shall be constructed nearer than five feet from an interior property line unless part of a common access way to two contiguous properties.
4. A six-inch raised curb and/or parking stops shall be constructed at least of three feet inside the street right-of-way line or property line to prevent vehicle overhang on private properties or rights- of-ways located near curb breaks, off-street parking areas, and off-street loading areas.
5. No curb break shall include an aboveground public facility such as traffic signal or signage components, catch-basins, fire hydrants, utility poles, fire alarm supports, or similar structures.
6. Any curb break and associated driveway proposed in a location which will result in conflicts with aboveground public facilities shall require the developer to submit all required plans, and obtain all required approvals in writing from controlling governmental agencies prior to a permit being issued, with the costs of any alterations or relocations of such to be borne by the developer.
7. Any curb break and associated driveway proposed in a location which will result in conflicts with any trees or landscaping established along the ROW, shall require the developer to offset such, by proposing a relocation or re-establishment of existing or new trees or landscaping along adjacent areas of the ROW, as part of the plan submittal and review process.
8. Any curb break and associated driveway proposed in a location which intersects existing sidewalks, curbs, or other ROW improvements shall be required to modify said existing improvements according to the entity which has jurisdiction over said ROW, also including meeting ADA requirements for pedestrians.
9. Any curb break and associated driveway across an area which contains swales or provides other storm water functions, shall be required to install culverts or other improvements; areas and improvements as determined by the Public Works Director or city contracted utility engineer or provider.
10. All curb breaks and associated driveways shall be improved with matched grade asphalt or concrete along the span from the edge of the adjacent road pavement to the abutting property line, at which point off-street parking and loading standards shall control.

4.19.3.4. Curb break permit.

No curb break shall be established or altered without approval issued by the land development regulation administrator [and a permit by the Building Official].

 Reply all |   Delete Junk |  ...




Fwd: Griffin approval pictures



Debra Griffin <drdebragriffin@gmail.com>

Today, 2:16 PM

Sova, Marshall 

 Reply all | 

Inbox

You replied on 1/6/2022 3:34 PM.

Sent from my iPhone

Begin forwarded message:

From: Debbie <griffdeb@gmail.com>
Date: January 5, 2022 at 4:01:16 PM EST
To: growthmanagement@lcfl.com
Subject: Griffin approval pictures

This is the way the carport and shed will look using the measurements on the permit request. The body of the building will be Ash gray and the trim work black. The gray will match my home and the black will match my roof and the neighbors roof. Please let me know if you need additional information.

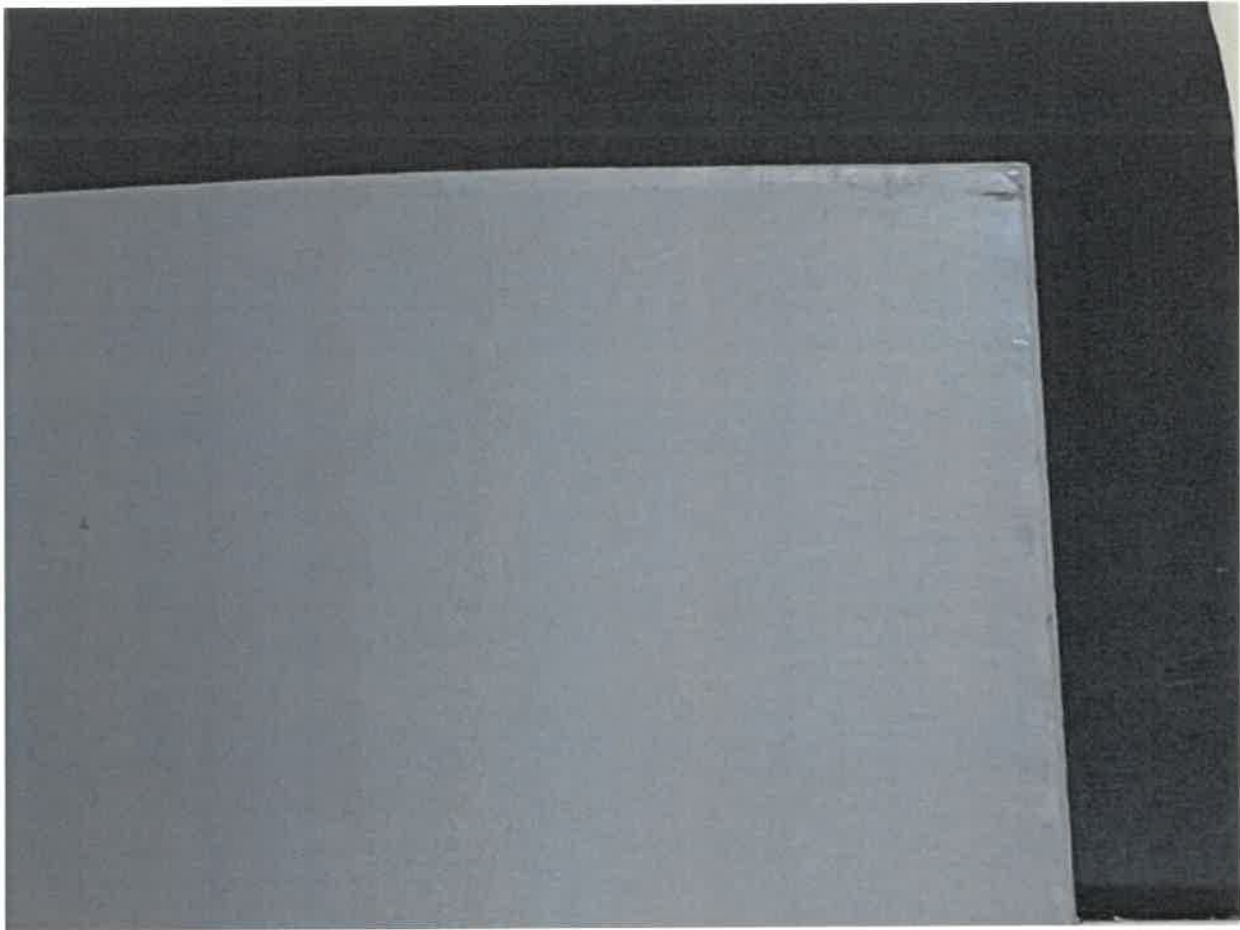
Thank you,
Debbie



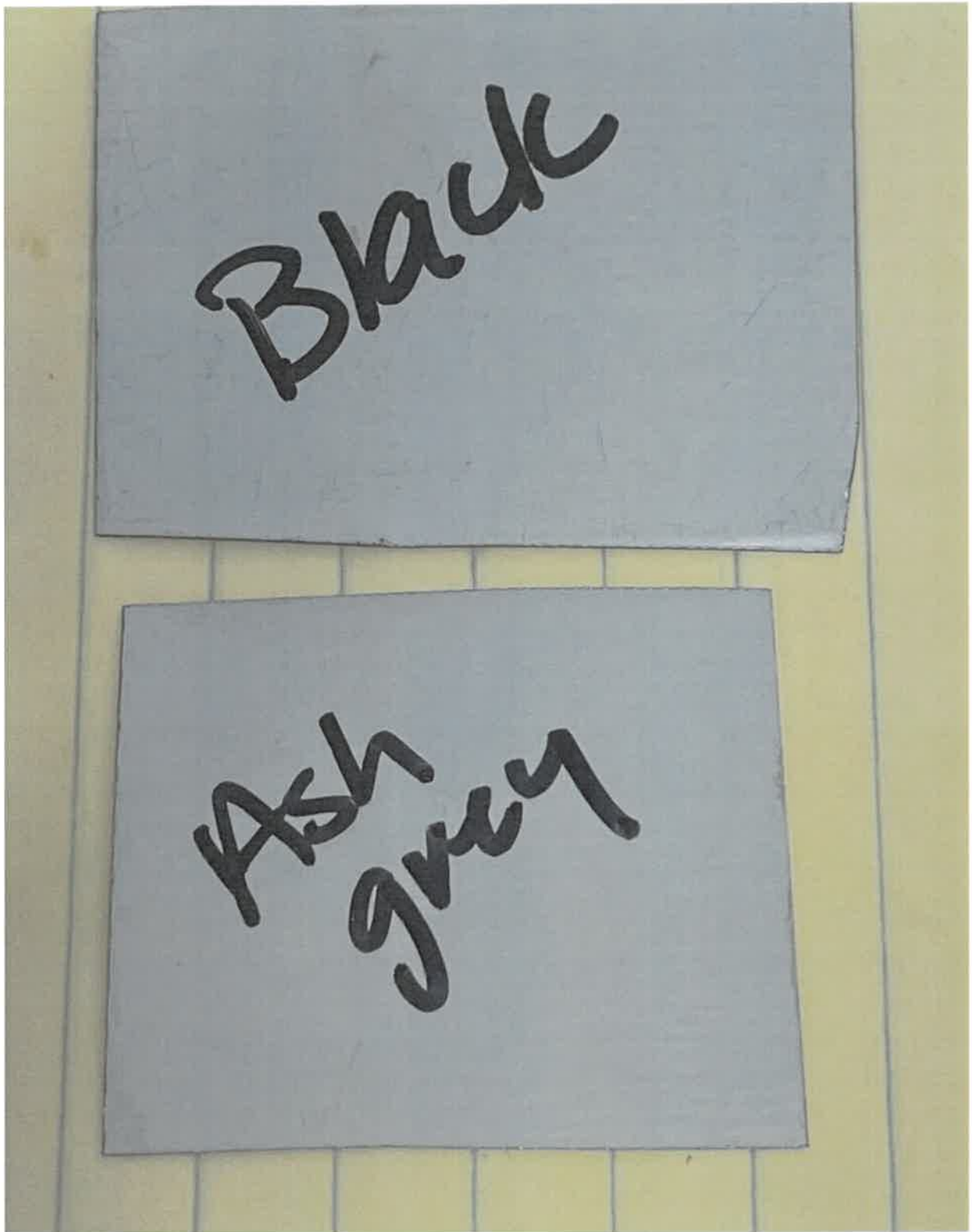
 Reply all |   Delete  Junk |  



 Reply all |   Delete Junk |  



 Reply all |   Delete Junk |  ...



Sent from my iPhone