

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

The Historic Design Guidelines will be interpreted by the Historic and Environmental Preservation Board (HEPB) and the Preservation Officer as being additional and supplemental to the laws listed below. In the event of an express or implied conflict between the Historic Design Guidelines and foregoing ordinances, the foregoing shall govern in this order of precedence:

1. *Applicable Federal Statutes of the United States of America*
2. *The Secretary of the Interior's Standards for the Treatment of Historic Properties*
3. *State of Florida Code of Ordinances*
4. *Miami-Dade County Code of Ordinances*
5. *City of Miami Code of Ordinances*

The Historic Design Guidelines function as an appendix to the laws, specifically Chapter 23 of the City Code, Historic Preservation, and shall be used to guide the appropriateness of alterations on, additions to, and new construction to designated historic structures within the City of Miami. This document is an instrument for the implementation of the rules for development according to the City's comprehensive plan, the land development regulations, zoning ordinance, and the Secretary of the Interior's Standards for the Treatment of Historic Properties.



**Historic and Environmental Preservation Board
Monthly HEPB Meeting, City Hall**

The Historic Design Guidelines reflect best practices in historic preservation. However, any property owner may request an exception to the Historic Design Guidelines through an application for a Special Certificate of Appropriateness. The HEPB has the authority to make exceptions to these guidelines when there are unique circumstances associated with the property; if there are extreme or unusual circumstances or if the owner can prove economic hardship according to the provisions of the Historic Preservation Ordinance, Chapter 23 of the City of Miami Code.

Any item that is NOT expressly stated within the Historic Design Guidelines or district specific guidelines, shall use the Secretary of the Interior's Standards as guidance.

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The Historic Design Guidelines are based on the Secretary of the Interior's Standards for the Treatment of Historic Properties. These standards were created with the intent to promote responsible preservation practices that help protect our nation's irreplaceable historic resources. There are four treatment approaches provided by the Standards which include the following in hierarchical order:

1. PRESERVATION

A high premium is placed on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

2. REHABILITATION

Emphasis is placed on the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. Both Preservation and Rehabilitation treatments focus on the preservation of those materials, features, finishes, spaces, and special relationships that, together, give a property its character

3. RESTORATION

Focus is placed on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

4. RECONSTRUCTION

Establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

According to the National Park Service, a historic resource or property is any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register of Historic Places; such terms include artifacts, records, and remains which are related to such a district, site, building, structure, or object.

Prior to making plans, one shall understand the historic property in question by becoming familiar with its historical context, architectural style, period of construction, technology used and craftsmanship, character defining features, materials, integrity, setting, location, and designer or builder, if known. After conducting preliminary research, the level of significance, integrity, and physical condition shall be established to determine the appropriate treatment and approach for the historic property in question and the appropriateness of the proposed work.

Structures are built or remodeled in order to suit the needs and lifestyles of new and existing residents and tenants; as a result, the neighborhood character gradually changes over time. When a change is proposed in a historic neighborhood, it is essential to properly balance that change with respect for the property's own style, features, and the characteristics of surrounding properties and neighborhood to keep the sense of place that the historic district conveys.

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USING THE HISTORIC DESIGN GUIDELINES

The Historic Design Guidelines for the City of Miami apply to all exterior* modifications to structures that are designated as an Individual Historic Resource or within a Historic District. When proposing a repair, restoration, or alteration to one of these historic properties that affects the exterior of the property, a Certificate of Appropriateness (COA) must be obtained through the Historic Preservation Office.

Throughout the Historic Design Guidelines are lists of repair, restoration, or alteration application types that could be approved administratively or if a project requires approval from the Historic and Environmental Preservation Board (HEPB). Administrative approvals are for projects that are relatively simple in nature, there is no charge to process these applications and can typically be processed during our regular walk-in hours, Monday through Friday 8-11:30am. If an application is more substantial in nature or disagrees with the Historic Design Guidelines, it will require the application to request approval from the HEPB. The applicant must apply to the HEPB by the submittal deadline each month with Hearing Boards and Preservation Staff for consideration on the next available HEPB Meeting Agenda. If you have questions pertaining to the level of work that is proposed and whether or not it can be approved by staff administratively or may require HEPB approval, contact the Preservation Office directly for additional information.

Applications for our standard Certificate of Appropriateness and HEPB Applications can be found on our website:

WHICH APPLICATION DO I NEED? Examples of Administrative and HEPB Applications

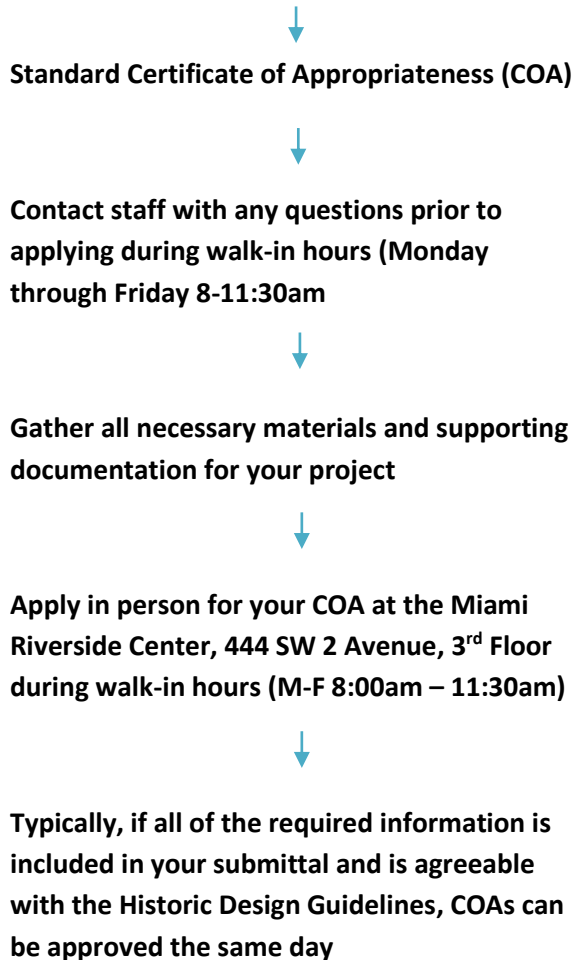
Administrative COA (There is no charge for the processing of this type of application)	HEPB Application (Current Fees are outlined in Chapter 62 of the City Code)
Replacement of aged or deteriorated exterior materials or surface finishes to match the original.	Change or alteration to the structure's architectural style.
Replacement or new fencing for the side and backyard with appropriate material and in conformance with the Historic Design Guidelines. Foundation, sidewalk, driveway, or patio repair.	Any site work visible from the public right of way, including but not limited to the installation of pools, fences (not meeting guidelines), addition of driveways and walkways.
Roof replacement utilizing roofing that matches the historic materials in style and color	Alteration of a roof line or use of any roofing material other than the original material.
Glass window replacement with no change in appearance. Window and door repair with same material. Replacement windows which return to the original appearance.	Change or alteration to the size, shape, or style of windows and doors except when this change returns windows and doors to the original dimension and/or configuration.
Paint color that is consistent with the district on previously painted surfaces.	Paint color or paint application on surfaces that is inconsistent with the Design Guidelines.
Partial demolition of later additions to the rear of the structure.	Demolition, including partial demolitions and the demolition of auxiliary structures.
Additions to the rear of the existing structure that are not visible to the street and follow the Secretary of the Interior's Standards for new additions.	Additions to or alteration of an existing structure which increases the square footage of the structure or otherwise alters its size, height, contour, or outline.
New construction of an auxiliary structure that is not visible from the right-of-way.	New construction of a building, or construction auxiliary structure visible from the right-of-way.

**There are a limited number of Individual Historic Resources that also have their interior spaces designated. Contact the Preservation Office to check if your Individually Designated Historic Resource is among these properties.*

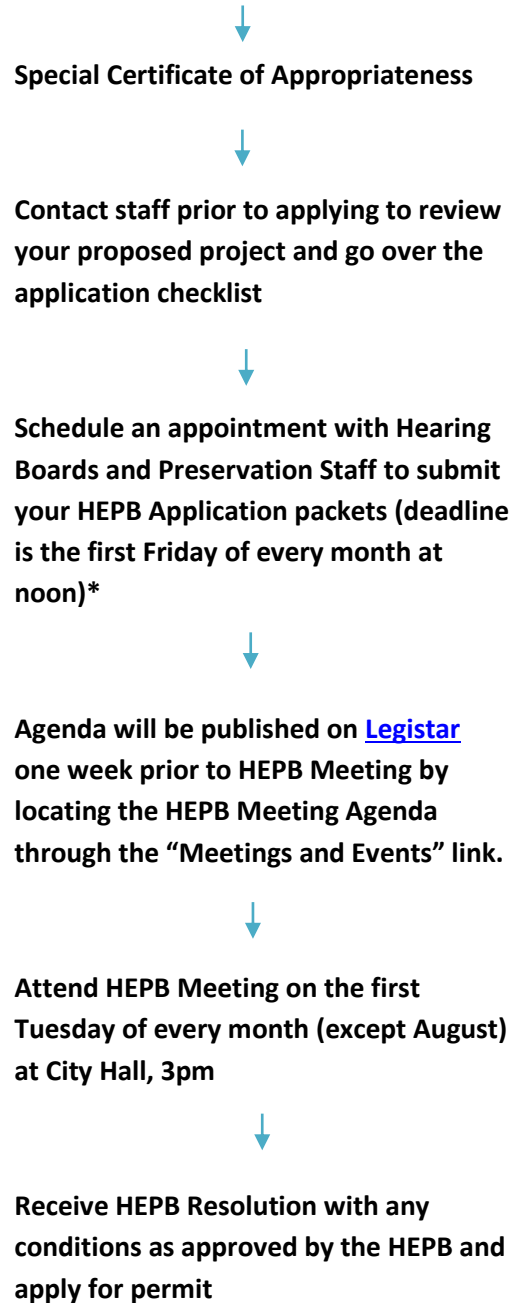
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WHAT IS THE PROCESS?

ADMINISTRATIVE APPROVAL



HEPB APPROVAL



Applicants are encouraged to meet with their respective Neighborhood Association prior to coming before the HEPB to review their proposed project.

**Applications received by the deadline each month will be scheduled by Hearing Boards on the next available agenda, however this is not always the following month’s agenda.*