



HISTORIC PRESERVATION BOARD GUIDE AND INFORMATION

Guidance Document: HPB Applications | Rev. 3/1/2022

INTRODUCTION: The City's Historic Preservation Board guide contains four components that are intended to assist applicants with submitting a Certificate of Appropriateness or Historic Designation application. The components of this guide are: (1) general information, (2) fee schedule, (3) certificate of appropriateness application form, and (4) the applicable specifications for submittal by application type. The **Application Form** is required for the submittal, the other components are informational and are not required to be submitted. Each component is described below.

1	2	3	4
GENERAL INFORMATION	FEE SCHEDULE	APPLICATION FORM	APPLICABLE SPECIFICATIONS
General information is provided on the overall application process, preliminary meetings, application deadlines, electronic submittal, application types, and public sign notice and participation. The general information is part of this document.	All fees are established by the City Commission, as set forth by adopted resolution and must be paid prior to issuance of the Certificate of Appropriateness. Certain fees have been waived for Residential properties.	Specific applicant and project information must be provided for the application to be deemed complete. Such information includes but not limited to applicant, agent representation (if applicable), address, folio number, and other information pertaining to the type of application.	Specifications for each application type is provided and outlines the requirements for application submittal. Applicants are encouraged to utilize these specifications to ensure all required documentation is provided at time of submittal to prevent delays in review and receive a determination of completeness.

GENERAL INFORMATION

PRELIMINARY APPLICATION MEETING REQUEST: Prior to the submittal of a Certificate of Appropriateness application for new construction or for Historic Designation, applicants are encouraged to schedule a preliminary meeting request with Historic Preservation staff to obtain feedback regarding the proposed submittal. The meeting includes general guidance on the submittal and approval process for the application type. A preliminary meeting can be requested by contacting staff.

APPLICATION DEADLINE: Submittals must be received by 12:00 PM on the deadline date that can be found on the City's [Historic Preservation Board](#) webpage.

ONLINE SUBMITTAL PROCESS: Submittals must be conducted through the City's online citizen access portal [LauderBuild](#). [LauderBuild](#) requires the creation of an online account to submit a complete application. To access submittal requirements and standards please visit the [Urban Design and Planning DRC User Guide](#). Staff will provide guidance once an application has been submitted to the City. Following the receipt of a complete application, the applicant will be required to submit ten (10) copies of the entire submittal to the Urban Design and Planning Division to distribute to the Historic Preservation Board Members.

DETERMINATION OF COMPLETENESS: Submittals are reviewed for completeness to ensure the application submittal contains all the required information including plans, narratives, and other pertinent documentation. The City will notify the applicant for a Certificate of Appropriateness within five (5) business days from submittal with a determination of completeness. The notification will be sent via email and will indicate application completeness or incompleteness with required changes.

PAYMENT OF FEES: Applicants will receive invoices electronically indicating the applicable fee(s), if applicable.

APPLICATION TYPES: Applications are categorized by type as indicated on the application forms.

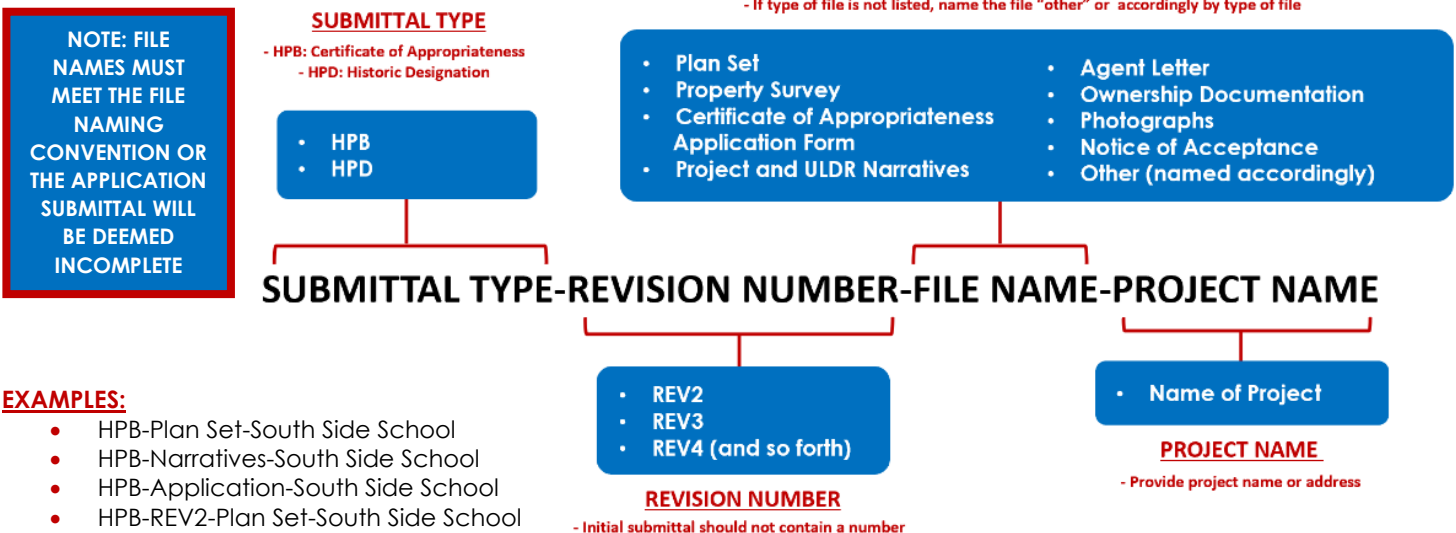
PUBLIC SIGN NOTICE AND MAIL NOTICE: Applications are subject to public sign notice and mail notice requirements. Affidavits must be completed and submitted to the City stated compliance that such has been completed. The [affidavit](#) form can be found on the City's website.

HISTORIC PRESERVATION BOARD MEETING: Closer to the date of the meeting, staff will provide an agenda for the meeting as well as a copy of the staff report. Meetings are held in person at 5pm at City Hall, 100 N. Andrews Avenue and the applicant or his/her representative must be in attendance. Please also be advised that there is a 30-day waiting period following any approval by the HPB prior to issuance of the Certificate of Appropriateness and before staff may sign off on any permits. The HPB meeting dates can be found on the City's website at the [Historic Preservation Board](#) webpage.

ONLINE SUBMITTAL PROCESS: Submittals must be conducted through the City's online citizen access portal [LauderBuild](#). [LauderBuild](#) requires the creation of an online account to submit a complete application. A [submittal guide](#) with helpful tips is available to assist with the uploading process. Note that plan sets and other large files must be merged or flattened to reduce file size and file names must follow the City's file naming convention in order to be accepted. The file naming convention is based on the following structure:

LIST OF FILE NAMES

- If type of file is not listed, name the file "other" or accordingly by type of file

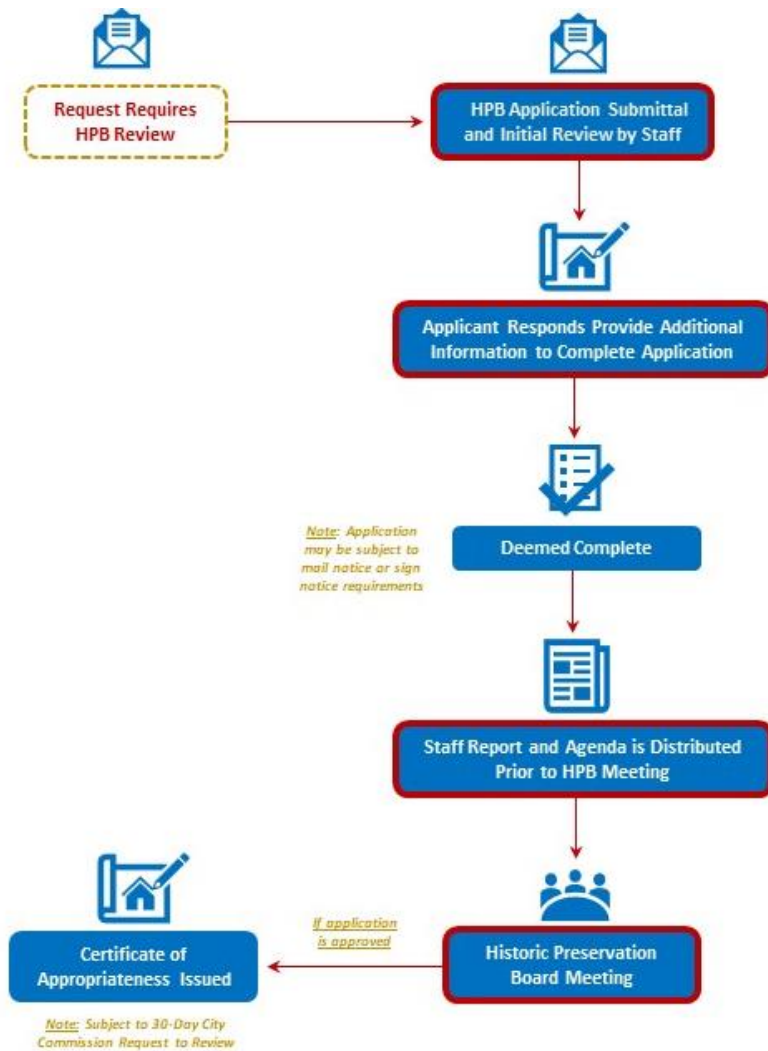


EXAMPLES:

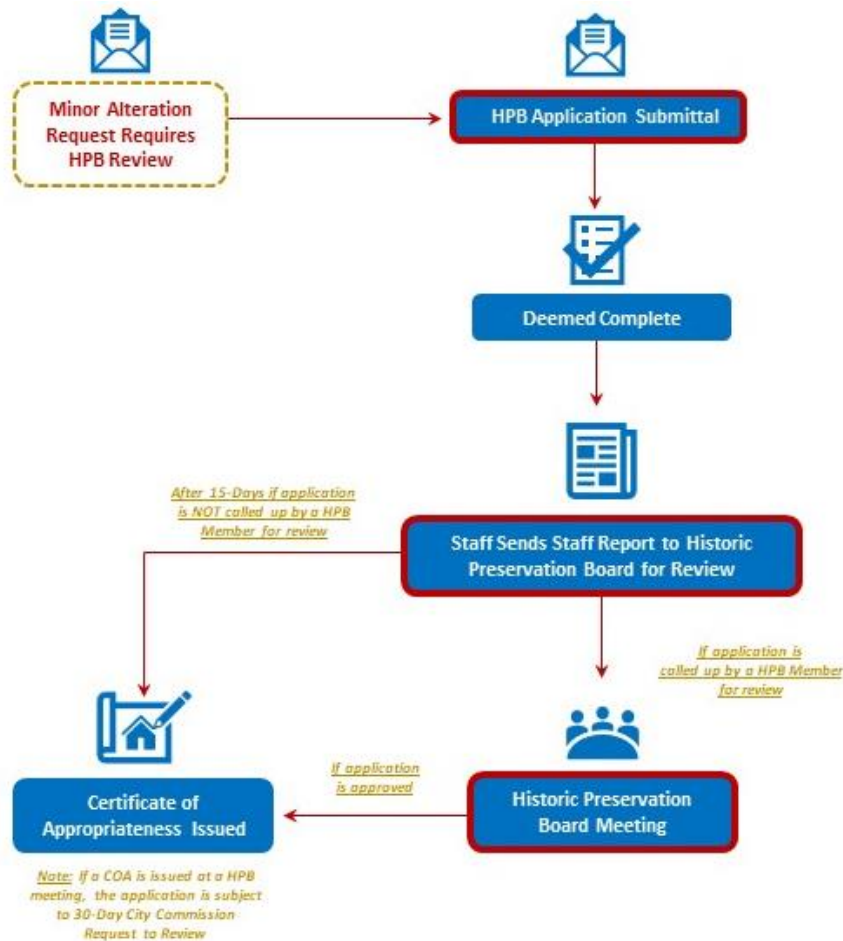
- HPB-Plan Set-South Side School
- HPB-Narratives-South Side School
- HPB-Application-South Side School
- HPB-REV2-Plan Set-South Side School



HISTORIC PRESERVATION BOARD FLOWCHART: The review process for Certificate of Appropriateness applications that go before the Historic Preservation Board (Major Alterations, New Construction, Demolition, and Relocation) is depicted in the graphic below. Variations in the review process are noted.



15-DAY ADMINISTRATIVE REVIEW FLOWCHART: The review process for Certificate of Appropriateness applications that go through a 15-day Administrative Review Process for Minor Alterations is depicted in the graphic below. Variations in the review process are noted.



FOR QUESTIONS OR ASSISTANCE REGARDING THE HISTORIC PRESERVATION BOARD CONTACT:

Urban Design and Planning
954-828-6520 (select Option 4)
planning@fortlauderdale.gov