

Step # 4

Prepare a Narrative

- Write a short narrative about your property. Include any anecdotal history about the resource. Tell why you think your property meets one or more criteria for historic designation. Include this narrative with your application.

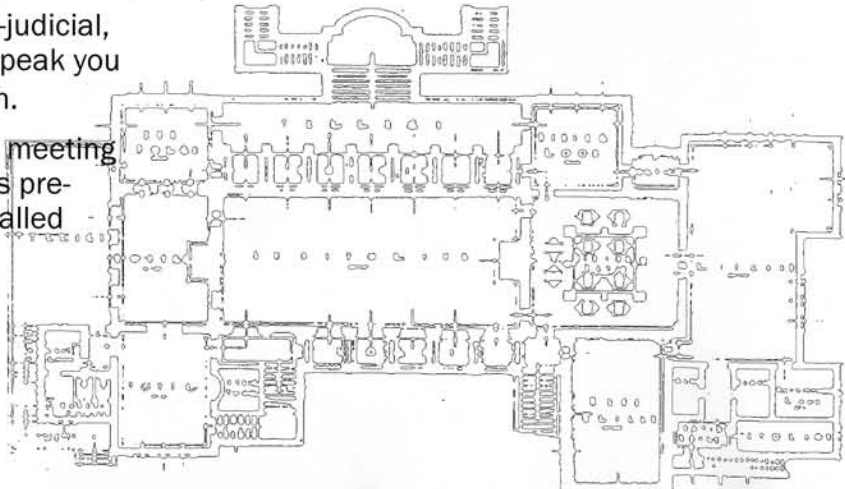
Step # 5

Attend the HPB meeting

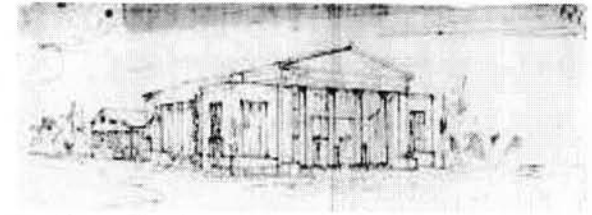
- The Historic Preservation Board meets every first Monday of the month. Applications must be complete at least 3 weeks in advance of that date, otherwise they will be put off to the next months meeting.
- The meeting will be quasi-judicial, which means that if you speak you must sign-in and be sworn.
- The chairman will call the meeting to order when a quorum is present. When your case is called

staff and the HPB consultant will present their memos on your case. The chairman will ask the applicant, you, to present your case. Rely on your research and the narrative you have written. If you do not wish to speak you can have someone speak for you.

- The chairman will ask the board member if they have any questions for the applicant.
- The chairman will open the public hearing, asking if anyone wishes to speak for or against the designation.
- After closing the public hearing, the board will discuss the application and take a vote.
- If the HPB majority is in favor of designating, the application and the board's recommendation will be sent to the City Commission who will vote on the designation. If the majority of the commission is in favor your property will be officially designated.



HISTORIC PRESERVATION



First Baptist Church

5 Steps To Historically Designating Your Property

THE CITY OF FORT LAUDERDALE HISTORIC PRESERVATION BOARD PRESENTS A GUIDE TO HISTORICALLY DESIGNATING PROPERTIES IN THE CITY OF FORT LAUDERDALE.



Himmarshee Court, a designated property.



FORT LAUDERDALE HISTORICAL SOCIETY

Step # 1

Research Your Property

- Determine the age of the potential historic resource. This can be done through researching records at the City of Fort Lauderdale One-Stop – Shop or at the Fort Lauderdale Historical Society
- Determine the architectural style of the resource. Bring photos of the resource to the Historical Society to aid in identification.
- Is the property listed on the Florida Master Site File? The Historical Society has this information.
- Research past ownership at the Historical Society or Tax records.
- Provide any available anecdotal history of the property. Talk to neighbors or former owners if possible.



Progresso Plaza a designated property

Step # 2

Contact HPB Liaison

- Obtain an application form from HPB liaison at Construction Services (see back page of this brochure). The liaison will help fill out the form.
- Bring the legal description of the property and proof of ownership (Warranty deed or tax record). The legal description can be found on the deed to the property, or it can be researched through the Broward County Tax Appraiser's web site.
- The filing fee for the HPB is \$100.00 per application.
- Go over the Criteria for Historic Designation with the HPB liaison or the Historical Society and determine which of the criteria would apply to your property.



Gilliam House, a designated property.



Haele House

Step # 3

Collect Necessary Documentation

- You will need 15 copies of the following documents to be included with the application (15 copies).
 - a current survey of the property (one copy signed and sealed).
 - photographs of the resource; of all elevations, if possible, and of important historic details.
 - if possible, supply plans and elevations (architectural drawings).
 - supply a written narrative (see step 4).
 - include letters of support.

HISTORIC PRESERVATION

City of Fort Lauderdale Historic Preservation Board

HPB Liaison: (954) 828- 8958

Fort Lauderdale Historical Society

HPB Consultant: Merrilyn C. Rathbun (954)463-4431 ext. 11