



HISTORIC PRESERVATION BOARD

CHANGE OF HISTORIC DESIGNATION

(REMOVAL FROM OR EXPANSION INTO A HISTORIC DISTRICT)



Submittal Date: _____ Received By: _____

Property Address(es): _____

Historic District/Site: _____

INSTRUCTIONS FOR COMPLETING AND FILING APPLICATION

Applications for may be submitted to the Planning and Zoning Department from 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 application must be accompanied by the following:

- 1) Copy of historic survey of subject area completed within 12 months of application submittal (may be obtained at the Planning and Zoning Department);
- 2) Copy of Master Site File Forms for each property to be considered for removal from or expansion into the historic district (may be obtained at the Planning and Zoning Department);
- 3) Photographs of each property to be considered for removal from or expansion into the historic district;
- 4) List of all owners for each property to be considered for removal from or expansion into the historic district, including signatures of at least 75% of property owners approving of the removal from or expansion into the historic district;
- 5) A list of property owners within the historic district and within a 500' radius of each property to be considered for removal from or expansion into the historic district taken from the latest official County tax roll. In addition, a tax map showing all property lying within 500' of the subject property must be provided. **NOTE:** The applicant shall provide standard white (number 10) pre-addressed envelopes with the required postage for mailed notices. (Postage may either be in the form of stamps or metered postage. For metered postage, please ensure that the mailing date is turned off). The mailing labels must be typed and shall state the property owner's name, mailing address and property control number (PCN#). *[When Condominiums are involved, the names and addresses of all owners must be submitted]*. (For duplicates i.e. owners name and addresses are the same, please provide postage for only one pre-addressed envelope and submit the remaining duplicate labels). Please note: The list of property owners, tax map and mailing labels can be obtained at: Palm Beach County Property Appraiser's Office, 14925 Cumberland Drive (northwest corner of West Atlantic Avenue and Cumberland Drive), Delray Beach, FL 33446 Ph: (561)276-1250, and;
- 6) Advertising fees including newspaper publications. If the required advertising fees are not paid at least four days (4) prior to the hearing, the presiding body, shall postpone action on the application until such fees are paid. In the event such postponement results in additional mailing or publication costs, the applicant shall be responsible for the additional fees.
- 7) Processing fee of \$65 per property to be considered for removal from or expansion into the historic district; and,
- 8) Additional information as required for review.

Please refer to the City's Land Development Regulations Section 4.5.1, Historic Preservation Districts and Sites. A pre-application conference with a member of the Planning staff is strongly recommended, and can be scheduled at your convenience. We will be glad to assist you in any way possible.

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT
CHANGE OF DESIGNATION APPLICATION**

Addresses and General Location: _____

PART ONE - APPLICANT INFORMATION:

APPLICANT (Provide attachment page of additional Applicants, if more than one.)

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

AGENT (Contact Person Regarding Application)

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

PROPERTY OWNER(S) (if other than applicant)

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

OWNER'S CONSENT

(A separate form must be completed by at least 75% of the property owner's of each property to be considered for removal from or expansion into the historic district.)

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

described property (property legal description): _____

hereby petition to the City of Delray Beach for a change of historic designation approval for

(Property Address)

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)

(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.

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)

(Printed Name of Notary Public)

Commission # _____
My Commission Expires _____

Commission # _____
My Commission Expires _____

(NOTARY'S SEAL)

(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)

(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.

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)

(Printed Name of Notary Public)

Commission # _____
My Commission Expires _____

Commission # _____
My Commission Expires _____

(NOTARY'S SEAL)

(NOTARY'S SEAL)

AFFIDAVIT

Before me, the undersigned authority, personally appeared _____, who being by me first duly sworn, deposes and says: (Applicant's Name)

1. That the accompanying property owners list is, to the best of my knowledge, a complete and accurate list of all property owners' names, mailing addresses, and legal descriptions of all property lying within the subject historic district and within five hundred feet (500') of each property to be considered for removal from or expansion into the historic district as recorded on the latest official County tax rolls.

2. That the subject property(ies) is/are legally described as follows: (give legal description(s))

(Applicant'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 take an oath.

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)