



CERTIFICATE OF APPROPRIATENESS APPLICATION



HISTORIC PRESERVATION BOARD

Submittal Date: _____ Property Address: _____

Historic District/Site: _____

INSTRUCTIONS FOR COMPLETING AND FILING THE COA APPLICATION

Proposals to alter properties containing **Single Family and Duplex** uses or for a new **Sign** require the submittal of a completed COA application and all applicable materials. Applications may be submitted to the Planning and Zoning Department between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. The completed application must be submitted at least **3 weeks** prior to the next available Historic Preservation Board meeting where it *may* be reviewed. This time may vary, depending upon the number of comments made by staff, and the time required by the applicant to submit necessary revisions and/or additional information.

The complete application must be accompanied by the \$65.00 (Alterations and/or Repairs, Signs), \$585.00* (New Construction and Additions) and/or \$585.00 (Demolition and Relocation) processing fee (make checks payable to the City of Delray Beach) and ALL applicable materials. Please print or type all of the required information, and ensure that the application is complete and accurate prior to submittal.

It is to the benefit of and necessary that an owner or authorized agent be present at the Board meeting when the COA is reviewed. If a property owner wishes to designate a representative/agent, please execute the "Owner's Consent and Designation of Agency" form found on Page 8. HPB meetings are held in the City Commission Chambers at 6pm on the first and third Wednesday of each month.

Pursuant to the City's Land Development Regulations' Section 2.4.6(H)(2) no application for a COA will be accepted by the HPB unless it contains all required and pertinent information. A pre-application conference with the Historic Preservation Planner is strongly recommended.

Please note that all proposals will be reviewed in accordance with LDR Section 4.5.1, Historic Preservation Sites and Districts as well as the Delray Beach Historic Preservation Design Guidelines. A copy of the LDRs may be found online at www.mydelraybeach.com or in the Planning and Zoning Department.

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 CERTIFICATE OF APPROPRIATENESS**

A COA is valid for 24 months from the date of approval.

Address or General Location: _____

PART ONE - APPLICANT INFORMATION:

APPLICANT

Name: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

AUTHORIZED AGENT

Name: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

PROPERTY OWNER (if other than applicant)

Name: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Applicant is: Owner [] Lessee [] Other _____

Request is a Result of Code Enforcement Action: Yes No

PART TWO - PROPERTY INFORMATION:

(Must be provided for ALL requests.)

Property Control Number: _____

Legal Description (attach separate sheet if necessary): _____

Historic District or Individually Designated Site: _____

Original Date(s) of Construction: _____

Zoning District: _____

Existing Use of Property: _____

PART THREE - DESCRIPTION OF WORK FOR WHICH THE COA IS DESIRED

(Check Applicable Item(s))

- Maintenance or Repair:** Application of measures to sustain the existing form, integrity and material of a building or structure that requires a building permit.
- Restoration:** recovery of the form and details of a property and its setting as it originally appeared.
- Renovation:** 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:** Improvements to landscape features including subsurface alteration, site regarding, fill deposition, paving, landscaping, courtyards, and exterior lighting.
- Signage:** Installation or alterations of signs, advertisements, etc.
- Excavation:** Recovery of artifacts, historical materials or other archeological features.
- Demolition:** Destruction or tear down of a building or structure or a part thereof, or the process of removing or destroying an archeological site or a part thereof.
- New Construction:** Construction of a building or structure that never existed at the location, or of additional square footage to existing structure.
- Relocation:** The process of moving a building or structure to another site.
- Walls, Fences and Sidewalks:** The installation and/or construction of new walls, fences and sidewalks.
- Color Change:** Change in color of the exterior of any buildings or structures, walls, fences, sidewalks, or any other architectural features.
- Other:** Please explain _____

APPLICATION SUBMITTAL CHECKLIST

One (1) collated set of all applicable materials is required. The survey, site plan, landscaping plan, preliminary engineering plan, tree survey and irrigation plan (excluding architectural elevations and floor plans, which utilize an architect's scale) shall be prepared at the same scale of 1" =10' or 1"=20' or 1"=30'. 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.
- Site Survey** –prepared by a registered Surveyor.
- Site Plan** –prepared by a registered Architect, Engineer, or Landscape Architect.
- Exterior Elevations** – ALL elevations; directional labels, dimensions, height, roof pitch, etc. must be noted.
- Landscape Plan** –Include all hardscaping (existing/proposed), must be certified by a registered Landscape Architect, unless deemed acceptable by the Building Department for permitting purposes.
- Floor Plans**
- Other Plans** - i.e. Demolition Plan, Roof Plan, etc.
- Demolition Reports** – As required by LDR Section 4.5.1(E)(7) and 4.5.1(F).
 - For Contributing Structures, the following shall also be submitted as required by LDR Section 4.5.1(F)(7):
 - Certified structural report from a registered architect or engineer;
 - Certified cost analysis from an engineer, architect, general contractor, or other qualified professional;
 - Property appraisals, and;
 - Relocation documentation.
- Window and Door Schedule** –Include specifications, to include but not limited to, window type, material, configuration, dimensions, and profile drawings.
- Engineering and/or Other Reports**
- Architectural Drawings, Sketches or Artistic Renderings**
- 8 ½" x 11" Reduced Set** – To include a copy of all submitted materials.
- 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 6.
- Other Materials** - May be requested by the Planning and Zoning Department or Historic Preservation Board.
- * **For new construction, in addition to the submitted plans required above, a digital copy of all plan exhibits provided on CD is required. The digital copy must be in a PDF format and shall be prepared at a size of 8½" x 11" or 11"x 17", depending upon legibility.**

COLOR SAMPLE & FINISH SCHEDULE

Existing Colors/Material:

Proposed Colors/Materials:

ATTACH SAMPLES AND/OR PHOTOGRAPHS OF TYPE PROPOSED

Please note type of material proposed.

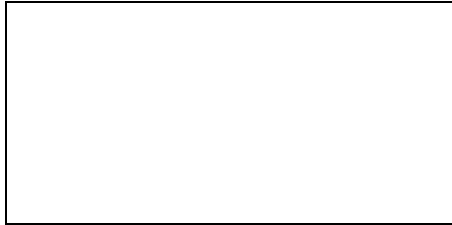
ROOF



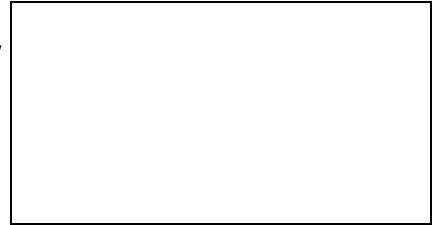
AWNINGS



WALLS



RAILINGS/
FENCE



FASCIA



DOORS



WINDOWS



SCREENING
(PATIO/POOL)



COLUMNS



OTHER



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 Certificate of Appropriateness approval for

(Project Name/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)

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)