

# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

## ALTERATIONS, NEW CONSTRUCTION



**CITY OF MIAMI**  
**PLANNING DEPARTMENT**  
**HISTORIC PRESERVATION**

HISTORIC RESOURCE ADDRESS / NAME

HISTORIC DISTRICT NAME

OWNER'S NAME

OWNER'S DAYTIME PHONE NUMBER

OWNER'S ADDRESS, CITY, STATE, ZIP CODE

OWNER'S E-MAIL

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE)

APPLICANT'S DAYTIME PHONE NUMBER

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE

APPLICANT'S E-MAIL

APPLICANT'S RELATIONSHIP TO OWNER

**BELOW PROVIDE A DETAILED DESCRIPTION OF PROJECT ATTACH SKETCHES AND/OR ILLUSTRATIONS ON ADDITIONAL PAGE(S)**

**NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE**

OTHER MATERIALS SUBMITTED \_\_\_\_\_

### OWNER ATTESTATION:

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS ARE CORRECT

SIGNATURE OF PROPERTY OWNER

DATE

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER)

DATE

### FOR STAFF USE ONLY:

APPLICATION # \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

STAFF INITIALS \_\_\_\_\_

STANDARD COA

APPROVED

DATE OF HEP BOARD MEETING \_\_\_\_\_

SPECIAL COA

APPROVED WITH CONDITIONS

DENIED

RESOLUTION # \_\_\_\_\_

# REQUIRED ATTACHMENTS FOR CERTIFICATES OF APPROPRIATENESS (COAs)

## STANDARD COAs (AUTHORIZED BY HISTORIC PRESERVATION STAFF, IF WITHIN GUIDELINES)

### GENERAL SPECIFICATIONS FOR STANDARD COA (MINOR WORK):

**PLANS:** NO LARGER THAN 11" X 17" NEEDED WHEN THIS SIZE YIELDS SUFFICIENT DETAIL. PLANS **MUST** PROVIDE LEGENDS AND LABEL ALL INFORMATION.

**PHOTOGRAPHS: MUST BE PRINTED** AT 4" X 6" OR 2 PHOTOGRAPHS PRINTED ON 8.5" X 11". **WE DO NOT ACCEPT DIGITAL PHOTOGRAPHS AT THIS TIME.**

QUESTIONS? PLEASE CALL PROVIDENCIA VELAZQUEZ AT (305) 416 - 1459

### INSTALLING A NEW FENCE / POOL:

- COMPLETED AND SIGNED COA FORM
- SITE PLAN SHOWING EXACT LOCATION OF FENCE / POOL
- ELEVATION DRAWINGS OF FENCE, INCLUDING HEIGHT DIMENSIONS
- PHOTOS OF THE PROPERTY THAT SHOW LOCATION OF PROPOSED POOL, BUILDING, STRUCTURE, ETC.

### INSTALLING A NEW ROOF:

- COMPLETED AND SIGNED COA FORM
- PHOTOS OF EXISTING ROOF, GENERAL PHOTOS OF HOUSE
- MANUFACTURER'S BROCHURE OR CATALOGUE PHOTO OF DESIRED ROOF INCLUDE COLOR AND MATERIAL
- NOA --COUNTY PRODUCT APPROVAL CERTIFICATE

### PAINTING YOUR HOUSE:

- COMPLETED AND SIGNED COA FORM
- PAINT CHIP(S) OF DESIRED COLOR(S)

### INSTALLING NEW WINDOWS / DOORS:

- COMPLETED AND SIGNED COA FORM
- PHOTOS OF EACH SIDE OF THE HOUSE WHERE THE WINDOWS WILL BE ADDED OR PHOTO OF THE DOOR TO BE REPLACED
- MANUFACTURER'S BROCHURE OR CATALOGUE PHOTO OF DOOR OR WINDOW  
ELEVATION DRAWINGS OF AFFECTED SIDES OF THE BUILDING (INCLUDE EXISTING ELEVATIONS, AND
- ELEVATIONS THAT SHOW PROPOSED CHANGES (BE SURE TO DRAW WINDOW CONFIGURATIONS EXACTLY AS THEY WILL APPEAR)
- NOA --COUNTY PRODUCT APPROVAL CERTIFICATE

## SPECIAL COAs (AUTHORIZED BY THE HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD)

### GENERAL SPECIFICATIONS FOR SPECIAL COAs (MAJOR WORK):

**PROVIDE 1 ORIGINAL PACKET WITH ONE FULL SIZE SET OF PLANS AND 13 PACKETS OF PLANS ON 11" x 17" PAPER. ALL PACKETS MUST CONTAIN COPIES OF ALL MATERIALS (14 PACKETS TOTAL).** PLANS **MUST** PROVIDE LEGENDS AND LABEL ALL INFORMATION.

**PHOTOGRAPHS: MUST BE PRINTED** AT 4" X 6" OR 2 PHOTOGRAPHS PRINTED ON 8.5" X 11". **WE DO NOT ACCEPT DIGITAL PHOTOS.**

THE PLANS AND INFORMATION PROVIDED ARE TO GIVE EACH BOARD MEMBER AN ACCURATE UNDERSTANDING OF THE PROPOSED PROJECT. STAFF MAY HAVE ADDITIONAL REQUIREMENTS DEPENDING ON PROJECT SCOPE.

QUESTIONS? PLEASE CALL PROVIDENCIA VELAZQUEZ AT (305) 416 - 1459

### ADDITIONS / SIGNIFICANT ALTERATIONS/ NEW CONSTRUCTION:

- COMPLETED AND SIGNED COA FORM (MUST BE SIGNED BY OWNER)
- PHOTOS OF ALL FACADES OF THE PROPERTY
- SITE PLAN
- LANDSCAPE PLAN
- TREE SURVEY , DISPOSITION, AND TREE MITIGATION PLAN (IF PLANNING ON REMOVING TREES)
- ELEVATION DRAWINGS / FLOORPLANS OF PLANNED ADDITION AND/OR SIGNIFICANT ALTERATION (PHOTOGRAPHS MAY BE SUBSTITUTED FOR THE EXISTING ELEVATIONS PROVIDED THEY CAN SUFFICIENTLY CONVEY THE FACADES IN THEIR ENTIRETY)