

5. TYPE OF PROJECT:

- | | |
|---|--|
| <input type="checkbox"/> Restoration | <input type="checkbox"/> Demolition Interior* |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Demolition Exterior* |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Addition to historic structure | <input type="checkbox"/> Awning |
| <input type="checkbox"/> New Accessory Structure | <input type="checkbox"/> Exterior Color Change |
| <input type="checkbox"/> Landscape/hardscape | |
| <input type="checkbox"/> Other _____ | |

*See "Procedures to Apply for Landmarked Buildings Involving Partial Demolition"

6. **Does this project require a Town Council approval?** Yes __ or No__

7. **Is this a Tax Abatement project?** (Must check one) Yes ___or No ___

Tax Abatement Projects: Part 1 – Preconstruction Application MUST be submitted as part of this application. Please contact kchurney@townofpalmbeach.com for tax abatement forms

Additional Submission Requirements must be submitted with the Certificate of Appropriateness Application. Please see the LPC Certificate of Appropriateness Application Checklist, Addendum, and Guidelines for Submittals.

The undersigned hereby certifies that the project described in this application, and as detailed by plans and other materials submitted, will be constructed in exact accordance with the aforesaid plans and specifications.

Signed by: _____ or _____
(Property owner) (Owner's Legally Authorized Agent*)

Printed name: _____ Printed Name: _____

*If signed by a Legally Authorized Agent, must be accompanied by a Power of Attorney or statement from property owner authorizing the signer to sign on the owner's behalf.



**NOTIFICATION TO SURROUNDING PROPERTIES OF
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
LANDMARKS PRESERVATION COMMISSION**

Notice is hereby provided to all property owners within 250' of the subject property listed below that a public hearing will be held by the Landmarks Preservation Commission on _____, 20____, on or after **9:30 a.m.** to consider an application for a Certificate of Appropriateness for the following described real property. The meeting will be held in the **TOWN COUNCIL CHAMBERS, 2nd FLOOR, TOWN HALL, 360 SOUTH COUNTY ROAD, PALM BEACH.**

Subject property address: _____
Owner: _____
Applicant: _____
Request approval of: _____

All interested persons may appear and be heard at said public hearing and may likewise submit written statements prior to and at said public hearing. The application for Certificate of Appropriateness along with plans and other supporting documentation are available for review Monday through Friday between 8:30 a.m. and 4:30 p.m. or may be available via the Town’s website at www.townofpalmbeach.com/index.aspx?NID=676. Please note that the applicant may submit revised plans and materials up to 7 days prior to the meeting date; therefore, if you are an interested party, you will need to contact the Town using the information below to verify if revisions have or have not been submitted.

If you would like to be automatically informed of changes to the LPC Agenda and Back-up Material, please visit our website www.townofpalmbeach.com and click on the “Stay Informed” button on the main page, follow the instructions provided and select Landmarks Preservation Commission.

Please be advised that the Town of Palm Beach does not enforce private covenants or deed restrictions.

If any person decides to appeal any decision made by the Landmarks Preservation Commission related to this matter, he/she will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

If you need further information relative to this project, please contact the Planning, Zoning and Building Department at 561-838-5430.



COA-____-_____

NOTICE AFFIDAVIT

STATE OF FLORIDA
COUNTY OF PALM BEACH

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

1. He/she is the owner, or the owner's authorized agent*, of the real property legally described in the Application for Certificate of Appropriateness; and
2. The accompanying Property Owners List is, to the best of his/her knowledge, a complete and accurate list of all property owners' mailing addresses and property control numbers dated no more than 90 days prior to the Landmarks Preservation Commission hearing at which the subject application will be heard, and as recorded in the latest official tax rolls for the subject property and all other property within two hundred fifty (250) feet of the real property described in the Application for Certificate of Appropriateness, or all property within two hundred fifty (250) feet of all contiguous property owned wholly or in part by the owner of the real property described in the Application for Certificate of Appropriateness, if applicable; and
3. A copy of each page of the application plus Notice of Meeting Date to Surrounding Property Owners is included in each envelope submitted for mailing, and will be mailed **at least 15 days prior** to the LPC meeting using the labels provided by the Property Appraiser's office.

FURTHER AFFIANT SAYETH NOT.

The foregoing instrument was acknowledged before me this _____ day of _____, by
Month/Year

_____ who is personally known to me or who has
produced (Name of person acknowledging)

_____ as identification. (type of identification)

Applicant's (or Agent's*) Signature

Applicant's (or Agent's) Printed Name

Notary as to Owner or to Authorized Agent

Applicant's (or Agent's*) Address

My Commission Expires: _____

***If Agent, you must attach a Power of Attorney or Authorization from the Property Owner.**

LPC Certificate of Appropriateness Checklist

Digital submission is required for LPC Certificate of Appropriateness Applications

Please follow the digital submission guidelines for LPC applications

- ___ Applicant contacts PZB to receive a **Case Number** for the project
- ___ **Digital Application for Certificate of Appropriateness**
- ___ **Check in the amount of \$750.00** payable to the Town of Palm Beach
- ___ **Digital Drawings & Required Submission Materials:**
 - Survey
 - Site Plan
 - Elevations
 - Floor Plans
 - Material Removal Plans
 - Landscape and Hardscape Plans
 - Construction Screening Plan
 - Construction Staging Plan
 - Truck Logistics Plan
 - Any Additional Drawings and/or Information
 - Photographs
- ___ A digital signed and notarized **Notice of Affidavit**
- ___ A digital **List of all Property Owners** within a 250 ft. radius, including the subject property owner
- ___ A digital **Tax Map** identifying the subject property with a 250 ft. radius around the property
- ___ **Sample Envelope** containing a copy the information in the stuffed and sealed envelopes. Once approved by PZB, the envelopes may be mailed by applicant.
- ___ **14 Mini-Sets of Reduced Plans** (11 x 17 paper copy) to be submitted to the Town **No Later than One Week** prior to the meeting date
- ___ Digital **Presentation File** contains what you will present at the LPC meeting. The Presentation File shall include plans/renderings, etc. and photographs of all existing facades and/or site conditions. The Presentation File shall be digitally submitted in PDF to the Town **No Later than One Week Prior** to the meeting date.

*Applications and plans providing incomplete or incorrect information will be deferred to the following month's meeting.

Addendum to the LPC Certificate of Appropriateness Checklist

Drawing & Plan Requirements:

- Plans are to be drawn in **black** ink only.
- **1/4" scale is preferred**, 1/8" scale may be permitted if the presentation is adequate and sufficiently detailed.
- Plans must clearly **indicate the areas of the building and/or property that are being changed**.
- Plans must be "**presentation quality**" drawings.
- **Site calculations must appear on the required site plan.**
- Plans must be **fully notated and** dimensioned.
- **New and changed materials** should be noted on the plans.
- **Elevation drawings** must reflect the existing elevation and the proposed elevation on the same page so that elevation changes are easily discernable. If **historic elevations** are available, then they should also be put on the same sheet with the existing and proposed.
- **Floor plans** should include existing and proposed.
- **Native vegetation** calculations should be provided on the landscape plan that confirms compliance with the 25% native landscaping requirement.
- Plans must be **digitally signed and sealed by the architect, landscape architect and/or engineer** and have the name and license number of the person digitally signing and sealing the plans in the title block.
- A **model** is required for projects over 10,000 square feet.
- **Additional drawings and information**, such as details of features, color and material samples, etc. should be included.

Photographs should show all affected facades and the main façade. Include historic photos if available.

A **Materials Removal Plan** is a requirement for a COA. It must delineate any and all materials that are to be removed or relocated in the construction process. This drawing shall be titled "Materials Removal Plan." If no original materials are to be removed or relocated, it shall be so noted on the floor plans.

The **Construction Screening Plan** should demonstrate how the public rights of way and adjacent neighbors will be screened from the construction activity through the use of landscaping and construction fencing/gates.

The **Construction Staging Plan** should demonstrate how the owner and contractor will identify specific locations on and adjacent to the project site for parking, material storage, deliveries, dumpster, portable toilets, tire cleaning area, silt fence, etc.

The **Truck Logistics Plan** should indicate the proposed route for truck traffic to best ingress and egress the property, including the roads and bridges used. The plan should attempt to identify the size of larger vehicles that might be used for construction or deliveries, the estimate of the number of trucks and a rough schedule of construction listing some of the major construction benchmarks. This information can be presented in a Critical Path Method Chart on the truck logistics plan page. This plan should represent the best estimate of truck information available at the time of plan submittal and may be revised during the construction project.

The **List of Property Owners** within a 250 ft. radius of subject property along with **Address Labels** and **Tax Map** must be obtained from the Palm Beach County Property Appraiser's Office,

Mapping Department, 301 North Olive Avenue, West Palm Beach. You will need the Property Control Number of the subject property to obtain the list. You should allow at least ten (10) days to receive this list from the Property Appraiser and this list should be dated no earlier than ninety (90) days prior to the date of the meeting at which the applicant will be heard.

The **Stuffed and Sealed Envelopes** are to be prepared for all property owners whose names appear on the list of property owners within that 250 ft. radius. The return address on each envelope shall read:

Town of Palm Beach
Planning, Zoning & Building Department
360 S. County Road
Palm Beach, Florida 33480
COA-XXX-2020

A sample envelopes should be submitted to the Town for review. After approval, the applicant will send out the notices.

Demolition

If the Town of Palm Beach Building Official or designee determines that a separate demolition permit should be issued for demolition only prior to other work beginning, a building permit will not be issued until the demolition work has been completed to the satisfaction of the Building Official. If construction is allowed simultaneously with demolition, adherence to the LPC approved Materials Removal Plan will be utilized and enforced. Once work begins, any changes to the approved plans, scope of demolition and/or changes to the means and methods of construction must be brought to the attention of the Planning, Zoning and Building Department.

LPC Certificate of Appropriateness Filing Guidelines & Procedures for Digital Submission of Application & Presentation Documents

The **FILING DEADLINE** is 30 days prior to the meeting date. Refer to “**Landmarks Preservation Commission Meeting Dates and Filing Deadlines**” which is available on the Town’s website at www.townofpalmbeach.com. On or by the Application Submission Deadline, submit the following:

Application: Digitally submit an Adobe (pdf) version of the “**Application**” file. Label the digital submission with the LPC Case # and address. The “Application” file contains the two pages LPC Application for Certificate of Appropriateness and all plans (minus floor plans) in Adobe (pdf) format, with all plans showing the legend on the right side.

Name file as follows: COA-007-2020 500 WORTH AVE APPLICATION

Record: Digitally submit an Adobe (pdf) version of a “Record” file. The two-page LPC Application for Certificate of Appropriateness, the Notification to Surrounding Property Owners, the Notice Affidavit, the Tax Map, the List of Owners who were Notified, the Sample Envelope and its Contents, the Plans, and any Associated Correspondence. This must be submitted by the deadline for the application submission, which is 30 days prior to the meeting.

Name file as follows: COA-007-2020 500 WORTH AVE RECORD

Important Note: If you change the plans after the submission date, you need to digitally resubmit a complete **Application** file and a complete **Record** file. That means you submit all that was originally submitted, except for the original plans, which you will remove and replace them with the new plans.

Name the Revised Application and Revised Record files as follows:

COA-007-2020 500 WORTH AVE APPLICATION REV 1

COA-007-2020 500 WORTH AVE RECORD REV 1

The last date for submission of **Minor** changes to plans is 7 calendar days prior to the meeting, at which time you will also digitally submit your **Presentation** file or folder.

Presentation: On or by the **Presentation Submission Deadline** (no later than 7 days prior to the LPC meeting), digitally submit an Adobe (pdf) “**Presentation**” file. Use a rolling pdf instead of individual pdfs to facilitate the presentation. The **Presentation** should include all documents, plans, photographs, reports, etc., which the applicant elects to present to the LPC and to the public during the LPC meeting, as it is on the basis of these documents, plans, photographs, reports, etc. that the LPC shall render a decision. The responsibility for a complete Presentation rests with the applicant, however **photographs of all existing facades and/or site conditions** are required to be presented to the LPC. All information submitted for the Presentation must match the most current documents on file in PZB though supplemental information such as additional photographs or color renderings may be included in the Presentation folder.

Name file as follows: COA-007-2020 500 WORTH AVE PRESENTATION

If the project is **Deferred**, the applicant will need to digitally submit another Presentation for the following months meeting no later than 7 days prior to that LPC meeting. A succinct **written narrative describing the changes** must accompany all revised plans.

Name new file as follows: COA-007-2020 500 WORTH AVE PRESENTATION REV 1

Guidelines for Presenting Projects to the Landmarks Preservation Commission

1. On or by the **Presentation Submission Deadline**, no later than 7 days prior to the meeting, the applicant must digitally submit the **Presentation File** that will be loaded onto a laptop computer located in the Town Council Chambers and will be retrieved by the applicant when preparing to make his or her presentation.
2. The Landmark Preservation Commission (LPC) requires that the person presenting the project for review shall be a **Design Professional** (excluding interior designer) licensed by the State of Florida, or an individual who is under the **direct supervision** of such **Signing/Sealing Professional**, or a certified **Architect Corporation** under Chapter 481 FS. Such requirement will not apply when requesting approval of **ancillary improvements** including fences, awnings, gates, shutters, pools, signs, etc. Licensed attorneys may participate in presentations, however, the LPC reserves the right to require direct participation and or response(s) from a design professional as identified above.
3. All presentations must be completed in a formal and professional manner. Presenters must use a microphone and speak directly into it when addressing the LPC and they should be prepared to use the mouse as a pointer and be prepared to zoom in and out as requested. Presenters are not allowed to bring revised flash drives to the meeting.
4. Following review, the Landmark Preservation Commission may:
 - (a) Issue a Certificate of Appropriateness, or
 - (b) Defer the project to the next month for additional study or information, or
 - (c) Deny the project for specified reasons
5. Applicants requesting a **deferral** of their project need to be present at the LPC meeting to request the deferral. The first deferral is generally granted; a second deferral request requires justification; and a third deferral will likely not be granted.