



HISTORIC PRESERVATION BOARD CERTIFICATE OF APPROPRIATENESS & CLASS I SITE PLAN MODIFICATION



Submittal Date: _____ Received By: _____

Property Address: _____ File No.: _____

Historic District/Site: _____

Building Permit No. (If Applicable): _____

INSTRUCTIONS FOR COMPLETING AND FILING A CLASS I MODIFICATION SITE PLAN APPLICATION

Applications for a Class I Site Plan Modification may be submitted to the Planning and Zoning Department at any time between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Please print or type all of the required information, and ensure that the application is complete and accurate.

In order to be accepted for processing, the submission must include:

1. A completed COA and Class I Site Plan Modification application;
2. All required COA materials as noted on page 3.
3. Three (3) copies of a survey or the most recently approved site plan, showing all existing and proposed improvements to the site. If modifying the landscape plans provide three (3) copies of the most recently approved landscape plan, showing all existing and proposed improvements to the site;
4. Three (3) copies of architectural elevations for any structure(s) to be added to the site or modified, and colored rendering of the elevation, if applicable;
5. Processing fee of \$200.00 (make checks payable to the City of Delray Beach); and,
6. Other information may be requested, if required.

The survey, site plan, and landscaping plan, shall be prepared at the same scale. Acceptable scales shall include of 1"=10', 1"=20' or 1"=30'.

Class I modifications involve changes to an approved site plan for items listed in Section 2.4.5(l)(1) such as walls, fences, dumpster enclosures, sheds etc. and are approved administratively. However, some modifications may require review by the Historic Preservation Board. It takes approximately **one (1) to three (3) weeks** for a modification to be processed, depending upon the number of comments made by staff, and the time required by the applicant to submit revisions. Please refer to the appropriate sections of the City's Land Development Regulations, including LDR Section 4.5.1, Historic Preservation Districts and Sites, in addition to the Delray Beach Historic Preservation Design Guidelines when designing your project and completing this application. The Planning and Zoning staff will be glad to assist you in any way possible.

Note: Development presentations before all Boards and City Commission must be either on a LCD projector (power point) or an overhead projector. If you wish to use the City's equipment please notify staff ahead of time. Board-mounted displays should not be used as a part of a presentation.

SP-I No. _____

Date Received: _____

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT
CERTIFICATE OF APPROPRIATENESS & CLASS I MODIFICATION SITE PLAN
APPLICATION**

Project Name: _____

Project Address: _____

Building Permit No. (If Applicable): _____

APPLICANT

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

OWNER (if other than applicant)

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

Historic District/Site: _____

Zoning District: _____

Future Land Use Map Designation: _____

Building Size (Square feet): _____

Existing Property Use: _____

Brief Description of Proposed Improvements: _____

Request is a Result of Code Enforcement Action: Yes No

PROJECT INFORMATION AND DESCRIPTION OF WORK

(Check Applicable Item(s))

- Maintenance or Repair:** The act or process of applying measures to sustain the existing form, integrity and material of a building or structure and the existing form or vegetative cover of a site that requires a building permit. It may include initial stabilization work, where necessary, as well as on-going maintenance and repair.
- Restoration:** The process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.
- Renovation:** The process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.
- Landscaping:** The process of improving the landscape features which includes, but is not limited to, subsurface alteration, site regarding, fill deposition, paving, landscaping, courtyards, and exterior lighting.
- Signage:** The process of installing or altering signs, billboards, advertisements or any other signage.
- Excavation:** The process of performing an archeological dig to recover artifacts, historical materials or other archeological features.
- Demolition:** The process of destroying or tearing down a building or structure or a part thereof, or the process of removing or destroying an archeological site or a part thereof.
- New Construction:** The process of constructing a building or structure that has never existed at the location.
- Relocation:** The process of moving a building or structure from its current foundation to another site.
- Walls, Fences and Sidewalks:** The process of making any material change in existing walls, fences and sidewalks, or construction of new walls, fences and sidewalks.
- Change of Color:** The process of changing the color of the exterior of any buildings or structures, walls, fences, sidewalks, or any other architectural features.
- Other:** Please explain

REQUIRED COA MATERIALS

Please be certain to include sufficient documentation ensuring an accurate assessment of the project. Check only the appropriate items.

- Historical Information** - For ALL Contributing AND Non-Contributing Properties.
- Demolition Reports** – As required by LDR Section 4.5.1(F)(7).
- Window and Door Schedule** – To include specifications, to include but not be limited to, window type, material, configuration, dimensions, and profile drawings.
- Photographs** - Of ALL elevations of each building or structure on the subject property must be attached. If the subject property is vacant, photographs of the site must be attached. Label ALL photographs with address and cardinal direction.
- Samples of Building Materials and Color Chips** – See Page 4.
- Other Materials** - May be requested by the Planning and Zoning Department or Historic Preservation Board.

COLOR SAMPLE & FINISH SCHEDULE

Description of Existing Colors/Material:

Description of Proposed Colors/Materials:

ATTACH SAMPLES AND/OR PHOTOGRAPHS OF TYPE PROPOSED

ROOF

AWNINGS

WALLS

RAILINGS/
FENCE

FASCIA

DOORS

WINDOWS

SCREENING
(PATIO/POOL)

COLUMNS

OTHER

OWNER'S CONSENT

(This form must be completed by **ALL** property owners)

I, _____, the fee simple owner of the following described
(Owner's Name)

property (give legal description): _____

hereby petition to the City of Delray Beach for Site Plan and Certificate of Appropriateness
approval for _____
(Project Name)

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. I consent to inspection and photographing of the subject property by the Planning and Zoning Department Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

(Owner's Signature)

The foregoing instrument was acknowledged before me this _____, day of _____, 20 ____ by _____, who is personally known to me or has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)

OWNER'S DESIGNATION OF AGENCY

(This form must be completed by **ALL** property owners if designating an Agent)

I, _____, the fee simple owner of the following described
(Owner's Name)

property (give legal description): _____

Hereby affirm that _____
(Applicants/Agent's Name)

is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

(Owner's Signature)

The foregoing instrument was acknowledged before me this _____, day of _____, 20 ____ by _____, who is personally known to me or has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)