



COMMUNITY SUSTAINABILITY
PLANNING ZONING HISTORIC PRESERVATION
1900 2ND AVENUE NORTH
LAKE WORTH BEACH, FL 33461
561.586.1687

COA CHECKLIST – ADDITIONS

HRPB PROJECT NUMBER _____ DATE _____

ADDITIONS: Please contact the Preservation Planner for details and to determine whether your project will require either administrative review or review by the Historic Resources Preservation Board (HRPB). If the proposed project involves a rental or commercial property, the Applicant shall provide a copy of a valid Business Tax Receipt for the subject property.

A minimum of one (1) hard copy of the following materials are required **as applicable to your project type** in order for the application to be deemed complete and sufficient to present to the appropriate decision making authority. Additional copies may be required as specified below. **A minimum of two (2) hard copies and one (1) electronic copy** of all application materials is required for HRPB reviewed projects.

- Mandatory Pre-Application Meeting for all Board reviewed projects
 - Date of Meeting: _____
- Application Fee(s): \$ _____
 - Residential: \$75
 - Non-Residential: \$100
 - Notice Sign (for Board meetings): \$30

NOTE: Additional fees may apply.

- Architectural Drawings: *Applicable land development regulations shall apply.*
 - Two (2) 11 x 17 copies, and two (2) full-sized, sealed sets of all architectural/engineering, drawings for the proposed project. All drawings shall be architectural quality, dated, properly dimensioned, describe materials, and have a north arrow and directional labels (N, S, E, W).
 - Drawings shall, at minimum, include all elevations, floor plans, site plan, landscape plan, and streetscape to show context of 2 properties on either side of the subject site. Drawings shall include a Site Data Table to demonstrate existing and proposed calculations for FAR/square footage, lot size, height, setbacks, lot coverage, and impermeable surface; and clearly labeled to demonstrate how all land development regulations have been satisfied.
 - Three dimensional color renderings are highly encouraged.
 - Additional drawings may be required as determined by Staff sufficiency review.
- Survey
 - A recent survey of the subject property, dated within the last two years for residential or 6 months for commercial properties
- Notices of Acceptance
 - Copies of valid NOAs and color brochures for exterior products such as Windows, Doors, Roofs.
- Photographs
 - Photos of the existing site, all elevations of the existing building, details of the proposed work area
 - Photos of surrounding properties, if applicable
- Additional drawings and information may be required as determined by Staff sufficiency review**

Additional Guidelines for Alterations (Section 23.5-4(k)2)

In approving or denying applications for certificates of appropriateness for alterations, the City shall also consider the following additional guidelines:

- A. Is every reasonable effort being made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use the property for its originally intended purpose?
- B. Are the distinguishing original qualities or character of a building, structure or site and its environment being destroyed? The removal or alteration of any historic material or distinctive architectural features shall be avoided whenever possible.
- C. When a Certificate of appropriateness is requested to replace windows or doors, the HRPB or development review officer, as appropriate, shall permit the property owner's original design when the City's alternative design would result in an increase in cost of thirty percent (30%) above the owner's original cost. The owner shall be required to demonstrate to the City that:
 - (1) The work to be performed will conform to the original door and window openings of the structure; and
 - (2) That the replacement windows or doors with less expensive materials will achieve a savings in excess of thirty (30) percent over historically compatible materials otherwise required by these LDRs.
 - (3) If the applicant avails himself of this paragraph, the materials used must appear to be as historically accurate as possible.