

CITY OF SOUTH MIAMI
PLANNING AND ZONING DEPARTMENT
 6130 Sunset Drive, South Miami, Florida 33143
 305-663-6326

HISTORIC PRESERVATION BOARD
HPB- Date Received:

CERTIFICATE OF APPROPRIATENESS APPLICATION

(The Historic Preservation Board will act on completed applications only.)

SECTION 1

PROPERTY ADDRESS _____ HISTORIC NAME (IF ANY) _____

LEGAL-DESCRIPTION _____

OWNER _____ PHONE NUMBER _____

ADDRESS _____

APPLICANT (S) _____ PHONE NUMBER _____

ADDRESS _____

ARCHITECT or ENGINEER _____ PHONE NUMBER _____

SECTION 2

**PLEASE INDICATE THE CATEGORY WHICH BEST DESCRIBES THE WORK TO BE PERFORMED
(SEE ATTACHED SHEET)**

<i>type</i>	<i>mark below</i>	<i>type</i>	<i>mark below</i>	<i>type</i>	<i>mark below</i>
MAINTENANCE/REPAIR		REHABILITATION		NEW CONSTRUCTION	
RESTORATION		DEMOLITION		OTHER	

SECTION 3

DESCRIBE THE PROPOSED WORK (A BRIEF NARRATIVE):

SECTION 4

ATTACH THE FOLLOWING SUPPLEMENTARY INFORMATION (IF APPLICABLE):

_____ site plan _____ floor plan _____ elevations(s) _____ photos
 _____ survey _____ color sample _____ material sample
 _____ other (describe) _____

SECTION 5

PLEASE NOTE THE FOLLOWING:

- Historic Preservation Board meeting date is on the last Monday of each month.
- Applications will be accepted by the Planning and Zoning Department only in completed form.
- Applications must be submitted on the second Friday of each month.
- Applicant(s) or representative(s) must attend the hearing and present the proposal to the Board.
- The Historic Preservation Board's decision shall be final. (exception-demolition permits)
- Decisions made by the Board may be appealed to the City Commission no later than 15 days after the ruling.
- The Certificate of Appropriateness is valid for a period six months after date of approval.

SECTION 6

BRIEFLY DESCRIBE THE PROJECT'S IMPACT ON THE FOLLOWING BUILDING FEATURES:

Structural systems -

Roofs and roofing -

Windows and doors -

Materials (masonry, wood, metal, etc.) -

Porches, porte cocheres, and steps -

Painting and finishes -

SECTION 7 (Property Owner Authorization)

I, _____, AS OWNER OF THE ABOVE-REFERENCED PROPERTY DO HEREBY AUTHORIZE THE FILING OF THIS APPLICATION ON MY BEHALF.

ATTACHMENT

Explanations of categories for Section 2

___ **Maintenance or Repair:** The act or process of applying measures to sustain the existing form integrity and material of a building or structure and the existing form or vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance and repair. (Samples of material may be requested).

___ **Restoration:** The process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work. All applications for restoration shall include elevations, site and landscape plans (if necessary), and any other supplementary information that will support the proposed project.

___ **Rehabilitation:** The process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values. All applications for rehabilitation shall include: elevations, site and landscape plans (if necessary), and any other supplementary information that will support the proposed project.

___ **Demolition:** The process of destroying or tearing down a building or structure or a part thereof, or the process of removing or destroying an archaeological site or a part thereof. The applicant(s) shall include a report explaining why the proposed action should occur. If the action is to occur for reasons of financial hardship, all pertinent financial data should be included pertaining to the cost of preservation, demolition and new construction. Any other material pertinent to the application is also encouraged as supplementary information.

___ **New construction:** The process of constructing a building or structure that has never existed at that location. Applications shall include a site plan, elevations, floor plan, and landscaping plan.

___ **Other:** (relocation, excavation, etc.)