



CERTIFICATE OF APPROPRIATENESS

ARCHITECTURAL ELEVATIONS & COLOR OR MATERIAL CHANGES



HISTORIC PRESERVATION BOARD

INSTRUCTIONS FOR COMPLETING AND FILING THE ARCHITECTURAL ELEVATIONS & COLOR CHANGES APPLICATION

Applications 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. Depending on the scope of work, the submittal may be submitted at any time and approved administratively for single-family residential uses. However, if the submittal is deemed incompatible or inappropriate by the Historic Preservation Planner, the proposal may be reviewed by the HPB. For all other uses, the application must be submitted at least **twenty-three (23)** days prior to a scheduled HPB meeting, which takes place on the first and third Wednesday of each month.

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

1. A completed application.
2. Existing Photographs of all elevations for all uses (residential and commercial).
3. For all uses, except single-family residential, eight (8) drawings to scale, showing all four (4) elevations (north, east, south, west) of the proposed structures or of the elevation which is being modified when an existing structure is involved. The drawings shall show all the architectural features of the structure and the manner in which air conditioning and similar items are to be treated.
4. For all uses, except single-family residential, provide eight (8) 11" x 17" color rendering of elevations and one (1) 8.5" x 11" color transparency. Exterior color samples are to be provided on the attached sheet as appropriate.

Please refer to Section 4.5.1 (Historic Preservation Sites and Districts) of the City's Land Development Regulations for the criteria by which the application will be assessed by both the Historic Preservation Planner and/or the Historic Preservation Board.

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.

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT
APPLICATION FOR CERTIFICATION OF APPROPRIATENESS
ARCHITECTURAL ELEVATIONS & COLOR CHANGES APPLICATION**

If approved, a COA is valid for 24 months from the date of approval.

Project Name: _____

Address or General Location: _____

Historic District or Historic Site: _____

Building Permit No. (If Applicable): _____

PART ONE - APPLICANT INFORMATION:

APPLICANT

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

Applicant's Signature: _____ Date: _____

AUTHORIZED AGENT (Project contact person if other than owner)

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

PROPERTY OWNER (if other than applicant)

Name: _____

Mailing Address: _____

Telephone Number: _____ E-Mail: _____

Owner's Signature: _____ Date: _____

Applicant is: Owner [] Lessee [] Other _____


Description of Existing Colors/Material: _____

Description of Proposed Colors/Materials: _____


COLOR SAMPLE & FINISH SCHEDULE

ATTACH SAMPLES AND/OR PHOTOGRAPHS OF TYPE PROPOSED
Please note type of material proposed.


ROOF




AWNINGS




WALLS




RAILINGS/
FENCE



FASCIA




DOORS



WINDOWS



SCREENING
(PATIO/POOL)



COLUMNS



OTHER

