



# HISTORIC DESIGNATION

Rev: 2 | Revision Date: 10/7/2019 | I.D. Number: DSD.UDP.HPB.HD

## HISTORIC PRESERVATION BOARD (HPB) Historic Designation Application

### Table of Contents:

- Deadline, Notes, and Fees
- Applicant Information Sheet
- Submittal Checklist

**DEADLINE** Submittals must be received by 4:00 PM by submittal deadline (see website for dates) Monday through Thursday and prior to 12:00 PM on Friday. The Department will review all applications to determine completeness within thirty (30) days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required.

**NOTE** Pursuant to Section 47-24.11.C.1, requests for historic designation may be made by any of the following, the term applicant shall include those identified in subsections a. through e. below:

- By motion of the HPB; or
- By motion of the City Commission; or
- By any property owner in respect to its own property; or
- A simple majority of property owners for designation within the boundaries of a proposed district by way of resolution or vote which must include the signature, name, address, phone number, and email address of each property owner; or
- By corporate resolution of a non-profit corporation executed by an officer authorized to bind the corporation. The non-profit corporation must be registered with the Florida Division of Corporations for a period of five years and have maintained a recognized interest in historic preservation for at least five years preceding the resolution.

**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 first public hearing of the Historic Preservation Board at the cost of the applicant.

**FEES** All applications for development permits are established by the City Commission, as set forth by resolution and 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.

_____ <b>Historic Landmark, Landmark Site, or Archaeological Site</b>	<b>\$ 650.00</b>
_____ <b>Historic District Designation</b>	<b>\$ 2450.00</b>

# HPB Historic Designation Application - Applicant Information Sheet

**INSTRUCTIONS** The following information is requested pursuant to the City's Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

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

<b>Case Number</b>		<b>Date of Submittal</b>		<b>Case Intake</b>	
--------------------	--	--------------------------	--	--------------------	--

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

<b>Applicant Entity Name</b>					
<b>Applicant's Contact Name</b>					
<b>Applicant's Signature</b>					
Address, City, State, Zip					
E-mail Address		Phone Number			

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

<b>Agent's Name</b>					
<b>Agent's Signature</b>					
Address, City, State, Zip					
E-mail Address		Phone Number			

<b>Proposed Landmark or Historic District Name</b>					
<b>Project Address(es)</b> (For all parcels, for a historic district please attach list)					
<b>Legal Description</b>					
<b>Tax ID Folio Numbers</b> (For all parcels, for a historic district please attach list)					
<b>Current Zoning Designation</b>		<b>Current Use of Property</b>			

**Select type of applicant below:**

- By any property owner in respect to its own property (select property owner type below)
  - Real Property Owner
  - Condominium (the condominium association shall be considered the sole owner, so long as the condominium association has the support of the majority of condominium unit owners; applicant must submit proof of support as part of this application).
  - Cooperative (When a building is owned by a cooperative corporation, the corporation shall be considered the sole owner.) ; or
  
- A simple majority of property owners for designation within the boundaries of a proposed district by way of resolution or vote which must include the signature, name, address, phone number, and email address of each property owner; or
  
- By corporate resolution of a non-profit corporation executed by an officer authorized to bind the corporation. The non-profit corporation must be registered with the Florida Division of Corporations for a period of five years and have maintained a recognized interest in historic preservation for at least five years preceding the resolution.



## CRITERIA FOR HISTORIC DESIGNATION

Pursuant to UDR Section 47-24.11.C.7, the designation of property as a landmark, landmark site or historic district shall be based on one (1) or more of the following criteria and evaluated in conjunction with guidance provided within the National Register Bulletin series published by the National Park Service. (Circle all that apply):

- a. Its value as a significant reminder of the cultural or archeological heritage of the city, state, or nation; or
- b. Its location as a site of a significant local, state or national event; or
- c. Its identification with a person or persons who significantly contributed to the development of the city, state, or nation; or
- d. Its identification as the work of a master builder, designer, or architect whose individual work has influenced the development of the city, state, or nation; or
- e. Its value as a building recognized for the quality of its architecture, and sufficient elements showing its architectural significance; or
- f. Its distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials; or
- g. Its character as a geographically definable area possessing a significant concentration, or continuity of sites, buildings, objects or structures united in past events or aesthetically by plan or physical development; or
- h. Its character as an established and geographically definable neighborhood, united in culture, architectural style or physical plan and development.

## SUBMITTAL CHECKLIST

Applicant shall provide to the Urban Design & Planning counter a complete application, one (1) complete application, and any additional requirements, as specified below. Within thirty (30) days of receipt, Urban Design & Planning staff shall review the application to determine its completeness.

The applicant will be required to submit one (1) original and twelve (12) additional sets of plans/applications/photos with any additional requirements.

*\*The City of Fort Lauderdale is committed to serving the needs of all of its citizens and visitors, and our goal is to ensure access to information for a diverse audience. Please incorporate accessibility design standards to meet Universal Design concepts supported by the W3C Guidelines and ADA Accessibility Requirements into all application submittal documents.*

### Place a check for each box below to ensure completion of all submittal requirements

- Complete application. No items are to be left blank. If it does not apply, indicate with 'N/A'.
- Most recently available copy of the Broward County Property Appraiser's record for the property; and
- Proof of ownership (deed); and
- Sketch map (all sketch maps shall include a scale and a north arrow):

Historic Landmark, Landmark Site, and Archaeological Site Designations. Clearly show the boundaries of the property as it relates to a legal description as found in the Broward County Official Records; and outline of any structures, objects, and buildings on the site; and their relationship to streets. Each designation of a landmark shall automatically include the designation of the site upon which the landmark exists as a landmark site. If the applicant is requesting boundaries that vary from the legal description of a parcel as found in the Broward County Official Records, a current sign and sealed survey (no less than six months old), which is signed and sealed by a licensed professional surveyor, authorized to engage in the practice of surveying and mapping in the State of Florida in accordance with Chapter 472, Florida Statutes must be provided; or

Historic Districts. Clearly show the boundaries of the proposed district; all buildings and structures (with their addresses and status as a contributing or non-contributing structure); and all streets within the proposed boundaries. Historic district boundaries shall in general be drawn to include all contributing structures reasonably contiguous within an area and may include properties which individually do not contribute to the historic character of the district, but which require regulation in order to control potentially adverse influences on the character and integrity of the district; and

- ❑ A written description of the architectural, historical, or archeological significance of the proposed landmark and landmark site, or buildings in the proposed historic district, and specifically address and document criteria for significance contained in Section 47-24.11.C.7 of the ULDR; and
- ❑ Provide responses in accordance with Section 47-24.11.C.7 of the ULDR explaining how the proposed landmark, landmark site, archaeological site or buildings in the proposed historic district meet the criteria; and
- ❑ Date structure(s) on the property were built, and the names of its current and all known past owners and, if available, their dates of ownership. Provide proof of date of construction which shall include but is not limited to the following: permits, original plans, certificate of occupancy, plat or Sanborn map, etc.; and
- ❑ Identify the period of significance of the proposed landmark and landmark site, archaeological site, or buildings in the proposed historic district; and
- ❑ Map identifying contributing structures within a proposed historic district or features of the individual landmark site; and
- ❑ Current color photographs of all sides of the property and historic photographs, if available; and
- ❑ Legal description from Broward County Official Records of landmark and landmark site, or archaeological site; and
- ❑ A list of references and citations for resources used to support the proposed designation including but not limited to published books or articles, newspaper articles or advertisements; and
- ❑ Applications for the designation of a historic district shall contain a written description of the boundaries of the district and a map identifying contributing and non-contributing structures; and
- ❑ Interior Landmark. Building interiors that meet the criteria for significance contained in Section 47-24.11.C.7 of the ULDR that are regularly open to the public may be subject to regulation under this section. The application shall describe precisely those features subject to review and shall set forth standards and guidelines for such regulations. Building interiors not so described shall not be subject to review under this section.
- ❑ Mail Notice. See page 5 of this application for mail notice and mail affidavit requirements.
- ❑ Criteria Considerations (Section 47-24.11.C.8). Ordinarily cemeteries, birth places, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the past 50 years shall not be considered eligible for listing in the Fort Lauderdale Register of Historic Places. These property types must also fall into one (1) of the following categories, circle any that may apply:
  - a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
  - b. A building or structure removed from its original location, but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
  - c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his or her productive life; or
  - d. A cemetery that derives its primary significance from graves of persons of outstanding importance, from age, from distinctive design features, or from association with historic events; or
  - e. A reconstructed building when accurately executed in a suitable environment and presented appropriately as part of a restoration master plan and no other building or structure with the same association has survived; or
  - f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
  - g. A property achieving significance within the past 50 years if it is of exceptional importance.

**Applicant's Affidavit**

I acknowledge that all requirements as listed above of this application are met.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## MAIL NOTIFICATION

Applicant is responsible for Property Owners MAIL notification as explained below:

**TAX MAP(S)** - Available from Available from City of Fort Lauderdale GIS Mailer Application (<https://gis.fortlauderdale.gov/mailer>). Subject Neighborhood Association Presidents and Condominium Association Presidents of affected properties are to be clearly shown and delineated. Each property noticed must be numbered on the map to cross-reference with Property Owner Notice List.

**PROPERTY OWNERS NOTICE LIST** - Available from City of Fort Lauderdale GIS Mailer Application (<https://gis.fortlauderdale.gov/mailer>). List must also include property owner name, property control number (Folio ID) and complete address of all property within the proposed boundary, and all homeowners associations, master associations, municipalities and counties noticed, as indicated on the tax roll. **IMPORTANT!!** If the petitioner or Association President(s) own(s) adjacent property, radius of notice must be measured from boundary of adjacent property.

**ENVELOPES** - Business size (#10) envelopes addressed (typewritten or labeled - no handwritten addresses) for all addresses along with a copy of the mailing labels before they are affixed to the envelopes shall be submitted to the City with your application. **Stamps only, metered mail will not be accepted.** First class postage required.

Overseas addresses to be posted by first class mail only. Contact Post Office for postage amount. Business size envelopes addressed **by certified mail required for all municipalities and/or counties.**

Indicate the following as the return address on all envelopes: City of Fort Lauderdale, Urban Design & Planning, 700 N.W. 19 Avenue, Fort Lauderdale, FL 33311.

## AFFIDAVIT OF MAIL NOTIFICATION

STATE OF FLORIDA  
BROWARD COUNTY

Case No: \_\_\_\_\_

BEFORE ME THIS DAY PERSONALLY APPEARED WHO BEING DULY SWORN, DEPOSES AND SAYS:

1. The attached Property Owner Notice List is, to the best of my knowledge, a complete and accurate list of all Association Presidents, mailing addresses and property control numbers as recorded in the latest official tax rolls.
2. The attached Property Owner Notice List includes, to the best of my knowledge, all affected neighborhood associations, condominium associations in accordance with the requirements of the ULDR of the City of Fort Lauderdale.

\_\_\_\_\_  
Signature

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_, who is personally known to me, or who has produced  
(Name of person acknowledging)

\_\_\_\_\_, and who did/did not (circle one) take an oath.  
(Type of identification)

\_\_\_\_\_  
(Signature of Person Taking Acknowledgment)

\_\_\_\_\_  
(Name of Acknowledger)

\_\_\_\_\_  
(Title of Rank)

\_\_\_\_\_  
(Serial Number)

NOTARY SEAL