



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

COA CHECKLIST – EXTERIOR ALTERATIONS

HRPB PROJECT NUMBER _____ DATE _____

EXTERIOR ALTERATIONS may include replacement of siding, installation or removal of decorative or protective storm shutters or awnings, installation or alteration of new driveways, decks, patios, pools or hardscape, sheds, accessory structures, and alterations to porches or other character defining features of the building. 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. **A minimum of two (2) hard copies and one (1) electronic copy on a CD** of all application materials is required for HRPB reviewed projects.

- Mandatory Pre-Application Meeting for all HRPB reviewed projects
 - Date of Meeting: _____
- Application Fee(s): \$ _____
 - Residential: \$50
 - Non-Residential: \$75
 - Notice Sign (for Board meetings): \$30

NOTE: Additional fees may apply.

- Architectural Plans: Applicable zoning regulations shall apply.
 - One (1) 11 x 17 or full-size copy of all architectural/engineering, drawings for the proposed project. All drawings shall be architectural quality, properly dimensioned, dated, describe materials, and have a north arrow and directional labels (N, S, E, W).
 - Drawings shall, at minimum, include all elevations, floor plans, and a site plan; and shall include a Site Data Table to demonstrate existing and proposed calculations for FAR/square footage, setbacks, lot coverage, and impermeable surface.
- Survey
 - At least one copy of a survey within the last two year (residential) or 6 months (commercial) for all projects that: install fencing, require site work, alter the building footprint or lot coverage, or alter site hardscape or impermeable surface ratio.
- Notices of Acceptance (NOA) and product brochures
 - 1 copy of a valid NOA for the product(s) requested
 - 1 Color brochure or color image(s) for each of the replacement material(s). Applicant shall indicate the style, size, type, material, color, or other specifics of the proposed product(s).
- Photographs
 - Photos of the existing site, all elevations of the existing building, details of the proposed work area
- 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 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.