



HISTORIC PRESERVATION BOARD APPLICATION

Application Form: Certificate of Appropriateness Application | Rev. 3/19/2025

INSTRUCTIONS: The following information is required pursuant to the City's Unified Land Development Regulations (ULDR). The application form must be filled out accurately and completely. Print or type and answer all questions or indicate N/A if item does not apply. To obtain property information such as land use, zoning, ownership, folio, lot size, etc., please visit <http://gis.fortlauderdale.gov/zoningqis>.

APPLICATION TYPES: Certificate of Appropriateness (COA) Applications are categorized by request and are indicated on the table below. Check the appropriate boxes for application request. Contact Urban Design and Planning staff at (954) 828-5026 if you are uncertain about the application type.

<input type="checkbox"/> MAJOR ALTERATIONS	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> RELOCATION
<ul style="list-style-type: none"> - Window/Door Replacement - Roof Replacement - New Addition - Exterior Alteration - Site Improvements 	<ul style="list-style-type: none"> - New Residential or Commercial Building - New Accessory Structure - Reconstruction 	<ul style="list-style-type: none"> - Demolition of Secondary Structure - Demolition of Primary Structure - Partial Demolition 	<ul style="list-style-type: none"> - Relocation of Existing Building
Complete Sections A, B, C, D, E, F	Complete Sections A, B, C, D, E, F	Complete Sections A, B, C, D, E, F	Complete Sections A, B, C, D, E, F

Each application is subject to specific review and approval process requirements. See applicable specifications for submittal.

A APPLICANT / PROPERTY OWNER	
Name	
Address	
City, State, Zip	
Phone	
Email	
Proof of Ownership	Warranty Deed
APPLICANT SIGNATURE:	

B AGENT <i>(If agent will be representing owner)</i>	
Name	
Address	
City, State, Zip	
Phone	
Email	
Agent Authorization Letter	Attach Consent Letter
AGENT SIGNATURE:	

C PARCEL INFORMATION	
Address	
Folio Number(s)	
Legal Description <i>(brief)</i>	

D LAND USE INFORMATION	
Historic District/ Historic Landmark Name	
Zoning	
Existing Use of Parcel	
Commission District	
Civic Association	

F PROJECT INFORMATION	
Project Name	
Project Description <i>(Describe current request)</i>	

G DIMENSIONAL REQUIREMENTS <i>(New Construction and Additions Only)</i>		
	Required Per ULDR	Proposed
Lot Size <i>(square feet/acres)</i>		
Lot Density		
Lot Width		
Building Height <i>(Feet/Levels)</i>		
Structure Length		
Lot Coverage		
SETBACKS <i>(Indicate direction N,S,E,W)</i>	Required Per ULDR	Proposed
Front [____]		
Side [____]		
Corner/Side [____]		
Rear [____]		



I acknowledge that I have read and understand the applicable criteria for the project's application type as selected above and the location of the project:

- General Criteria (applicable for all applications) [ULDR Section 47-24.11.D.c.i](#)
- Major Alterations Criteria [ULDR Section 47-24.11.D.c.ii](#)
- New Construction Criteria [ULDR Section 47-24.11.D.c.iii](#)
- Relocation Criteria [ULDR Section 47-24.11.D.c.iv](#)
- Demolition Criteria [ULDR Section 47-24.11.D.4](#)
- For Properties in the Himmarshee Historic District [ULDR Section 47-16.5 \(H-1 Himmarshee Historic District\)](#)
- For Properties in the Sailboat Bend Historic District [ULDR Section 47-17.7.B \(Sailboat Bend Historic District Material and Design Guidelines\) Historic Preservation Design Guidelines](#)

Signature:

CHECKLIST FOR SUBMITAL AND COMPLETENESS: The following checklist outlines the necessary items for application submittal to ensure the application is complete. Failure to provide this information will result in your application being deemed incomplete.

- Development Application Form** completed with the applicable information including property owner signature and agent signature.
- Proof of Ownership** warranty deed or tax record including corporation documents and SunBiz verification name.
- Project Narrative** project narrative and the applicable ULDR sections and criteria as described in the specifications outlined within the following pages for submittal by application type.
- Unified Land Development Regulations Acknowledgement** provide acknowledgement of the applicable ULDR sections as described in the specifications outlined within the following pages for submittal by application type.
- Color Photographs** of the property and surrounding context, dated, labeled, and identified as to orientation of photos.
- Electronic Files and Documents** consistent with the applicable specifications as described on the following pages for submittal by application type; e.g. plan set, agent letter, etc. Note that plan set(s) and other large files must be merged or flattened to reduce file size and file names must follow the City's file naming convention to be accepted. The file naming convention is based on the information found in the Guidance Document.

INFORMATION: The intent of the checklists provided below are to provide guidance regarding the submittal of a Certificate of Appropriateness Application. The checklist provides a list of specific information needed in order for an efficient and accurate review of plans and supporting documents. Failure to provide the required information will result in the application being deemed incomplete. The Certificate of Appropriateness application and checklists are accompanied by the Guidance Document and the Fee Schedule.

NEW CONSTRUCTION:

- Sealed Property Survey**
- Project Narrative** provide a narrative describing the project.
- Plans** that include a minimum of a site plan, building elevations and floor plan. All drawings must be drawn to scale with dimensions and be signed and sealed.
- Landscape Plans** for any multi family or non-residential development.
- Product Approvals** or Manufacturers' Specifications, or brochures for all building features (i.e. windows, doors, roofs, fences, siding, garages, carports, etc.)
- Context Photos and/or Drawings** of buildings adjacent to the subject site.
- Public Sign Notice** New Construction applications are required to post public signs as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.
- Application Fee** required for commercial projects; no fee for residential new construction.



NEW ADDITION:

- Sealed Property Survey**
- Project Narrative** provide a narrative describing the project.
- Plans** that include one (1) set of sealed drawings with a minimum of a site plan, building elevations and floor plan. All drawings must be drawn to scale.
- Product Approvals** One (1) set of Product Approvals, Manufacturers' Specifications, or brochures for all building features (i.e. windows, doors, roofs, fences, siding, garages, carports, etc.)
- Application Fee** required for commercial projects; no fee for residential new additions.

DEMOLITION:

- Sealed Property Survey**
- Site Plan** showing location of demolition request.
- Additional Documentation** if applicable, provide additional documents such as a proposal from a licensed contractor or an architect's or engineer's evaluation of the structure proposed for demolition.
- Project Narrative** provide a narrative describing the following:
 - Reasons for demolition, method, proposed future uses of the site and use of the material.
 - Method of demolition
 - Proposed future uses of the site and use of the material from the demolished structure(s)
 - Criteria for demolition, ULDR Section 47-24.11.D.4.C, which includes the following:
 - The designated landmark, landmark site or property within the historic district no longer contributes to a historic district; or
 - The property or building no longer has significance as a historic architectural or archeological landmark; or
 - The demolition or redevelopment project is of major benefit to a historic district.
- Public Sign Notice** demolition applications are required to post public signs as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized **affidavit** stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.
- Public Mail Notice** demolition applications are required to send a mail notice per requirement outlined on page 4.
- Application Fee** required for all demolition applications.

RELOCATION:

- Site Plans** showing location of existing property and property where structure is to be relocated showing placement and orientation of the building.
- Additional Documentation** of site where structure is to be relocated.
- Project Narrative** provide a narrative describing the project
- Application Fee** required for commercial projects; no fee for residential new additions.

SAMPLE ALTERATION APPLICATION TYPES:

WINDOW REPLACEMENT:

- Window and Door Schedule** specifying all openings to be replaced including the following information, at a minimum: window operation, type, size, material(s), frame color, glass color, muntin configuration and style**
- Floor Plan** showing location of existing windows and doors, number openings to be replaced to coordinate with window and door schedule.
- Color Photos** of all existing windows and doors to be replaced, numbered to coordinate with window/door schedule.
- Manufacturer's Brochure or Color Photo** of proposed window and muntin style**
- Notice of Acceptance for Proposed Window(s) and Door(s)**
- Application Fee** required for commercial projects; no fee for residential alterations.

**All new windows must be wood, steel, or aluminum; vinyl is not an accepted material.*

***All muntins must have a raised profile, applied flat bars are not accepted.*

ROOF REPLACEMENT:

- Roof Plan** drawn to scale (show entire roof(s) indicating area of work)
- Manufacturer's Brochure or Color Photo** of proposed roofing material indicating color of new roof
- Notice of Acceptance for Proposed Roofing Material**
- Application Fee** required for commercial projects; no fee for residential alterations.

SITE IMPROVEMENTS:

- Property Survey**
- Site Plan** showing placement of proposed site improvements.
- Manufacturer's Brochure or Color Photo** of proposed materials (i.e. paving material, fencing, etc.)
- Application Fee** required for commercial projects; no fee for residential alterations.



MAIL NOTICE REQUIREMENTS:

Demolition applications are required to adhere to the mail notice requirements as outlined in ULDR Section 47-27. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with mail notice requirements. An affidavit can be downloaded on the City's website. The following information is required to be submitted to fulfill mail notice requirements:

- **Tax Map** showing locations of properties to be noticed. Map is available from the City of Fort Lauderdale GIS Mailer Application at (<https://gis.fortlauderdale.gov/mailer>). Neighborhood Association Presidents and Condominium Association Presidents of affected properties are to be clearly shown and delineated. Each property shown on the map must be numbered on the map to cross-reference with Property Owner Notice List.
- **Property Owners Notice List** of properties to be noticed and can be downloaded from the City of Fort Lauderdale GIS Mailer Application at (<https://gis.fortlauderdale.gov/mailer>). List must include property owner name, Folio ID, and complete address of all properties with the proposed boundary, and all homeowners' associations, master associations, municipalities and counties notices, 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** showing 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 the 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.**

PUBLIC SIGN NOTICE REQUIREMENTS:

New Construction and Demolition applications are required to post public signs as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting. 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.

**FOR QUESTIONS OR ASSISTANCE REGARDING THE CERTIFICATE OF APPROPRIATENESS CHECKLIST
OR APPLICATION SUBMITTAL PROCESS CONTACT:**

Urban Design and Planning
954-828-6520 (select Option 4)
planning@fortlauderdale.gov