



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

**CITY OF FORT LAUDERDALE  
PLANNING & ZONING  
DEPARTMENT**  
700 NW 19<sup>th</sup> Avenue  
Fort Lauderdale, FL 33311  
Telephone: (954) 828-8980  
Fax (954) 828-5858  
Website: [www.fortlauderdale.gov](http://www.fortlauderdale.gov)

**HISTORIC PRESERVATION BOARD (HPB)**

**SAILBOAT BEND HISTORIC DISTRICT  
Certificate of Appropriateness Application**

- Cover:**           Deadline & Fees
- Page 1:**        Applicant Information Sheet
- Page 2:**        Technical Specifications of Application
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**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.

**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.

**Certificate of Appropriateness for:**

<input type="checkbox"/> <b>Minor Alteration/Review &amp; Comment</b>	<b>\$</b>	<b>230.00</b>
<input type="checkbox"/> <b>Major Alteration/Addition to Existing</b>	<b>\$</b>	<b>310.00</b>
<input type="checkbox"/> <b>New Construction ≤ 2000 SF GFA</b>	<b>\$</b>	<b>310.00</b>
<input type="checkbox"/> <b>New Construction &gt; 2000 SF GFA</b>	<b>\$</b>	<b>560.00</b>
<input type="checkbox"/> <b>Demolition – Accessory</b>	<b>\$</b>	<b>230.00</b>
<input type="checkbox"/> <b>Demolition – Primary</b>	<b>\$</b>	<b>560.00</b>
<input type="checkbox"/> <b>Relocation</b>	<b>\$</b>	<b>490.00</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>	
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**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>

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

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

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



### Page 3: Technical Specifications of Application – continued

- f) Roofs and Gutters ( ) N/A
- 1) Roofs Materials: ( ) Terra-Cotta; ( ) Cement Tiles; ( ) Cedar Shakes; ( ) Steel Standing Seam; ( ) 5-V Crimp  
( ) Galvanized Metal Shingles; ( ) Fiberglass/Asphalt Shingles; ( ) Copper Shingles;  
( ) Built-Up Roof behind Parapets; ( ) Victorian Pattern; ( ) Diamond Pattern;  
( ) Other\* \_\_\_\_\_
- 2) Gutters: ( ) Exposed Half-Round; ( ) Copper; ( ) ESP Aluminum; Galvanized Steel; ( ) Wood-Lined with Metal;  
( ) Other\* \_\_\_\_\_
- 3) Roof Configuration: Type - ( ) Simple Gable; ( ) Hip  
Pitch - ( ) No less than 3:12 and no more than 8:12 (< 3:12 or > 8:12 requires DRC approval)  
( ) Shed Roof attached to a higher wall (Any pitch less than 3:12 requires HPB approval)  
( ) Tower Roof (Any slope is allowed)  
( ) Flat with Parapet; ( ) Flat with Railings; Other\* \_\_\_\_\_  
( ) Rafters in Overhangs to be Exposed; Other\* \_\_\_\_\_  
( ) Solar Collectors or Turbine Fans (Rear Part of Roof)

- g) Outbuildings ( ) N/A
- ( ) Outbuilding rider attached

- h) Garden Walls and Fences ( ) N/A
- 1) Materials/Style: ( ) Stucco Finish ( ) Float; ( ) Smooth; ( ) Coarse; ( ) Machine Spray;  
( ) Dashed or Trowelled;  
( ) Other\* \_\_\_\_\_
- ( ) Wood ( ) Picket; ( ) Lattice; ( ) Vertical Wood Board;  
( ) Other\* \_\_\_\_\_
- ( ) Masonry ( ) Coral; ( ) Keystone; ( ) Split Face Block;  
( ) Truncated Block; ( ) Stacked Bond Block;  
( ) Other\* \_\_\_\_\_
- ( ) Metal ( ) Wrought Iron; ( ) ESP Aluminum;  
( ) Chainlink (Green Vinyl Coated);  
( ) Other\* \_\_\_\_\_
- 2) Configurations: ( ) Front Yards spacing between pickets maximum 6" clear

- i) Arcades and Porches ( ) N/A
- Materials/Style: ( ) Stucco Finish (At Piers and Arches only) ( ) Float; ( ) Smooth; ( ) Coarse;  
( ) Dashed; ( ) Trowelled; ( ) Machine Spray;  
( ) Other\* \_\_\_\_\_
- ( ) Wood (Posts and Columns)
- ( ) Masonry (At Piers and Arches only) ( ) Coral; ( ) Keystone; ( ) Split Face Block;  
( ) Truncated Block; ( ) Stacked Bond Block;  
( ) Other\* \_\_\_\_\_
- ( ) Metal (At Railings only) ( ) Wrought Iron; ( ) ESP Aluminum;  
( ) Other\* \_\_\_\_\_

# Page 4: 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.

### FOR ALL APPLICATIONS:

- Complete application. No items are to be left blank. If it does not apply, indicate with 'n/a'.
- 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

### NEW CONSTRUCTION & ALTERATION:

- Photos of that part of the building that will be modified (e.g., if front elevation is to be modified, supply a photo of the front and label it with the direction it faces [i.e. FRONT – NORTH] ).
- 1 set of sealed drawings that include the site plan, building elevations and floor plan. All drawings must be drawn to scale. Scale cannot exceed 1" = 30'. In addition, drawings shall include the following: proposed exterior alterations, additions, changes, architectural design of buildings/structures, including proposed materials, textures and colors, including walls, walks, terraces, plantings, accessory buildings, signs and lights.
- 1 landscape plan for any multi family or non-residential development.
- 1 set of Product Approvals, Manufacturers' Specifications, or brochures for all building features to be modified (see page 2 of the application). For example, windows, doors, roofs, fences, siding, garages, carports, etc...

### FOR NEW CONSTRUCTION ONLY:

- Photos or elevation drawings of buildings adjacent to the subject site.

### DEMOLITION:

- Demolition Rider completely filled out, signed and dated.
- A site plan showing the proposed demolition.
- Photos of all sides of structure to be demolished and label the direction each side faces.
- Mail requirements: The applicant must submit a tax map, property owners list, stamped, addressed standard envelopes. The mail affidavit must be signed.
- Sign posting requirements: The applicant must post signs and return the signed affidavit prior to the meeting.

### RELOCATION:

- A site plan showing the property as it currently exists and a proposed site plan of how the property will look once the building is relocated.
- Narrative describing what the plans are for the site to be vacated, whether the building or structure can be moved without sufficient damage to its physical integrity, and the compatibility of the building or structure to its proposed site and adjacent properties.
- Photos of all sides of structure to be relocated and label the direction each side faces. If structure is to be relocated to another site, photos of that site as well.

### 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).
- 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.

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

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

PE / AIA Seal

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Planning & Zoning Department staff use only:

Date \_\_\_\_\_

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

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

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