



HISTORIC DESIGNATION

(Individual Property and/or District)



INSTRUCTIONS FOR FILING A HISTORIC DESIGNATION APPLICATION

Applications for Historic Designation are accepted by the Planning and Zoning Department 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.

The following information will be required upon submittal:

1. A complete Historic Designation Application;
2. Historic Designation Report – One Copy (see page 3 for report requirements), submitted on 8 ½" x 11" paper (Do *not* include original documents, submit copies only);
3. All applicable attachments to the Historic Designation Report;
4. A digital copy of the complete report in PDF format, prepared at a size of 8½" x 11";
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 \$65.00 per property (make checks payable to the City of Delray Beach).

All Historic Designation Applications are reviewed by the Historic Preservation Board (HPB), which meets the first and third Wednesday of each month, prior to final action by the City Commission. 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.

For additional information contact:

Amy E. Alvarez, Historic Preservation Planner
100 N.W. 1st Avenue
Delray Beach, FL 33444
561.243.7284
alvarez@mydelraybeach.com

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
HISTORIC DESIGNATION APPLICATION**

Proposed Historic Name: _____

Addresses and General Location: _____

CONTACT 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: _____

REPORT REQUIREMENTS

Cover Page

Should include the following information:

- Name of Site/District to be nominated
- Address and/or general location
- Photo(s)

Table of Contents

The Table of Contents should include the title of all applicable components as follows:

- General Information
- Location Map
- Property or Site Inventory
- Architectural Significance
- Historical and Cultural Significance
- Statement of Significance
- Bibliography and Sources
- Appendix A: Photographs
- Appendix B: Florida Master Site File Forms

Please include the report's author and contact information.

Body

- General Information: Provide the location of the site/district, and general history to the location (particularly if the structure was relocated to the site), address, legal description, current zoning, land use, and proposed classification for designation (i.e. architectural, cultural, etc.).
- Location Map: Illustrating property boundary or district boundaries; may be provided by City upon request prior to application submittal.
- Property or Site Inventory: List all buildings, regardless of significance or date of construction, located on the site or within the proposed district, including accessory buildings, and provide date(s) of construction and architectural style(s).
- Architectural Significance:
 - Individual Designation: Describe architectural style and its significance of each building on the site; indicate any additions and/or alterations. Documentation of date(s) of construction, architect, builder, etc. should be included. A general description of the current physical description, including character and scale, and the original and current use(s) should also be included.
 - Historic District Designation: General description of architectural style(s), dates of construction for each style, architects and builders relevant to the period of significance, photos of examples exemplary to style(s), overall physical condition of buildings, including character and scale, and all original and current uses.
- Historical and Cultural Significance: Describe the social significance of the individual site, sites within the district, or area, as applicable to historical significance. Include the level historical importance (Local, Regional, National, etc.), and any documentation or information obtained from newspaper clippings, old photographs, personal diaries, invoices from construction, etc.

See page 5 for the criteria utilized used to determine a site or district's historical and cultural significance. Please elaborate on all applicable criteria with additional emphasis placed on the most relevant criteria.

- Statement of Significance: Provide a reason for the nomination and the desired effect the designation will have on the property and/or neighborhood. Include a brief description of the overall significance, and a specified "Period of Significance."
- Bibliography and Sources: Cite all sources utilized, including information and/or acknowledgment to direct quotes. Include copies of old photographs and any printed material of significance
- Appendix A: Photographs: Must include photography credits.
- Appendix B: Florida Master Site File Forms: One form to be filled out for each building included in the designation, which was originally constructed at least 35 years ago. A blank form is attached for your use. Additional information and requirements may be found at <http://www.flheritage.com/preservation/sitefile/>. City Staff may assist with required maps upon request.

Additional sections may be included which are relevant to the significance of the site or district.

Historic Name

Designated sites may be named for persons, events, characteristics, functions, or historic associations. The National Register of Historic Places (NRHP) recommends using "the name that best reflects the property's historic importance or was commonly used for the property during the period of significance. The historic name is preferred for general reference because it continues to be meaningful regardless of changes in ownership or use and most often relates to the reasons the property is historically significant." Additional historic names may be included within the report. The NRHP also suggests that "if a property is significant for more than one person, choose the most prominent. A property may be named for both the husband and wife who owned it. If there is not enough space for both names, choose the most prominent person's name or eliminate the first names altogether."

Designated historic districts should reflect the area as a whole rather than specific resources within it. The name of the original plat, landowner, or neighborhood are most commonly utilized.

LDR SECTION 4.5.1 HISTORIC PRESERVATION SITES AND DISTRICTS

(A) **General:** In recognition of findings as set forth in the original enactment of Ordinance 13-87, passed March 10, 1987, this Section is created in order to provide for the identification, preservation, protection, enhancement, perpetuation, and the use of districts, archeological sites, buildings, structures, improvements, and appurtenances that are reminders of past eras, events, and persons important in local, state, and national history; that provide significant examples of architectural styles of the past; that are unique and irreplaceable assets to the City and its neighborhoods; or that provide this and future generations with examples of the physical surroundings in which past generations lived; and other purposes.

(B) **Criteria for Designation of Historic Sites or Districts:**

(1) To qualify as a historic site, historic district, historic structure, or historic interior, individual properties, structures, sites, or buildings, or groups of properties, structures, sites, or buildings must have significant character, interest, or value as part of the historical, cultural, aesthetic, and architectural heritage of the city, state, or nation. To qualify as a historic site, historic district, or historic structure, the property or properties must fulfill one or more of the criteria set forth in division (2) or (3) below; to qualify as a historic interior the interior must fulfill one or more of the criteria set forth in division (2) and meet the criteria set forth in divisions (3)(b) and (3)(d).

(2) A building, structure, site, interior, or district will be deemed to have historical or cultural significance if it meets one or more of the following criteria:

- (a) Is associated in a significant way with the life or activities of a major person important in city, state, or national history (for example, the homestead of a local founding family);
- (b) Is the site of a historic event with significant effect upon the city, state, or nation;
- (c) Is associated in a significant way with a major historic event, whether cultural, economic, social, military, or political
- (d) Exemplifies the historical, political, cultural, economic, or social trends of the community in history; or,
- (e) Is associated in a significant way with a past or continuing institution which has contributed substantially to the life of the city.

(3) A building, structure, site, or district is deemed to have architectural or aesthetic significance if it fulfills one or more of the following criteria; except that to qualify as a historic interior, the interior must meet the criteria contained within divisions (3)(b) and (3)(d):

- (a) Portrays the environment in an era of history characterized by one or more distinctive architectural styles;
- (b) Embodies those distinguishing characteristics of an architectural style, period, or method of construction;
- (c) Is a historic or outstanding work of a prominent architect, designer, landscape architect, or builder; or

- (d) Contains elements of design, detail, material, or craftsmanship of outstanding quality or which represented, in its time, a significant innovation or adaptation to the South Florida environment.

(4) A building, structure, site, interior, or district will be deemed to have historic significance if, in addition to or in the place of the previously mentioned criteria, the building, structure, site, or zone meets historic development standards as defined by and listed in the regulations of and criteria for the National Register of Historic Places, as prepared by the United States Department of the Interior under the Historic Preservation Act of 1966, as amended. A copy of these standards for the National Register is made part of this section as if fully set forth herein.

(C) Designation Procedures:

(1) Buildings, structures, archaeological sites, or districts which meet the criteria for historic sites or districts set forth in Section 4.5.1(B) may be designated as historic sites or districts, and may be listed on the Local Register of Historic Places.

(2) Nominations for historical site or district designation shall be made to the Historic Preservation Board on an application form developed and approved by the Board.

(a) Nominations for historic site status may be initiated by:

- (1) The Historic Preservation Board;
- (2) The City Commission; or
- (3) The property owner.

(b) Nominations for historic district status may be initiated by:

- (1) The Historic Preservation Board; or
- (2) The City Commission.

(3) The Board shall conduct a preliminary evaluation of the information provided on each nomination application to determine if it generally conforms with historic status criteria. The Board shall then prepare a designation report which shall contain the following:

- (a) Proposed legal boundaries of the historic building, archaeological site, structure, or district;
- (b) any proposed conditional zoning regulations designed to replace or complement existing zoning regulations with regard to, but not limited to use, floor area, density, height, setbacks, parking, and minimum lot size;
- (c) Analysis of the historic significance and character of the nominated property; and
- (d) analysis of optional historic interiors for those buildings and structures with interior features of exceptional architectural, aesthetic, artistic, or historic significance.

(4) Upon completion and formal review of the report, the Board shall set a public hearing on each proposed designation. Notice of said hearing shall be made to the owner of affected property at least ten days prior to the hearing by regular mail. Additional notice shall be given in the same manner as provided for a rezoning action [see Section 2.4.2(B)(1)(b)] and by notice published in the newspaper at least ten days prior to the hearing, provided, however, posting pursuant to 2.4.2(B)(1)(b) is not required.

(5) After conducting the public hearing, if the Historic Preservation Board finds that the nomination fulfills the proper designation criteria and all procedures have been followed correctly, it shall vote on the designation. A majority of the entire Board, present and voting, must act in the affirmative to transmit the nomination and the Board's findings to the City Commission. The City Commission shall consider the recommendation through its standard ordinance adoption procedures, except that at least three affirmative votes of the City Commission is necessary to make a designation. In the event that a directly affected property owner objects to the historic designation, the Commission approval shall require a super majority vote of four votes.

(6) After conducting the public hearing, if the Historic Preservation Board does not find that the request fills the criteria, no further action will be required and the request will be deemed denied. However, an appeal may be filed and processed pursuant to Section 2.4.7(E).

(7) The Board will issue an official "certificate of historic significance" to the owner of properties listed individually on the local historic register or judged as contributing to the character of a historic district listed on the local historic register. The Director acting as City Preservation Officer, or his appointee, is authorized to issue and place official signs denoting the geographic boundaries of each historic district listed in the local historic register.

(D) **Review and Approval Procedures**: Once property is placed within a Historic District or designated as a Historic Site no development order shall be issued without first obtaining a Certificate of Appropriateness pursuant to Section 2.4.6(H) from the Historic Preservation Board. Obtaining a Certificate of Appropriateness is required in addition to any other process which is required for the development application.

DEFINITIONS

CONTRIBUTING STRUCTURE (Also referred to as a Historic Structure)

A structure which adds to the historical architectural qualities, historic associations, or archaeological values for which a district is significant because it was present during the period of significance of the district, possesses historic integrity reflecting its character at that time, is capable of yielding important information about the period, or independently meets the National Register of Historic Places criteria for evaluation.

HISTORIC DISTRICT

A geographically defined area which has been designated as a historic district under the procedures described in this code. Any historic district may have within its area non-historic buildings or other structures that contribute to the overall visual character of the district.

HISTORIC SITE (Also referred to as Individually Designated Site/Property)

Any site, building, structure, feature, or improvement which has been designated as a historic site and which may be located outside of a designated historic district.

HISTORIC SITE SURVEY

A comprehensive survey designed to identify, research, and document building sites, and structures of any historic, cultural, architectural, or landmark importance in the city, which may be compiled in cooperation with state and local public and non-profit historic preservation organizations.

LOCAL REGISTER OF HISTORIC PLACES

A listing and a means by which to identify, classify, and recognize various archaeological sites, buildings, structures, improvements, districts, and appurtenances as historically and/or architecturally significant.

NATIONAL REGISTER OF HISTORIC PLACES

A federal listing maintained by the United States Department of the Interior of buildings, structures, and districts that have attained a quality of significance as determined by the Historic Preservation Act of 1966, as amended.

NON-CONTRIBUTING STRUCTURE (Also referred to as a Non-historic Structure)

A structure which does not add to the historic architectural qualities, historic associations, or archaeological values for which a district is significant because it was not present during the period of significance of the district, due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or it does not independently meet the National Register of Historic Places criteria for evaluation.

OWNER'S CONSENT

(A separate form must be completed by each property owner, or 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 property
(Owner's Name(s))

located at _____, Delray Beach, Florida, hereby
(Property Address)

support the petition to the City of Delray Beach for a historic designation for

(Proposed Historic Site/District 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)

(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 property
(Owner's Name(s))

located at _____, Delray Beach, Florida, hereby
(Property Address)

affirm that _____ is hereby designated
(Applicants/Agent's Name)

to act as agent of this application on my behalf.

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

(This form must be completed by the Applicant)

Before me, the undersigned authority, personally appeared _____,
(Applicant's Name)

who being by me first duly sworn, deposes and says:

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 within five hundred feet (500') of each property to be considered for individual designation and/or inclusion within a designated 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) and/or property addresses)-Multiple properties may be provided as an attachment: _____

(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)