

HISTORIC PRESERVATION BOARD
CITY OF BOCA RATON

CERTIFICATE OF APPROPRIATENESS APPLICATION

SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY

Address of Property: _____
COA: _____
Submittal Date: _____
Received by: _____

A CERTIFICATE OF APPROPRIATENESS (COA) IS REQUIRED FOR ANY NEW CONSTRUCTION, DEMOLITION, SIGNAGE, ALTERATIONS, REHABILITATION, OR MAINTENANCE OR REPAIR BEYOND NORMAL UPKEEP THAT CHANGES THE EXISTING APPEARANCE, FORM OR LANDSCAPING.

INSTRUCTIONS FOR COMPLETING AND FILING THE COA APPLICATION

Applications for a Certificate of Appropriateness (COA) may be submitted to the Planning and Zoning Division, Development Services Department, between the hours of 8:00AM & 4:30PM, Monday through Friday.

Ten (10) sets of the Application (pages 1-8), including supporting documentation, and appropriate application fee are required at time of submittal, (refer to page 5 of Application / Part 3 Fees/Documentation).

The Historic Preservation Board (HPB) will act upon an application at the regularly scheduled meeting on the third Tuesday of the month. The application must be filed at least 14 days prior to that meeting. Please print or type all of the required information to ensure that the application is complete and accurate.

It is necessary that an owner or an 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 "Owners Consent and Designation of Agency" form found on Page 8.

Owners should be aware that Historic Preservation Board members may make exterior site inspections.

AFFIX ONE CLEAR PICTURE HERE

**CITY OF BOCA RATON DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND ZONING DIVISION**

APPLICATION FOR CERTIFICATION OF APPROPRIATENESS

If approved, a COA for structural changes is valid for 18 months from the date of board approval to issuance of a building permit.

If approved, a COA for non-structural changes is valid for 6 months from the date of board approval to issuance of a building permit.

Resident's Name: _____

Address or General Location: _____

PART ONE: APPLICANT INFORMATION
APPLICANT

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

AGENT

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

OWNER (if other than applicant)

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

APPLICANT IS: Owner () Lessee () Other (specify) _____

PART TWO: PROPERTY INFORMATION

Property Control Number: _____

Legal Description (Available at Land Records, Development Services Department)
Attach separate sheet, if necessary.

Historic District _____ or Historic Site _____

Zoning Designation: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Proposed Changes: _____

Attach separate sheet if necessary and include all necessary pictures to show work areas. Label each picture to describe what is to be done in each area.

OVERALL DESCRIPTION OF THE WORK PLAN

Explain the chronology of the work involved and describe all new construction, excavation, demolition and relocation that will be required. If complete or partial demolition is involved, also complete the demolition section of this application. (Attach separate sheet if necessary.)

DEMOLITION (If Applicable)

Explain why the proposed demolition should occur. (Attach separate sheet if necessary.)

The Boca Raton Historic Preservation Board will consider the following factors in reviewing requests for demolition:

- A. Is the structure of such interest or quality that it would reasonably fulfill criteria for designation on the National Register?
- B. Is the structure of such design, craftsmanship or material that it could be reproduced only with great difficulty and/or economically impractical expense?
- C. Is the structure one of the last remaining examples of its kind in the neighborhood, City or designated historic district?
- D. Would retaining the structure promote the general welfare of the City of Boca Raton by providing an opportunity to study local history, architecture and design, or by developing an understanding of the importance and value of a particular culture and heritage?
- E. Are there definite plans for immediate reuse of the property if the proposed demolition is carried out, and what effect will those plans have on the character of the surrounding area?
- F. Would relocation of the building be a viable alternative to the proposed demolition?

PART 3: FEES / DOCUMENTATION

Minor Repair / Maintenance - \$45.00

Pools, Fences/Walls, Screen Enclosures, Alterations, Driveways, Re-roof - \$65.00

Demolition/New Construction Addition - \$125.00

DOCUMENTATION ATTACHED IN SUPPORT OF THIS APPLICATION. Ten (10) sets of the Application (pages 1-8), along with supporting documentation are required at time of submittal. (Check only the appropriate items)

- Photographs Required***
- Site Plan and/or Survey**
- Continuation Sheets**
- Elevation Drawings**
- Landscape Plan**
- Floor Plan**
- Other Plans**
- Color Chips**
- Architectural Drawings**
- Sketches or Artistic Renderings**
- Samples of Building Materials**
- Engineering or Other Reports**
- Published Materials, Documents, Bibliographies**
- Executed Agent Authorization Form**
- Other**

*Photographs of the area(s) of the proposed change(s) should show the relationship to the existing building and property. If the subject property is vacant, photographs of the entire site must be attached.

PART FOUR: SIGNATURE(S) OF OWNERS/APPLICANTS

The undersigned owner(s) and/or applicant(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith, are true and correct.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

OWNER’S CONSENT AND DESIGNATION OF AGENCY

I, (Owner’s Name) _____
the fee simple owner of the following described property (give legal description):

_____ hereby petitions the City of Boca Raton for Certificate of Appropriateness approval for (Project Name) _____ and affirm that (Applicant’s/Agent’s Name) _____ is hereby designated to act as agent on my behalf to accomplish the above.

I affirm 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 Boca Raton, Florida, and are not returnable.

Owner’s Signature : _____

Date: _____

THIS SPACE FOR OFFICE USE ONLY

BOARD ACTION

COA # _____

	DATE	COMMENTS
Filing		
On-Site Inspection		
HPB Hearing		

NEW CONSTRUCTION

Board Members should receive the following backup materials for proposed new construction in an agenda packet prior to the meeting:

- ◆ Completed Certificate of Appropriateness Application
- ◆ Architectural elevation/perspective drawings (in color)
- ◆ Photographs (existing)
- ◆ Site plans and/or land survey
- ◆ Scaled Landscape plan
- ◆ Variance requests (when appropriate)
- ◆ Waiver requests (when appropriate)
- ◆ Demolition requests (when appropriate)

The Board should consider the following items in evaluations:

- ◆ Site Planning
- ◆ Bulk, Proportion and Scale
- ◆ Massing
- ◆ Roof
- ◆ Windows
- ◆ Doorways
- ◆ Exterior Architectural Elements
- ◆ Materials
- ◆ Trim and Miscellaneous Details
- ◆ Colors

LANDSCAPE PROJECTS

All proposed landscape projects should include adequate information to provide a Board Member with a good sense of how the project would appear on completion and long-term affects.

Landscape Packet should include:

- ◆ Scaled Landscape plan
- ◆ Photographs of existing landscape and hardscape
- ◆ Photographs of proposed landscape and hardscape element
- ◆ Written report by City Environmental Officer when necessary

The Board should consider the following items in evaluations:

- ◆ Vegetation type(s)
 - ◆ Overall appearance
 - ◆ Maintenance requirements
 - ◆ Effect on contiguous properties
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ADDITIONS OR ALTERATIONS

Board Members should receive the following backup materials for proposed additions or alterations in an agenda packet prior to the meeting for adequate evaluation (when appropriate).

- ◆ Completed Certificate of Appropriateness Application
- ◆ Architectural elevation/perspective drawings (in color)
- ◆ Photographs (existing)
- ◆ Site plans and/or land survey
- ◆ Landscape plan (when appropriate)

The Board should consider the following items in evaluations:

- | | |
|-------------------------------|------------------------------------|
| 1. Site Planning | 6. Doorways |
| 2. Bulk, Proportion and Scale | 7. Exterior Architectural Elements |
| 3. Massing | 8. Materials |
| 4. Roof | 9. Trim and Miscellaneous Details |
| 5. Windows | 10. Colors |

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SIGNAGE

All proposed signage should be reviewed by the City's appropriate sign regulation department for code compliance **before** being brought before the Board for review.

Agenda Signage packet should include:

- ◆ A copy of the sign review report stating signage compliance from appropriate department
- ◆ Site plan with exact location of the sign
- ◆ Scaled colored drawing of the sign
- ◆ Types of materials to be used
- ◆ Font size and type representative of the finished sign
- ◆ Master sign plan, when appropriate

The Board should include in evaluation discussions the following features in determining appropriate signage:

- ◆ Color
- ◆ Design/Scale
- ◆ Font size
- ◆ Materials

DEMOLITION REQUEST

Board Members should receive the following backup materials for proposed demolition requests:

- ◆ Photographs of existing conditions
- ◆ Justification for demolition
- ◆ Proposed replacement within guidelines of historic district (where appropriate)
- ◆ Maintenance plan of vacant lot if no replacement is proposed in immediate future.

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