

**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: _____
<b>HEPB APPLICATION:</b>
<input type="checkbox"/> SPECIAL COA
<input type="checkbox"/> SPECIAL CERTIFICATE TO DIG
<input type="checkbox"/> SPECIAL CERTIFICATE OF APPROVAL
<input type="checkbox"/> WAIVER

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"/> DEMOLITION	<input type="checkbox"/> AFTER-THE-FACT WORK
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> LANDSCAPING/PAVING	<input type="checkbox"/> CONCEPTUAL	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> PARKING WAIVER	<input type="checkbox"/> SETBACK WAIVER	<input type="checkbox"/> WAIVER (OTHER) _____	

**APPLICATIONS ARE DUE AT NOON THE FIRST FRIDAY OF EVERY MONTH FOR PLACEMENT ON THE NEXT AVAILABLE AGENDA  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

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**

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 paid 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/lobbyistasp](http://www.ci.miami.fl.us/City_Clerk/pages/lobbyist/lobbyistasp). (Lobbyist will be asked to provide proof of registration.)

**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.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*

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

### **PRE-APPLICATION MEETING:**

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

SCHEDULE AND ATTEND PRE-APPLICATION MEETING

STAFF INITIALS:

CHECK FOR ANY OUTSTANDING VIOLATIONS OR LIENS ON THE PROPERTY

*A VIOLATION SEARCH WILL BE CONDUCTED ON ALL ADDRESSES THAT ARE SUBMITTED TO THE HEPB. IF VIOLATIONS ARE FOUND, THE APPLICATION WILL NOT BE ACCEPTED OR SCHEDULED FOR A HEPB MEETING UNTIL ALL VIOLATIONS ARE CURED AND THE APPLICANT WILL NOT BE REFUNDED ANY APPLICATION FEES.*

### **FOR QUESTIONS AND TO SCHEDULE A PRE-APPLICATION MEETING PLEASE CONTACT THE PRESERVATION OFFICE:**

**Wendy Sczechowicz** at 305.416.2034 or [wsczechowicz@miamigov.com](mailto:wsczechowicz@miamigov.com)

Contact Wendy for projects located in Bayside, Beverly Terrace, Downtown, Morningside, and Riverview Historic Districts.

**Vickie Toranzo** at 305.416.1137 or [vtoranzo@miamigov.com](mailto:vtoranzo@miamigov.com)

Contact Vickie for projects located in Buena Vista East, Lummus Park, MiMo, Palm Grove, South River Drive, and Spring Garden.

### **REQUIRED SUBMITTAL FOR HEPB:**

COMPLETED AND SIGNED HEPB APPLICATION FORM

Include (1) Original, and (13) copies affixed to each set of plans

LETTER OF INTENT DESCRIBING THE SCOPE OF WORK IN NARRATIVE FORM

Include (1) Original, and (13) copies affixed to each set of plans

ONE (1) ORIGINAL PACKET WITH (1) 11" x 17" SIGNED AND SEALED SET OF PLANS AND SUPPORTING DOCUMENTS (AS APPLICABLE)\*

THIRTEEN (13) PACKETS OF SUPPORTING DOCUMENTS ON NO LARGER THAN 11" x 17" PAPER

DIGITAL FILES OF ALL SUBMITTED MATERIALS TO BE PROVIDED FOR APPLICATION ON A COMPACT DISC OR FLASH DRIVE

Including signed HEPB application form, Letter of Intent, signed and sealed set of drawings, and supporting documents

POWER OF ATTORNEY (If Applicable): If the owner cannot be present at the HEPB Meeting and a representative who is not a registered lobbyist and is not receiving compensation, an original power of attorney is required as part of this application.

PROOF OF LOBBYIST REGISTRATION: If the owner cannot be present at the HEPB Meeting and has a representative who is receiving compensation for their services is required to submit proof of lobbyist registration as part of this application.

### **SEE THE FOLLOWING PAGE FOR ADDITIONAL INFORMATION AND PROJECT SPECIFIC CHECKLISTS**

### **REQUIRED FEES PAYABLE BY INVOICE:**

COA APPLICATION FEE: \$150 (\*All after-the-fact fees will be double (2x) the original fee.)

NOTICING FEES FOR APPLICANT AND OWNER (\$4.50 per notice)

NOTICING FEES FOR NET OFFICE MAILING LIST (\$4.50 per notice)

The Hearing Boards Division will generate an invoice for the applicant to pay all applicable fees once the division deems the application is complete. Check or cash payments are accepted only by the City of Miami's Cashier's Office are to be made payable to the *City of Miami*. Payment of invoices may also be made online at the following web address:

<https://portal.miamigov.com/landmanagement/BuildingPermit/WebPayment/Search?searchType=FinID>

### **APPLICATION SUBMITTAL FOR HEPB:**

SCHEDULE APPOINTMENT WITH HEARING BOARDS TO SUBMIT APPLICATION MATERIALS

### **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:

**Beatriz Alvarez** at 305.416.1423 or [balvarez@miamigov.com](mailto:balvarez@miamigov.com)

*All continued applications must resubmit materials in hard copy and digital form to Hearing Boards no later than the second Friday of the month.*

**If the applicant would like to appeal a decision of the HEPB, they may submit an appeal to Hearing Boards within (15) days in order to bring the item before the City Commission.**

**REQUIRED MATERIALS FOR ALL APPLICATIONS:**

- 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 YEAR**  
*Please note that the Building Department will require a survey from within the past six months for permitting*

**EXTERIOR RESTORATION/ALTERATION AND NEW ADDITION APPLICATIONS:**

- CONTEXT MAP AND PHOTOS
- SITE PLAN
- ARCHITECTURAL PLANS AND ELEVATIONS SHOWING EXISTING **AND** PROPOSED WORK *\*Plans should be scaled with a min. 10 pt font*
- INCLUDE MATERIALS PAGE THAT SHOWS PHOTOS OF ALL PROPOSED MATERIALS (WINDOWS, DOORS, ROOFING, ETC.)
- PAINT CHIP(S) OF DESIRED COLOR(S) FOR EXTERIOR PAINTING
- OTHER \_\_\_\_\_
- RENDERINGS (Renderings are suggested for applications for large new additions)

**NEW CONSTRUCTION:**

- CONTEXT MAP AND PHOTOS
- SITE PLAN
- ARCHITECTURAL PLANS AND ELEVATIONS *\*Plans should be scaled with a min. 10 pt font*
- MATERIALS SPECIFICATION PAGE AND DETAILS, AS REQUIRED
- PAINT CHIP(S) OF DESIRED COLOR(S) FOR EXTERIOR PAINTING
- LANDSCAPE PLAN
- RENDERINGS (REQUIRED)
- PHOTOS OF EXISTING BUILDING (*\*If application is for demolition of existing building, provide photos from multiple angles of the existing structure and documentation (written and/or photographic) regarding the current condition of the building*)
- OTHER \_\_\_\_\_

**\*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**

**HEPB MEETING**

ALL HEPB MEETINGS TAKE PLACE ON THE FIRST TUESDAY OF EVERY MONTH AT:  
MIAMI CITY HALL  
3500 PAN AMERICAN DRIVE  
COCONUT GROVE, FLORIDA  
3:00 PM

**HISTORIC NEIGHBORHOOD ASSOCIATIONS CONTACT INFORMATION:**

Although not required, we encourage applicants, particularly those who are proposing large projects, to contact their neighborhood association if listed below:

**Bayside Historic District**

Shane Graber  
[shanemgraber@hotmail.com](mailto:shanemgraber@hotmail.com)

**Morningside Historic District**

David Holtzman  
[morningsidearc@gmail.com](mailto:morningsidearc@gmail.com)

**Buena Vista East Historic District**

Buena Vista East Historic Neighborhood Association  
[bvehna@gmail.com](mailto:bvehna@gmail.com)

**Palm Grove Historic District**

Bob Powers  
[bob\\_powers@outlook.com](mailto:bob_powers@outlook.com)

**MiMo/BiBo Historic District**

Debby Stander  
[debstander@aol.com](mailto:debstander@aol.com)

**Spring Garden Historic District**

Ernest Martin  
[Ernestmartin2244@gmail.com](mailto:Ernestmartin2244@gmail.com)