



HISTORIC PRESERVATION BOARD APPLICATION

Application Form: Certificate of Appropriateness Application | Rev. 3/1/2022

INSTRUCTIONS: The following information is required pursuant to the City's Unified Land Development Regulations (ULDR). The application form must be filled out accurately and completely. Print or type and answer all questions or indicate N/A if item does not apply. To obtain property information such as land use, zoning, ownership, folio, lot size, etc., please visit <http://gis.fortlauderdale.gov/zoninggis>

A APPLICANT / PROPERTY OWNER	
Name	
Address	
City, State, Zip	
Phone	
Email	
Proof of Ownership	
APPLICANT SIGNATURE:	

B AGENT (If agent will be representing owner)	
Name	
Address	
City, State, Zip	
Phone	
Email	
Agent Authorization Letter	
AGENT SIGNATURE:	

C BUSINESS/OPERATOR (if applicable, eg. Hotel, Restaurant, etc)	
Name:	
Address:	

D PARCEL INFORMATION	
Address	
Folio Number(s)	
Legal Description (brief)	

E LAND USE INFORMATION	
Historic District/ Historic Landmark Name	
Zoning	
Existing Use of Parcel	
Commission District	
Civic Association	

F PROJECT INFORMATION	
Project Name	
Project Description (Describe current request)	

G DIMENSIONAL REQUIREMENTS (New Construction and Additions Only)		
	Required Per ULDR	Proposed
Lot Size (square feet/acres)		
Lot Density		
Lot Width		
Building Height (Feet/Levels)		
Structure Length		
Lot Coverage		
SETBACKS (Indicate direction N,S,E,W)	Required Per ULDR	Proposed
Front []		
Side []		
Corner/Side []		
Rear []		

APPLICATION TYPES: Certificate of Appropriateness (COA) Applications are categorized by request and are indicated on the table below. Check the appropriate boxes for application request. Contact Urban Design and Planning staff at (954) 828-5026 if you are uncertain about the application type.

<input type="checkbox"/> *MINOR ALTERATIONS	<input type="checkbox"/> **MAJOR ALTERATIONS	<input type="checkbox"/> **NEW CONSTRUCTION	<input type="checkbox"/> **DEMOLITION	<input type="checkbox"/> **RELOCATION
For requests that are not visible from the right-of-way, are replacements in-kind, and/or meet ULDR Section 47-24.11.E.	- Window and Door Replacement - Roof Replacement - New Addition - Exterior Alteration	- New Residential or Commercial Building - New Accessory Structure - Reconstruction	- Demolition of Secondary Structure - Demolition of Primary Structure - Partial Demolition	- Relocation of Existing Building

Each application is subject to specific review and approval process requirements. See applicable specifications for submittal.

* These applications are processed through a 15-day administrative review.

**These applications require a public hearing at a regularly scheduled Historic Preservation Board meeting.

CHECKLIST FOR SUBMITTAL AND COMPLETENESS: The following checklist outlines the necessary items for application submittal to ensure the application is complete. Failure to provide this information will result in your application being deemed incomplete.

- Development Application Form** completed with the applicable information including property owner signature and agent signature.
- Proof of Ownership** warranty deed or tax record including corporation documents and SunBiz verification name.
- Project and Unified Land Development Code Narratives** project narrative and the applicable ULDR sections and criteria as described in the specifications for submittal by application type.
- Color Photographs** of the property and surrounding context, dated, labeled, and identified as to orientation of photos.
- Electronic Files and Documents** consistent with the applicable specifications for submittal by application type; e.g. plan set, agent letter, etc.