

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
CITY OF MIAMI

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

FOR STAFF USE ONLY

APPLICATION # _____

DATE APPROVED _____

APPROVED

W. CONDITIONS

DENIED

COMMENTS: _____

PROCESS # BD _____

PLANS NOT SAVED TO HP FILE

STAFF INITIALS _____

PROPERTY ADDRESS _____

HISTORIC DISTRICT/LANDMARK 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 _____

APPLICATION TYPE (Choose as many as applicable)

| | | | |
|---|--|---|---|
| <input type="checkbox"/> WINDOW REPLACEMENT | <input type="checkbox"/> RE-PAVING | <input type="checkbox"/> SIGNAGE | <input type="checkbox"/> INTERIOR WORK ONLY |
| <input type="checkbox"/> DOOR REPLACEMENT | <input type="checkbox"/> LANDSCAPING | <input type="checkbox"/> AWNINGS/CANOPIES | <input type="checkbox"/> ALTERATION IN REAR |
| <input type="checkbox"/> ROOF REPLACEMENT | <input type="checkbox"/> SWIMMING POOL | <input type="checkbox"/> PAINTING | <input type="checkbox"/> OTHER _____ |

TYPE OF WORK

REPAIR ONLY IN-KIND REPLACEMENT NEW INSTALLATION OTHER _____

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

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.*

REQUIRED ATTACHMENTS:

- COMPLETED AND SIGNED CERTIFICATE OF APPROPRIATENESS APPLICATION FORM
- PHOTOS OF ALL FACADES OF THE PROPERTY AND APPLICABLE DETAILS (PRINTED IN COLOR, NO SMALLER THAN 4" x 6")
- PROPERTY SURVEY, PREPARED BY A REGISTERED LAND SURVEYOR FROM **WITHIN THE PAST SIX MONTHS WITH FEMA ELEVATION**
- PAINT CHIP(S) OF DESIRED COLOR(S)
- HISTORIC PHOTO, IF AVAILABLE
- OTHER _____

PROJECT SPECIFIC ATTACHMENTS: (In addition to the materials above, provide the following as it pertains to your project)

For additional information and guidance, refer to the General Design Guidelines located at www.historicpreservationmiami.com

WINDOW AND DOOR REPLACEMENT:

- FLOOR PLANS AND ELEVATIONS SHOWING EXISTING AND PROPOSED WORK (NO LARGER THAN 11"x17")
- DETAIL DRAWINGS SHOWING EXISTING DIMENSIONS AND PROPOSED DIMENSIONS
- WINDOW/DOOR SCHEDULE SPECIFYING ALL OPENING TO BE REPLACED, SPECIFY: MATERIALS, SIZE, TYPE, OPERATION, COLOR, FINISH
- NUMBER KEY PHOTOS, FLOOR PLANS, AND ELEVATION TO CORRESPOND WITH WINDOW/DOOR SCHEDULE
- DIMENSIONED AND SCALED PROFILE SECTION OF NEW WINDOW(S)
- MANUFACTURER'S BROCHURE AND/OR CATALOG PHOTO OF PROPOSED REPLACEMENT

ROOF REPLACEMENT:

- ROOF PLAN AND SLOPE OF ROOF DRAWN TO SCALE ON NO LARGER THAN 11" x 17" PAPER
- MANUFACTURER'S BROCHURE AND/OR CATALOG PHOTO OF PROPOSED REPLACEMENT
- MATERIAL SPECIFICATION

SITE IMPROVEMENTS: (POOL, PAVING, LANDSCAPING, DECKS)

- SITE PLAN SHOWING PLACEMENT OF NEW FEATURES AND EXISTING STRUCTURES/FEATURES
- TREE SURVEY IF REMOVING TREES OR LANDSCAPING

FENCES, WALLS, GATES, AND HEDGES

- SITE PLAN SHOWING PLACEMENT OF NEW FEATURES AND EXISTING STRUCTURES/FEATURES
- ELEVATIONS AND DETAILS OF PROPOSED FENCING, WALL, GATE, OR HEDGE (NO LARGER THAN 11"x17")
- MANUFACTURER'S BROCHURE AND/OR CATALOG PHOTO OF PROPOSED REPLACEMENT

A Certificate of Appropriateness 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:

Vickie Toranzo at 305.416.1137 or vtoranzo@miamigov.com

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