



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

COA CHECKLIST – DEMOLITION

HRPB PROJECT NUMBER _____ DATE _____

DEMOLITION includes the partial or full removal of a primary or accessory building. Any demolition, unless the building is condemned or demolition is ordered by a public agency, requires review by the Historic Resources Preservation Board. Please contact the Preservation Planner for details and to set up a mandatory pre-application meeting. Please note that careful consideration should be given to the drafting of the “Justification Statement” as this greatly aids the HRPB in understanding the request.

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 Board reviewed projects
 - Date of Meeting: _____
- Application Fee(s): \$ _____
 - Residential:

<input type="radio"/> Primary Structure:	Partial: \$75	Full: \$500
<input type="radio"/> Accessory Structure:	Partial: \$50	Full: \$250
<input type="radio"/> Feature:	\$100	
 - Non-Residential:

<input type="radio"/> Primary Structure:	Partial: \$100	Full: \$500
<input type="radio"/> Accessory Structure:	Partial: \$75	Full: \$250
<input type="radio"/> Feature:	\$100	
 - Notice Sign (for Board meetings): \$30
 - Newspaper Ad and Notice Mailing: At Cost

NOTE: Additional fees may apply.

- 400 ft Radius Map and Mailing Labels for Notice Mailing
 - May be obtained from the Palm Beach County Property Appraiser’s Mapping Counter.
- NOTE:** Applicant Shall be Responsible for Courtesy Notice Mailing. Consult with Staff.

- Concurrent Application for New Construction
 - Request for demolition of a contributing historic resource requires a concurrent application for new construction. Please see the “New Construction” checklist and include all required attachments.

Other _____

Additional Guidelines for Demolition (Section 23.5-4(k)4)

A. *Decision-making criteria.* No certificate of appropriateness for demolition shall be issued by the HRPB unless the applicant has demonstrated that no other feasible alternative to demolition can be found. In making its decision to issue or deny a certificate of appropriateness to demolish, in whole or in part, a landmark building or structure, the HRPB shall, at a minimum, consider the following additional decision-making criteria and guidelines:

- (1) Is the structure of such interest or quality that it would reasonably fulfill criteria for designation as a landmark on the National Register of Historic Places?
- (2) Is the structure of such design, texture, craftsmanship, size, scale, detail, unique location or material that it could be reproduced only with great difficulty or economically unreasonable expense?
- (3) Is the structure one of the few remaining examples of its kind in the City?
- (4) Would retaining the structure promote the general welfare of the City by providing an opportunity to study local history, architecture and design or by developing an understanding of the importance and value of a particular culture or heritage?
- (5) Does the permit application propose simultaneous demolition and new construction? If new construction is proposed, will it be compatible with its surroundings (as defined above) and, if so, what effect will those plans have on the character of the surrounding sites or district?
- (6) Would granting the certificate of appropriateness for demolition result in an irreparable loss to the City of a significant historic resource?
- (7) Are there definite plans for the immediate reuse of the property if the proposed demolition is carried out, and what effect will those plans have on the architectural, historic, archeological or environmental character of the surrounding area or district?
- (8) Is the building or structure capable of earning reasonable economic return on its value?
- (9) Would denial of demolition result in an unreasonable economic hardship for the property owner?
- (10) Does the building or structure contribute significantly to the historic character of a designated historic district and to the overall ensemble of buildings within the designated historic district?
- (11) Has demolition of the designated building or structure been ordered by an appropriate public agency because of unsafe conditions?
- (12) Have reasonable measures been taken to save the building from further deterioration, collapse, arson, vandalism or neglect?

B. *Concurrent application for relocation required.* The HRPB shall not deny a request for a certificate of appropriateness for demolition without also considering the request as a certificate of relocation. Absent compelling reasons otherwise, relocation shall be within the City.

C. *Concurrent application for new construction required.* Unless otherwise provided in this section, no designated landmark and no contributing structure within a historic district shall be demolished without the owner first applying for and receiving a certificate of appropriateness for new construction, unless the HRPB waives this requirement upon a good cause showing that such requirement would be unduly harsh or result in an unreasonable economic hardship to the owner. A showing of good cause may include, but is not limited to, substantial competent evidence that the owner cannot comply with the simultaneous permit requirement because of advanced age, infirmity, physical or other debilitating personal handicap or financial inability to comply. If the requirement is not waived, the owner shall submit such information and plans as required by subsection h.

D. *Salvage and mitigation.* As a condition precedent to issuance of a certificate of appropriateness for demolition, the HRPB may require the owner, at the owner's expense, to salvage and preserve specified building materials, architectural details and ornaments, fixtures and the like for reuse in the restoration of other historic properties. The HRPB may also require the owner, at the owner's expense, to excavate, record and conserve archeological resources threatened by the alterations of the site so permitted. With the owner's consent, an interested, qualified group selected by the HRPB may salvage and preserve building materials, architectural details, ornaments, fixtures and the like at the group's expense. If a certificate of appropriateness or demolition of a landmark or a contributing structure is approved, it shall be issued simultaneously with the certificate of appropriateness for new construction upon receipt of reasonable proof that the owner is financially prepared to proceed with the new construction. In the absence of such proof, the HRPB may make receipt of proof of financial backing a condition precedent to issuance of a certificate of appropriateness for demolition. Such proof may include presentation of an irrevocable letter of credit, a payment or performance bond, or a commitment letter from a solvent bank or other lending institution.

E. *Outside assistance.* The HRPB may request assistance from interested individuals and organizations in seeking an alternative to demolition. The HRPB may require the applicant to submit additional information which is relevant to carrying out this responsibility.

F. *Delayed effective date.* The HRPB may grant a certificate for demolition which may provide for a delayed effective date. The effective date of the permit will be determined by the HRPB based on the relative significance of the structure and the probable time needed to arrange an alternative to demolition. The HRPB may delay the demolition of landmarks listed on the National Register for up to six (6) months, for designated City landmarks for up to three (3) months, and for contributing structures within historic districts, for up to forty five (45) days. During the demolition delay period, the HRPB may take such steps as necessary to preserve the structure. These steps may include consultation with community groups, public agencies and interested citizens, recommending acquisition of the property using public or private funds, or salvaging significant features of the structure.

G. *Issuance of certificate if site has lost historic character; redevelopment areas.* The HRPB may grant a certificate of appropriateness for demolition even though the designated landmark, or property within the designated historic district has reasonable beneficial use, if the HRPB determines that the property no longer has significance as a historic, architectural or archaeological landmark or that the demolition of the designated property is required by a community redevelopment plan approved by the City Commission and the Community Redevelopment Agency.

H. *Demolition by public agencies.* All public agencies having the authority to demolish or permit the demolition of unsafe structures shall receive notice of designation of landmarks and historic districts. The HRPB shall be deemed an affected party and shall be entitled to receive notice of any public hearings conducted by such agencies regarding demolition of any designated property. The HRPB may make recommendations and suggestions to the responsible agency and the owner regarding the feasibility of and the public interest in preserving the designated structure.

I. *Other permits required.* A permit for demolition shall not be issued until all other plans for the site have been approved by all appropriate City Boards (including the HRPB), departments and agencies.

J. Applicant shall be required to submit an updated site file form with the State of Florida Division of Historic Resources Florida Master Site File.