



HISTORIC PRESERVATION BOARD APPLICATION

Application Form: Historic Designation 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	
Name	
Address	
City, State, Zip	
Phone	
Email	
APPLICANT SIGNATURE:	

B PROPERTY INFORMATION	
Proposed Historic Landmark, Archaeological Site, or Historic District Name	
Address <small>For a Historic District, please attach a list of properties</small>	
Folio Number(s) <small>For a Historic District, please attach a list of properties</small>	
Legal Description <small>For Historic Landmark or Archaeological Site</small>	
Boundary Description <small>For Historic Districts or Archaeological Site with Multiple Parcels</small>	
Zoning	
Existing Use of Parcel	
Commission District	

APPLICATION TYPES: Check the appropriate boxes for application request.

<input type="checkbox"/> HISTORIC LANDMARK	<input type="checkbox"/> ARCHAEOLOGICAL SITE	<input type="checkbox"/> HISTORIC DISTRICT
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APPLICANT TYPES: Check the appropriate boxes for applicant type.

<input type="checkbox"/> CITY COMMISSION	<input type="checkbox"/> HPB	<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> PROPERTY OWNERS HISTORIC DISTRICT	<input type="checkbox"/> NON-PROFIT CORPORATION
By Motion of the City Commission to Initiate a Historic Designation Application.	By Motion of the Historic Preservation Board to Initiate a Historic Designation Application.	Real Property Owner. Additional documents are required for condominiums and cooperatives.	A simple majority of property owners for designation within the boundaries of a proposed district.	By corporate resolution of a non-profit corporation with a recognized interest in historic preservation.

Specific requirements to support each applicant type are outlined in ULDR Section 47-24.11.C.

CRITERIA FOR HISTORIC DESIGNATION: Pursuant to ULDR Section 47-24.11.C.7, the designation of property as a landmark, archaeological site or historic district shall be based on one (1) or more of the following criteria (Check all that apply):

- a. Its value as a significant reminder of the cultural or archeological heritage of the city, state, or nation; or
- b. Its location as a site of a significant local, state or national event; or
- c. Its identification with a person or persons who significantly contributed to the development of the city, state, or nation; or
- d. Its identification as the work of a master builder, designer, or architect whose individual work has influenced the development of the city, state, or nation; or
- e. Its value as a building recognized for the quality of its architecture, and sufficient elements showing its architectural significance; or
- f. Its distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials; or
- g. Its character as a geographically definable area possessing a significant concentration, or continuity of sites, buildings, objects or structures united in past events or aesthetically by plan or physical development; or
- h. Its character as an established and geographically definable neighborhood, united in culture, architectural style or physical plan and development.



CRITERIA CONSIDERATIONS HISTORIC DESIGNATION: When Section 47-24.11.C.8. of the ULDR is applicable, the requirements in this subsection are in addition to meeting at least one of the criteria listed in Section 47-24.11.C.7. of the ULDR. (Check all that apply):

- a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. A building or structure removed from its original location, but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his or her productive life; or
- d. A cemetery that derives its primary significance from graves of persons of outstanding importance, from age, from distinctive design features, or from association with historic events; or
- e. A reconstructed building when accurately executed in a suitable environment and presented appropriately as part of a restoration master plan and no other building or structure with the same association has survived; or
- f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- g. A property achieving significance within the past fifty (50) years if it is of exceptional importance.

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.
- Files and Documents** consistent with the applicable specifications for historic designation of a historic landmark, archaeological site, or historic district.

INFORMATION: The specifications listed herein are intended to guide applicants with the submittal of a Historic Designation related review. The specifications below are required in order for an efficient and accurate review of applications. Failure to provide the required information will result in the application being deemed incomplete.

SPECIFICATIONS: Applicant shall submit digitally one (1) application, and any additional requirements, as specified below. Within thirty (30) days of receipt, Urban Design & Planning staff shall review the application to determine its completeness. 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.

- **Sketch Map** all sketch maps shall include a scale and a north arrow):
 - **Historic Landmark, Landmark Site, and Archaeological Site Designations.** Clearly show the boundaries of the property as it relates to a legal description as found in the Broward County Official Records; and outline of any structures, objects, and buildings on the site; and their relationship to streets. Each designation of a landmark shall automatically include the designation of the site upon which the landmark exists as a landmark site. If the applicant is requesting boundaries that vary from the legal description of a parcel as found in the Broward County Official Records, a current sign and sealed survey (no less than six months old), which is signed and sealed by a licensed professional surveyor, authorized to engage in the practice of surveying and mapping in the State of Florida in accordance with Chapter 472, Florida Statutes must be provided; or
 - **Historic Districts.** Clearly show the boundaries of the proposed district; all buildings and structures (with their addresses and status as a contributing or non-contributing structure); and all streets within the proposed boundaries. Historic district boundaries shall in general be drawn to include all contributing structures reasonably contiguous within an area and may include properties which individually do not contribute to the historic character of the district, but which require regulation in order to control potentially adverse influences on the character and integrity of the district; and
- **Narrative** A written description of the architectural, historical, or archeological significance of the proposed landmark and landmark site, or buildings in the proposed historic district, and specifically address and document criteria for significance contained in Section 47-24.11.C.7 of the ULDR and if applicable, a response to the criteria considerations in Section 47-24.11.C.8 of the ULDR; and
- **Year Built** Date structure(s) on the property were built, and the names of its current and all known past owners and, if available, their dates of ownership. Provide proof of date of construction which shall include but is not limited to the following: permits, original plans, certificate of occupancy, plat or Sanborn map, etc.; and
- **Period of Significance** of the proposed landmark and landmark site, archaeological site, or buildings in the proposed historic district; and
- **Map** identifying contributing structures within a proposed historic district or features of the individual landmark site; and
- **Color photographs** of all sides of the property and historic photographs, if available; and
- **Legal Description** from Broward County Official Records of landmark and landmark site, or archaeological site; and
- **References and citations** for resources used to support the proposed designation including but not limited to published books or articles, newspaper articles or advertisements; and
- **Historic District Boundary Map** for applications for the designation of a historic district shall contain a written description of the boundaries of the district and a map identifying contributing and non-contributing structures; and
- **Narrative** Interior Landmark. Building interiors that meet the criteria for significance contained in Section 47-24.11.C.7 of the ULDR that are regularly open to the public may be subject to regulation under this section. The application shall describe precisely those features subject to review and shall set forth standards and guidelines for such regulations. Building interiors not so described shall not be subject to review under this section.



PUBLIC NOTICE:

Historic District Designation 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.

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. Note: Deadlines for Historic Designation Applications are due at least 45 days in advance of each meeting date.

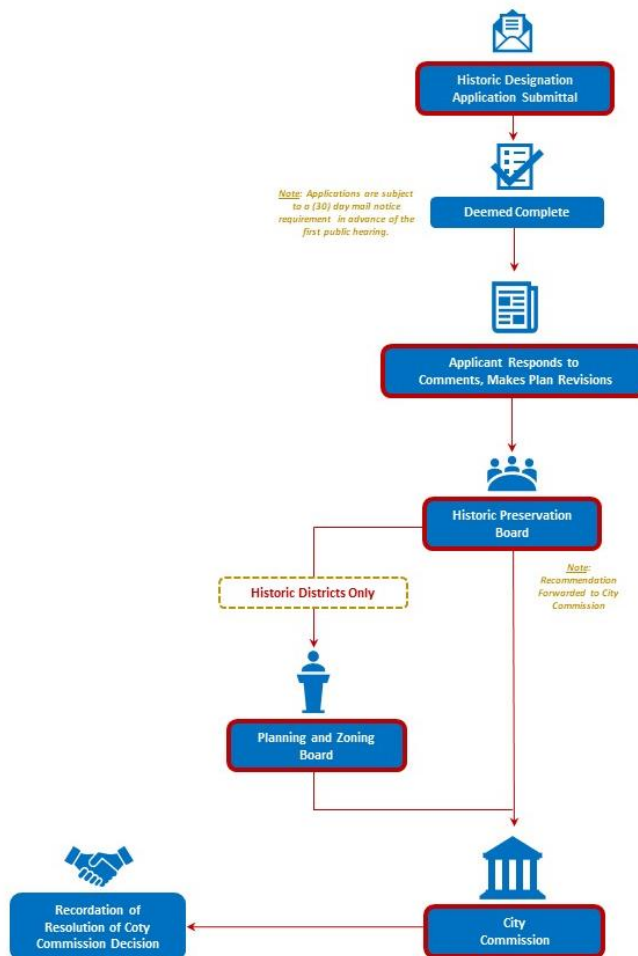
DETERMINATION OF COMPLETENESS: Submittals are reviewed for completeness to ensure the application submittal contains all the required information. The City will notify the applicant for a Historic Designation Application within thirty (30) business days from submittal with a determination of completeness. 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.

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. The HPB meeting dates can be found on the City's website at the [Historic Preservation Board](#) webpage.

HISTORIC DESIGNATION FLOWCHART: The review process for Historic Designation applications 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