



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

**COA CHECKLIST – Windows & Doors**

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

**WINDOWS & DOORS:** Please contact the Preservation Planner for details and to determine whether your project will require 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 **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. An **electronic copy** of all application materials is required for Board 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
 

*Instruction a.* Photos of all exterior building elevations clearly labeled N, S, E, W; and labeled to identify the item represented by each photo. Example: (Window 1: North elevation upper casement windows; Door 1: North elevation wooden four panel door, etc.)

*Instruction b.* Close-up photo of each item to be replaced to demonstrate the existing material type and color, labeled as in *instruction a.*
- Drawings: Refer to EXAMPLE Drawing (Floor Plans & Schedule) (pg 2)
  - Floor plan drawings labeled to indicate the existing window and door layout, as in *instruction a.*
  - Drawings to indicate proposed divided light and/or panel configuration (if any), and clearly labeled as in *instruction a*: Window 1, 2, 3, 4 etc. Door 1, etc.
- Proposed Product
  - 1 Color brochure or color image(s) of each of the replacement material(s). Applicant shall indicate the style, size, material, type, and color for each proposed product, labeled as in *instruction a.*
  - 1 copy of a valid NOA for each product requested labeled as in *instruction a.*
- 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.

**EXAMPLE: FLOOR PLAN WITH WINDOW & DOOR SCHEDULE**

