



**City of Fort Lauderdale  
Planning & Zoning Department**

**CITY OF FORT LAUDERDALE  
PLANNING & ZONING  
DEPARTMENT**  
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**HISTORIC PRESERVATION BOARD (HPB)**

**Historic Designation Application**

- Cover:** Deadline, Notes, and Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Technical Specifications of Plan Submittal
- Page 3:** Submittal Checklist

**DEADLINE:** Submittals must be received by 12:00 PM (noon) each day. Applications will not be accepted after noon. You will be asked to come back the following day. Pursuant to Section 47-24.1(1), the Planning and Zoning Department has five (5) business days to review all applications for a development permit to determine completeness. You will be notified by email within five (5) business days if your plans do not meet the submittal requirements.

**NOTE:** Pursuant to Section 47-24.11.B.1, the applicant may be the property owner, a resident of Fort Lauderdale, or any legal entity in the city, including the City of Fort Lauderdale.

**NOTE:** Pursuant to Section 47-27.7 of the ULDR, mail notice shall be given to the owners of the land under consideration for designation at least thirty (30) days prior to the date set for the public hearing of the Historic Preservation Board.

**FEES:** All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

<input type="checkbox"/> <b>Historic District Designation</b>	<b>\$ 2450.00</b>
<input type="checkbox"/> <b>Historic Building Designation</b>	<b>\$ 650.00</b>
<input type="checkbox"/> <b>Landmark Designation</b>	<b>\$ 650.00</b>
<input type="checkbox"/> <b>Landmark Site Designation</b>	<b>\$ 650.00</b>

# Page 1: HPB - Applicant Information Sheet

**INSTRUCTIONS:** Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). The following information requested is per Unified Land Development Regulations (ULDR). Incomplete applications will not be accepted.

**NOTE:** To be filled out by Department

<b>Case Number</b>	
<b>Date of complete submittal</b>	

**NOTE:** For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

<b>Property Owner's Name</b>	
<b>Property Owner's Signature</b>	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Proof of Ownership</b>	<input type="checkbox"/> <u>Warranty Deed</u> or <input type="checkbox"/> <u>Tax Record</u>

**NOTE:** If **AGENT** is to represent **OWNER**, notarized letter of consent is required

<b>Applicant / Agent's Name</b>	
<b>Applicant / Agent's Signature</b>	
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Letter of Consent Submitted</b>	

<b>Development / Project Name</b>	
<b>Development / Project Address</b>	<u>Existing:</u> _____ <u>New:</u> _____
<b>Legal Description</b>	
<b>Tax ID Folio Numbers</b> (For all parcels in development)	
<b>Request / Description of Project</b>	
<b>Applicable ULDR Sections</b>	
<b>Total Estimated Cost of Project</b>	\$ _____ (Including land costs)

<b>Future Land Use Designation</b>	
<b>Proposed Land Use Designation</b>	
<b>Current Zoning Designation</b>	
<b>Proposed Zoning Designation</b>	
<b>Current Use of Property</b>	
<b>Residential SF (and Type)</b>	
<b>Number of Residential Units</b>	
<b>Non-Residential SF (and Type)</b>	
<b>Total Bldg. SF</b> (include structured parking)	
<b>Site Adjacent to Waterway</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

<b>Dimensional Requirements</b>	<b>Required</b>	<b>Proposed</b>
<b>Lot Size (SF / Acreage)</b>		
<b>Lot Density</b>		
<b>Lot Width</b>		
<b>Building Height (Feet / Levels)</b>		
<b>Structure Length</b>		
<b>Floor Area Ratio</b>		
<b>Lot Coverage</b>		
<b>Open Space</b>		
<b>Landscape Area</b>		
<b>Parking Spaces</b>		

**NOTE:** State north, south, east or west for each yard.

<b>Setbacks/Yards*</b>	<b>Required</b>	<b>Proposed</b>
<b>Front</b> [____]		
<b>Side</b> [____]		
<b>Side</b> [____]		
<b>Rear</b> [____]		



# Page 3: HPB - Submittal Checklist

## SUBMITTAL CHECKLIST:

Applicant shall provide to the Planning and Zoning counter a complete application, one (1) full set of plans, and any additional requirements, as specified below. Within five (5) days of receipt, the Planning and Zoning staff shall review the application to determine its completeness and compliance with the ULDR.

For those applications that can be approved administratively (See Sec. 47-17.4), once the application is deemed complete the applicant shall submit seven (7) additional sets of plans/applications/photos with additional requirements as listed below. For cases that require a hearing before the Historic Preservation Board, the applicant will be required to submit one (1) original and fifteen (15) additional sets of plans/applications/photos with any additional requirements.

### HISTORIC DESIGNATION:

- Application (page 1 and 2) must be COMPLETELY FILLED OUT (all blanks filled-in or marked N/A). Proof of ownership if owner is applicant. If applicant is not property owner, this shall be noted on the application).
- Provide Proof of Ownership
- Property owners signature and/or agent letter signed by the property owner.
- 1 sealed survey
- 1 vicinity map (typically on the survey)
- 1 zoning and land use map of lands within a 700' radius
- Legal description of the landmark site, historic building or district written out.
- Photographs of subject building from all four sides and label the direction each side faces.
- Narrative describing (1) the architectural, historical, or archaeological significance of the proposed landmark, landmark site, (2) date of construction of the structures on the property, (3) names of current and past owners and, if possible, their dates of ownership.

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### Applicant's Affidavit

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Staff Intake Review

For Planning & Zoning Department staff use only:

Date \_\_\_\_\_

Received By \_\_\_\_\_

Tech. Specs Reviewed By \_\_\_\_\_

Case No. \_\_\_\_\_