



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

**COA CHECKLIST – ROOF REPLACEMENT**

HRPB PROJECT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

**ROOF REPLACEMENT:** 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. 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** 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: \$50
  - Non-Residential: \$75
  - Notice Sign (for Board meetings): \$30

**NOTE:** Additional fees may apply.

- Photos
  - 1 Color Photo of each building elevation labeled to identify direction (N,S,E,W)
  - 1 Close-up color photo of existing material, to demonstrate the existing material type and style
  - All photos must be clear, and in a print format
- Proposed Product
  - Color brochures to demonstrate the proposed replacement material type, design, and color
  - 1 copy of a valid NOA for the product requested
  - Clearly describe the material being removed and the replacement material in the COA application
  - Material samples shall be provided if requested by Staff
- Other \_\_\_\_\_

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.