



# CERTIFICATE OF APPROPRIATENESS (COA)

Applications: Historic Preservation Certificate of Appropriateness | Rev. 7/25/2022

**INFORMATION:** The intent of this checklist is to provide guidance regarding the submittal of a Certificate of Appropriateness Application. The checklist provides a list of specific information needed in order for an efficient and accurate review of plans and supporting documents. Failure to provide the required information will result in the application being deemed incomplete. This checklist accompanies the Guidance Document, the Fee Schedule, and the City's Certificate of Appropriateness Application, as component number four of the application package.

Following the receipt of a complete application, the applicant will be required to submit eight (8) copies of the entire submittal to the Urban Design and Planning Division to distribute to the Historic Preservation Board Members.

## **GUIDELINES AND ULDR SECTIONS:**

[Historic Preservation Design Guidelines](#)

[Section 47-24.11 - Historic designation of landmarks, landmark site or buildings and certificate of appropriateness](#)

[Section 47-16 – Himmarshee \(H-1\) Historic District](#)

[Section 47-17 – Sailboat Bend Historic District](#)

## **NEW CONSTRUCTION:**

- **Sealed Property Survey**
- **Project Narrative and ULDR Narratives** provide a narrative describing the project and respond to the following ULDR Sections, as applicable to the project:
  - ULDR Sections 47-24.11.D.c.i and 47-24.11.D.c.iii
  - ULDR Section 47-16.5 (H-1 Himmarshee Historic District)
  - ULDR Section 47-17.7.B (Sailboat Bend Historic District Material and Design Guidelines)
  - Additional sections may apply depending on the specific requests included in the application.
- **Plans** that include a minimum of a site plan, building elevations and floor plan. All drawings must be drawn to scale and sealed.
- **Landscape Plans** for any multi family or non-residential development.
- **Product Approvals** or Manufacturers' Specifications, or brochures for all building features (i.e. windows, doors, roofs, fences, siding, garages, carports, etc.)
- **Context Photos and/or Drawings** of buildings adjacent to the subject site.
- **Public Sign Notice** New Construction applications are required to post public signs as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.
- **Application Fee** required for commercial projects; no fee for residential new construction.

## **NEW ADDITION:**

- **Sealed Property Survey**
- **Project Narrative and ULDR Narratives** provide a narrative describing the project and respond to the following ULDR Sections, as applicable to the project:
  - ULDR Sections 47-24.11.D.c.i and 47-24.11.D.c.iii
  - ULDR Section 47-16.5 (H-1 Himmarshee Historic District)
  - ULDR Section 47-17.7.B (Sailboat Bend Historic District Material and Design Guidelines)
- **Plans** that include one (1) set of sealed drawings with a minimum of a site plan, building elevations and floor plan. All drawings must be drawn to scale.
- **Product Approvals** One (1) set of Product Approvals, Manufacturers' Specifications, or brochures for all building features (i.e. windows, doors, roofs, fences, siding, garages, carports, etc.)
- **Application Fee** required for commercial projects; no fee for residential new additions.

## **DEMOLITION:**

- **Sealed Property Survey**
- **Site Plan** showing location of demolition request.
- **Additional Documentation** if applicable, provide additional documents such as a proposal from a licensed contractor or an architect's or engineer's evaluation of the structure proposed for demolition.
- **Project Narrative** provide a narrative describing stating the following:
  - Reasons for demolition
  - Method of demolition
  - Proposed future uses of the site and use of the material from the demolished structure(s)
- **ULDR Narratives** provide a narrative describing the project and respond to criteria for demolition in ULDR Section 47-24.11.D.4.c, which includes the following:
  - i. The designated landmark, landmark site or property within the historic district no longer contributes to a historic district; or
  - ii. The property or building no longer has significance as a historic architectural or archeological landmark; or
  - iii. The demolition or redevelopment project is of major benefit to a historic district.
- **Public Sign Notice** Demolition applications are required to post public signs as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.
- **Public Mail Notice** Demolition applications have mail notice requirements as outlined in ULDR Section 47-27. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with mail notice requirements. An affidavit can be downloaded on the City's website. \*See below for more information.
- **Application Fee** required for all demolition applications.



**RELOCATION:**

- **Site Plan** showing location of existing property and property where structure is to be relocated showing placement and orientation of the building.
- **Additional Documentation** of site where structure is to be relocated.
- **Project Narrative and ULDR Narratives** provide a narrative describing the project and respond to the following ULDR Sections, as applicable to the project:
  - ULDR Sections 47-24.11.D.c.i and 47-24.11.D.c.iv
- **Application Fee** required for commercial projects; no fee for residential new additions.

**SAMPLE ALTERATION APPLICATION TYPES:**

**WINDOW REPLACEMENT:**

- **Window and Door Schedule** specifying all openings to be replaced including the following information, at a minimum: window operation, type, size, material(s), frame color, glass color, muntin configuration and style\*\*
  - **Floor Plan** showing location of existing windows and doors, number openings to be replaced to coordinate with window and door schedule.
  - **Color Photos** of all existing windows and doors to be replaced, numbered to coordinate with window and door schedule.
  - **Manufacturer’s Brochure or Color Photo** of proposed window and muntin style\*\*
  - **Notice of Acceptance for Proposed Window(s) and Door(s)**
  - **Application Fee** required for commercial projects; no fee for residential alterations.
- \*All new windows must be wood, steel, or aluminum; vinyl is not an accepted material.  
\*\*All muntins must have a raised profile, applied flat bars are not accepted.*

**ROOF REPLACEMENT:**

- **Roof Plan** drawn to scale
- **Manufacturer’s Brochure or Color Photo** of proposed roofing material indicating color of new roof
- **Notice of Acceptance for Proposed Roofing Material**
- **Application Fee** required for commercial projects; no fee for residential alterations.

**SITE IMPROVEMENTS:**

- **Property Survey**
- **Site Plan** showing placement of proposed site improvements.
- **Manufacturer’s Brochure or Color Photo** of proposed materials (i.e. paving material, fencing, etc.)
- **Application Fee** required for commercial projects; no fee for residential alterations.

**Ad Valorem Tax Exemption (10-Year Tax Exemption)**

The City of Fort Lauderdale’s Unified Land Development Regulations (ULDR) provides for an Ad Valorem Tax Exemption under Section 47-24.11.E. for exemption for improvements to historic property (per F.S. § 196.1997). The city commission may authorize an ad valorem tax exemption of one hundred percent (100%) of the assessed value of all improvements to historic properties which result from the restoration, renovation, or rehabilitation of such properties.

The Ad Valorem Tax Exemption does not give property owners total exemption from all taxes. It is an exemption only on the amount that taxes would have increased due to the assessed value of the improvements made to a designated historic landmark. The exemption will only apply to those taxing authorities that agree to participate in the program (for example, the city portion or the county portion) and would not affect taxing authorities such as school districts or fire.

*The applicant must apply before construction begins for the work performed to be counted towards the tax exemption. Contact Staff for more information on documentation that must be submitted with your application.*

**\*MAIL NOTICE REQUIREMENTS:**

Demolition applications are required to mail notice requirements as outlined in ULDR Section 47-27. Applicants shall provide a signed and notarized **affidavit** stating compliance with mail notice requirements. An affidavit can be downloaded on the City’s website. The following information is required to be submitted to fulfill mail notice requirements:

- **Tax Map** showing locations of properties to be noticed. Map is available from the City of Fort Lauderdale GIS Mailer Application at (<https://gis.fortlauderdale.gov/mailer>). Neighborhood Association Presidents and Condominium Association Presidents of affected properties are to be clearly shown and delineated. Each property shown on the map must be numbered on the map to cross-reference with Property Owner Notice List.
- **Property Owners Notice List** of properties to be noticed and can be downloaded from the City of Fort Lauderdale GIS Mailer Application at (<https://gis.fortlauderdale.gov/mailer>). List must include property owner name, Folio ID, and complete address of all properties with the proposed boundary, and all homeowners’ associations, master associations, municipalities and counties notices, as indicated on the tax roll. **IMPORTANT!!** If the petitioner or Association President(s) own(s) adjacent property, radius of notice must be measured from boundary of adjacent property.
- **Envelopes** showing business size (#10) envelopes addressed (typewritten or labeled – no handwritten addresses) for all addresses along with a copy of the mailing labels before they are affixed to the envelopes shall be submitted to the City with the application. **Stamps only, metered mail will not be accepted.** First class postage required. Overseas addresses to be posted by first class mail only. Contact Post Office for postage amount. Business size envelopes addressed **by certified mail required for all municipalities and/or counties.**

Indicate the following as the return address on all envelopes: City of Fort Lauderdale, Urban Design & Planning, 700 N.W. 19 Avenue, Fort Lauderdale, FL 33311.

**FOR QUESTIONS OR ASSISTANCE REGARDING THE CERTIFICATE OF APPROPRIATENESS CHECKLIST OR APPLICATION SUBMITAL PROCESS CONTACT:**

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