

**HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD
HEPB APPLICATION**

CITY OF MIAMI
PLANNING AND ZONING DEPARTMENT
PRESERVATION OFFICE
444 SW 2nd AVENUE, 3rd FLOOR
MIAMI, FLORIDA 33130

FOR STAFF USE ONLY
DATE RECEIVED _____
APPLICATION # _____
HEPB MEETING DATE _____
RESOLUTION # _____
STAFF INITIALS _____
<input type="checkbox"/> APPROVED
<input type="checkbox"/> W. CONDITIONS
<input type="checkbox"/> DENIED
<input type="checkbox"/> CONTINUED TO: _____
HEPB APPLICATION:
<input type="checkbox"/> SPECIAL COA
<input type="checkbox"/> CERTIFICATE TO DIG
<input type="checkbox"/> CERTIFICATE OF APPROVAL

PROPERTY ADDRESS _____ HISTORIC DISTRICT/LANDMARK NAME _____

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"/> ADDITION	<input type="checkbox"/> WAIVER	<input type="checkbox"/> AFTER-THE-FACT WORK
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> LANDSCAPING/PAVING	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> CONCEPTUAL

**APPLICATIONS ARE DUE AT NOON THE FIRST FRIDAY OF EVERY MONTH FOR PLACEMENT ON THE NEXT AVAILABLE AGENDA
NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.**

THE HEPB GENERALLY MEETS THE FIRST TUESDAY OF EVERY MONTH AT 3:00PM. WHEN THERE IS A CONFLICTING HOLIDAY HEPB MEETS ON AN ALTERNATE DATE. THERE IS NO MEETING IN AUGUST. MEETINGS TAKE PLACE AT:

**MIAMI CITY HALL, 3500 PAN AMERICAN DRIVE
COCONUT GROVE, FLORIDA**

Prior to submitting an application for a hearing by the HEPB, the prospective applicant is encouraged to meet in a pre-application meeting with the Preservation Office to obtain information and guidance as to matters related to the proposed application.

The property owner should be present at the HEPB hearing. It is preferred that the owner personally present the project to the HEPB at the meeting. If the owner should choose to have a representative present the project on their behalf, that representative must be a registered lobbyist with the City of Miami. For more information on becoming a registered lobbyist, please call the City Clerk's Office at 305-250-5360 or visit their website: www.ci.miami.fl.us/City_Clerk/pages/lobbyist/lobbyist.asp.

OWNER ATTESTATION:
I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND I CERTIFY TO THE BEST OF MY ABILITY 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 _____

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

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.

REQUIRED SUBMITTAL FOR HEPB:

- COMPLETED AND SIGNED HEPB APPLICATION FORM
- LETTER OF INTENT DESCRIBING THE SCOPE OF WORK IN NARRATIVE FORM
- ONE (1) ORIGINAL PACKET WITH (1) 11" x 17" SIGNED AND SEALED SET OF PLANS AND SUPPORTING DOCUMENTS (AS APPLICABLE)*
- THIRTEEN (13) PACKETS OF PLANS ON 11" x 17" PAPER AND SUPPORTING DOCUMENTS (AS APPLICABLE)*
- DIGITAL FILES OF ALL SUBMITTED MATERIALS TO BE PROVIDED FOR APPLICATION ON A COMPACT DISC

REQUIRED MATERIALS:

- PHOTOS OF ALL FACADES OF THE PROPERTY AND APPLICABLE DETAILS (PRINTED NO SMALLER THAN 4" x 6")
- PROPERTY SURVEY, PREPARED BY A REGISTERED LAND SURVEYOR FROM **WITHIN THE PAST SIX MONTHS WITH FEMA ELEVATION**

ARCHITECTURAL PLANS: *For large scale restoration or new construction plans, please include (1) 24" x 36" set of plans, signed and sealed

- CONTEXT MAP AND PHOTOS
- SITE PLAN
- ARCHITECTURAL PLANS AND ELEVATIONS SHOWING EXISTING **AND** PROPOSED WORK
- LANDSCAPE PLAN
- RENDERINGS (TYPICALLY REQUIRED FOR NEW CONSTRUCTION AND ADDITIONS)

PROJECT SPECIFIC ATTACHMENTS: (Check with the Preservation Office for specific requirements)

- MANUFACTURER'S BROCHURE AND/OR CATALOG PHOTO IN COLOR OF PROPOSED MATERIALS (WINDOWS, DOORS, ROOFING, ETC.)
- PAINT CHIP(S) OF DESIRED COLOR(S) FOR EXTERIOR PAINTING IF OTHER THAN BLACK OR WHITE
- SECTION DRAWINGS FROM NOA - COUNTY PRODUCT APPROVAL CERTIFICATE (IF APPLICABLE)
- TREE SURVEY, DISPOSITION, AND TREE MITIGATION PLAN (IF PLANNING ON REMOVING TREES)
- OTHER _____

REQUIRED FEES: CHECKS TO BE MADE PAYABLE TO THE CITY OF MIAMI

- COA APPLICATION FEE: \$150
- OTHER _____
- NOTICING FEES:

DATE PAID:	TOTAL AMOUNT:
CHECK NUMBER:	

NET OFFICE	NUMBER OF NOTIFICATIONS:	X \$4.50 = TOTAL FEE DUE	
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*All after-the-fact fees will be double (2x) the original fee.

***NOTE REGARDING PLANS REQUIRED:** PROJECTS INVOLVING NEW CONSTRUCTION, ADDITIONS, OR ALTERATIONS MUST PROVIDE AN ARCHITECTURAL SET OF PLANS INCLUDING A SITE PLAN, ALL ELEVATIONS, ALL FLOOR PLANS, RENDERINGS, AND A LANDSCAPE PLAN

FOR QUESTIONS PLEASE CONTACT THE PRESERVATION OFFICE:

Megan Cross Schmitt at 305.416.1416 or mschmitt@miamigov.com
Marina Novaes at 305.416.1459 or mnovaes@miamigov.com
Trisha Logan at 305.416.1059 or tlogan@miamigov.com

COMPLETED APPLICATIONS AND MATERIALS TO BE SUBMITTED IN PERSON AT 444 SW 2ND AVENUE, 3rd Floor
TO SCHEDULE AN APPOINTMENT FOR HEPB PACKET SUBMITTAL, PLEASE CONTACT:

Olga Zamora at 305.416.2037 or ozamora@miamigov.com

If the applicant would like to appeal a decision of the HEPB, they may submit an appeal to Hearing Boards to bring the item before the City Commission.