

HISTORIC AND ENVIRONMENTAL PLANNING BOARD
APPLICATION FOR
CERTIFICATE OF APPROVAL

CITY OF MIAMI
 PLANNING AND ZONING DEPARTMENT
 PRESERVATION OFFICE
 444 SW 2nd AVENUE
 MIAMI, FLORIDA 33130

PROPERTY ADDRESS _____

ENVIRONMENTAL PRESERVATION DISTRICT/SCENIC TRANSPORTATION CORRIDOR _____

OWNER'S NAME _____

OWNER'S ADDRESS, CITY, STATE, ZIP CODE _____

OWNER'S DAYTIME PHONE NUMBER _____ OWNER'S E-MAIL _____

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE) _____

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE _____

APPLICANT'S DAYTIME PHONE NUMBER _____ APPLICANT'S E-MAIL _____

APPLICATION TYPE (Choose as many as applicable)

- | | |
|---|--|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> PAVING |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> LANDSCAPING |
| <input type="checkbox"/> TREE REMOVAL | <input type="checkbox"/> SWIMMING POOL |
| <input type="checkbox"/> FENCE/WALL INSTALLATION | <input type="checkbox"/> UTILITY TRENCHES |
| <input type="checkbox"/> OTHER _____ | |

OWNER ATTESTATION:

It is warranted in good faith that the statements above and on attached page(s) are true and correct. I understand that I have received approval ONLY for the work specified herein and that NO changes may be made to the approved drawings/plans or COA application without the Preservation Office approval. I understand that a COA is a prerequisite to obtaining a building permit and NO work may begin until a building permit is obtained.

SIGNATURE OF PROPERTY OWNER (REQUIRED) _____

DATE _____

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER) _____

DATE _____

*NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE.
 NO APPLICATION WILL BE CONSIDERED UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.*

FOR STAFF USE ONLY

APPLICATION # _____

ENVIRONMENTAL PRESERVATION
 DISTRICT _____

SCENIC TRANSPORTATION
 CORRIDOR _____

SITE FEATURES:

- TREE CANOPY OR HAMMOCK
- MANGROVE AREA
- CORAL ROCK WALL
- BLUFF OR GEOLOGICAL FORMATION
- UNIQUE BOTANICALS
- OTHER _____

DATE APPROVED _____

- APPROVED
 - W. CONDITIONS
 - DENIED
- STAFF INITIALS _____

CONDITIONS AND COMMENTS:

PROCESS # BD _____

NO CERTIFICATE OF APPROVAL SHALL BE ISSUED UNTIL THE CITY'S STAFF HAS REVIEWED THE APPLICATION, EVALUATED THE SCOPE, AND DETERMINED WHETHER OR NOT THE MATTER SHOULD BE BROUGHT BEFORE THE HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD (HEPB) FOR THEIR REVIEW.

PROVIDE A BRIEF DESCRIPTION OF THE SCOPE OF WORK

REQUIRED ATTACHMENTS FOR ALL PROJECTS: (Provide (1) hard copy of all requested materials to be retained by the Preservation Office)

- COMPLETED AND SIGNED CERTIFICATE OF APPROVAL APPLICATION FORM
- PROPERTY SURVEY, PREPARED BY A REGISTERED LAND SURVEYOR FROM WITHIN THE LAST YEAR
- \$50 CHECK MADE PAYABLE TO THE CITY OF MIAMI
- OTHER _____

PROJECT SPECIFIC ATTACHMENTS: (In addition to the materials above, provide the following as it pertains to your project - all requested plans should be submitted no larger than 11"x17")

- PHOTOGRAPHS (PRINTED AT 4"x6" or (2) PHOTOGRAPHS PRINTED ON 8.5"x11"
- TREE SURVEY - Prepared by a registered land surveyor or landscape architect. For single family homes and duplexes, the tree may be prepared by the homeowner.
- SITE PLAN - Showing location of new construction, paving, or pool installation.
- TREE REMOVAL PLAN - Showing trees to be removed and the required mitigation for tree removal.
- TREE RELOCATION PLAN - A schedule for root and canopy pruning and method of relocation.
- TREE PROTECTION PLAN - A site plan showing the location of protective barriers to be erected during construction.
- TREE BOUNDARY SURVEY - Label all existing trees with a legend indicating the name, trunk diameter, and approximate height and spread of each tree, as well as its condition. In addition, specify which trees are to be removed, relocated, or to remain.
- LETTER FROM A CERTIFIED ARBORIST - For removal of invasive, dead, diseases, or dangerous trees

A Certificate of Approval expires 12 months from the date of issuance, unless the authorized work is commenced within this time period, or a building permit has been obtained. The Preservation Officer may grant an extension of time up to 12 months upon written request by the applicant.

FOR QUESTIONS PLEASE CONTACT THE PRESERVATION OFFICE:
Wendy Sczechowicz at 305.416.2034 or wsczechowicz@miamigov.com

OR VISIT OUR WEBSITE AT WWW.HISTORICPRESERVATIONMIAMI.COM

COMPLETED APPLICATIONS AND MATERIALS TO BE SUBMITTED IN PERSON AT 444 SW 2ND AVENUE, 3rd FLOOR