



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

COA CHECKLIST – NEW CONSTRUCTION

HRPB PROJECT NUMBER _____ DATE _____

NEW CONSTRUCTION: All new construction requires review by the Historic Resources Preservation Board (HRPB). Please contact the Historic Preservation Planner for information regarding the review process for new construction. 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 two (2) hard copies and one (1) electronic copy of the following materials are required in order for the application to be reviewed for sufficiency and presentation to the HRPB. Additional copies may be required as specified below. Electronic copy shall be submitted on a CD/disk.

- Mandatory Pre-Application Meeting for all HRPB reviewed projects
 - Date of Meeting: _____ • Verification of Proof of Mailing _____
 - NOTE:** Applicant Shall be Responsible for Courtesy Notice Mailing. Consult with Staff.

- Application Fee(s): \$ _____
 - Residential: Less than 3000 sq. ft: \$250; Greater than: \$350
 - Non-Residential: Less than 3000 sq. ft: \$300; Greater than: \$500
 - Notice Sign (for Board meetings): \$30 per sign
 - Legal Ads for Public Hearings: Cost of ad to be paid by Applicant
 - NOTE:** Additional fees may apply.

- 400 ft Radius Map, copy of mailing labels obtained from Palm Beach County Property Appraiser

- 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.

- 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.

- Photos
 - Photos of the existing site, all elevations of the existing building, details of the proposed work area, Photos of surrounding properties shown in relation to the streetscape elevation

- Additional drawings and information may be required as determined by Staff sufficiency review**

Certificates of Appropriateness, in general. Approval of changes to designated landmarks or to properties within designated historic districts is required by way of a certificate of appropriateness (COA or "certificate"). Unless otherwise provided herein, no person may undertake the following actions affecting a designated or potential landmark or any property in a designated or potential historic district, or any appurtenance, improvement or landscape feature thereto, without first obtaining a certificate of appropriateness from the HRPB whether or not a building permit is otherwise required:

- (1) Alteration of an archaeological site or the exterior part of a building or a structure;
- (2) New construction;
- (3) Demolition; or
- (4) Relocation.

1. *Subject of certificate; other permits required.* New construction and alterations to designated buildings and structures shall include review of exterior changes on both primary façades (facing a public right-of-way) and secondary façades (not facing a public right-of-way). Whenever any alteration, new construction, demolition or relocation is undertaken on a designated landmark or on a property in a designated historic district without a certificate of appropriateness, the building official or the director for community sustainability is hereby authorized to issue a stop work order. A certificate of appropriateness shall be in addition to any other building permits required by law. The issuance of a certificate of appropriateness from the HRPB shall not relieve the property owner of the duty to comply with other state and local laws and regulations

Additional guidelines for new construction; visual compatibility. All improvements to buildings, structures and appurtenances within a designated historic district shall be visually compatible. New buildings should take their design cues from the surrounding existing structures, using traditional or contemporary design standards and elements that relate to existing structures that surround them and within the historic district as a whole. Building design styles, whether contemporary or traditional, should be visually compatible with the existing structures in the district.

- A. In approving or denying applications for certificates of appropriateness for new construction, the city shall also, at a minimum, consider the following additional guidelines which help to define visual compatibility:
- (1) The height of proposed buildings shall be visually compatible and in harmony with the height of existing buildings located within the historic district.
 - (2) The relationship of the width of the building to the height of the front elevation shall be visually compatible and in harmony with the width and height of the front elevation of existing buildings located within the district.
 - (3) The openings of any building within a historic district should be visually compatible and in harmony with the openings in buildings of a similar architectural style located within the historic district. The relationship of the width of the windows and doors to the height of the windows and doors in a building shall be visually compatible with buildings within the district.
 - (4) The relationship of solids to voids in the front façade of a building or structure shall be visually compatible and in harmony with the front façades of historic buildings or structures located within the historic district. A long, unbroken façade in a setting of existing narrow structures can be divided into smaller bays which will complement the visual setting and the streetscape.
 - (5) The relationship of a building to open space between it and adjoining buildings shall be visually compatible and in harmony with the relationship between buildings elsewhere within the district.
 - (6) The relationship of entrance and porch projections to sidewalks of a building shall be visually compatible and in harmony with the prevalent architectural styles of entrances and porch projections on buildings and structures within the district.
 - (7) The relationship of the materials, texture and color of the façade of a building shall be visually compatible and in harmony with the predominant materials used in the buildings and structures of a similar style located within the historic district.

- (8) The roof shape of a building or structure shall be visually compatible and in harmony with the roof shape of buildings or structures of a similar architectural style located within the historic district.
 - (9) Appurtenances of a building, such as walls, wrought iron, fences, evergreen, landscape masses and building façades, shall, if necessary, form cohesive walls of enclosures along a street to insure visual compatibility of the building to the buildings and places to which it is visually related.
 - (10) The size and mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible and in harmony with the buildings and places to which it is visually related.
 - (11) A building shall be visually compatible and in harmony with the buildings and places to which it is visually related in its directional character: vertical, horizontal or non-directional.
 - (12) The architectural style of a building shall be visually compatible with other buildings to which it is related in the historic district, but does not necessarily have to be in the same style of buildings in the district. New construction or additions to a building are encouraged to be appropriate to the style of the period in which it is created and not attempt to create a false sense of history.
 - (13) Landscaping shall be compatible with the architectural character and appearance of the structure and of other buildings located within the historic district.
 - (14) In considering applications for certificates of appropriateness to install mechanical systems which affect the exterior of a building or structure visible from a public right-of-way, the following criteria shall be considered:
 - (a) Retain and repair, where possible, historic mechanical systems in their original location, where possible.
 - (b) New mechanical systems shall be placed on secondary façades only and shall not be placed on, nor be visible from, primary façades.
 - (c) New mechanical systems shall not damage, destroy or compromise the physical integrity of the structure and shall be installed so as to cause the least damage, invasion or visual obstruction to the structure's building materials, or to its significant historic, cultural or architectural features.
 - (15) The site should take into account the compatibility of landscaping, parking facilities, utility and service areas, walkways and appurtenances. These should be designated with the overall environment in mind and should be in keeping visually with related buildings and structures.
- B. In considering certificates of appropriateness for new buildings or structures which will have more than one (1) primary façade, such as those on corner lots facing more than one (1) street, the HRPB shall apply the visual compatibility standards to each primary façade.