



DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

FOR OFFICE USE ONLY

FILE #:

DATE SUBMITTED:

100 NW 1ST AVENUE, DELRAY BEACH, FLORIDA 33444 | (561) 243-7040 | (561) 243-7221 (fax) | www.delraybeachfl.gov

HISTORIC PRESERVATION - DEVELOPMENT APPLICATION CHECKLIST

This checklist must be filled out and included with the application submittal. Refer to the applications listed in Part Two to identify those items listed in Part One that are required. All applicable items must be included for an application to be accepted for processing. Required supplemental forms and other items can be found on the City's website under Department Applications, [Supplemental Forms](#).

PROJECT NAME:	APPLICATION TYPE:
ADDRESS OR LOCATION:	PCN:

PART ONE – SUBMISSION ITEMS

Universal Items	Applicant	Staff	
		Complete	Missing
1. Completed Historic Universal Application Form.			
2. Disclosure of Interest Form (Required if corporation or business entity owns the property). Must also include Sunbiz documentation for business (available on the website under Supplemental Forms).			
3. Payment of the appropriate processing fee as listed in the fee schedule.			
4. Digital (PDF) copy of all items and plans (CD or Flash drive) – include reduced file size if plan sizes are large.			
5. Photos of existing property & adjacent properties (properly label each photo).			
6. Project Narrative including justification of request.			
7. Letter and analysis addressing Chapter 3 – Performance Standards, as applicable.			
Standard Application Items	Applicant	Staff	
		Complete	Missing
1. One copy of the latest recorded warranty deed, as recorded with the County Clerk, for all the property under consideration.			
2. Title Certificate from an attorney-at-law or a title insurance company certifying who the current fee simple title holder of record of the subject property are.			
3. Survey or plat which shows all improvements on the property and must be certified as reflecting conditions on the site as they existed within 12 months prior to the filing of the application; Date on survey _____)			
4. Notice Requirements: all items requiring a public hearing that must be noticed by mail.			
5. Letter/Transmittal of notification to utility providers: <input type="checkbox"/> FPL <input type="checkbox"/> Comcast <input type="checkbox"/> FPU <input type="checkbox"/> AT&T			
6. Completed School District of Palm Beach County – SCAD Application (available on the website under Supplemental Forms).			
7. A <u>draft</u> rating checklist from a green building certification entity, demonstrating compliance with minimum certification pursuant to Section 7.11.1 , if required.			
8. A permit issued by the South Florida Water Management District, the Lake Worth Drainage District, or the Florida Department of Transportation, as appropriate or a letter of exception stating that a permit is not required.			

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9. A permit issued by the DOH or a letter from the City Director of Utilities stating that such a permit is not required.			
10. Written consent of the owners provided in a certified form if the applicant is other than a single person owner.			
11. Vicinity map (if not included on cover page or within plan set).			
Historic Application Items	Applicant	Staff	
		Complete	Missing
1. Building Material and Color Sample Form – Must attach actual color chips			
2. Notice of Acceptance/Architectural Details (Windows, Doors, Roof, etc.)			
3. Project Data Supplemental Form			
5. Historic Property Information (Permit records, Florida Master Site File Form, etc.)			
6. Justification Statement addressing the Secretary of the Interior's Standards for Rehabilitation and LDR Section 4.5.1(E)(7) Visual Compatibility Standards			
7. Special Flood Hazard Area & Coastal Planning Area Requirements as applicable (see supplemental form)			
8. Historic Designation Report			
Historic Standard Plan Items	Applicant	Staff	
		Complete	Missing
<i>Plans shall be at the same scale, unless otherwise noted. Acceptable scales: 1" = 10', 1" = 20', 1" = 30'</i>			
1. One 24" x 36" signed & sealed copies of the following plans in collated, stapled, and folded set.			
2. One 11" x 17" signed & sealed copy of the following plans in a collated, stapled, and folded set.			
o Site Plan and/or Survey;			
o Building elevations, and/or architectural drawings, and/or artistic sketches or renderings;			
o Landscaping Plan;			
o Floor Plan(s);			
o Samples of building materials and color chips;			
o Engineering reports;			
o Demolition Plans;			
o Window and door schedule providing specifications, to include but not be limited to, window type, material, configuration, dimensions, and profile drawings;			
o Photographs of all existing elevation of the subject property, labeled with cardinal direction and address;			
o Other materials as may be requested by the Development Services Department or Historic Preservation Board; and			
o Standard COA application form, accompanied by payment of a processing fee per Chapter 2, must be provided.			
Standard Plan Items	Applicant	Staff	
		Complete	Missing
<i>Plans shall be at the same scale, unless otherwise noted. Acceptable scales: 1" = 10', 1" = 20', 1" = 30'</i>			
1. One 24" x 36" signed & sealed copies of the following plans in collated, stapled and folded sets.			
2. One 11" x 17" signed & sealed copy of the following plans in a collated, stapled and folded set.			

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o Boundary Survey, As-built Survey, and Sketch and Legal Description by a licensed surveyor or licensed engineer.			
o Landscape Plan by a Landscape Architect.			
o Site Development Plan by an Architect, Landscape Architect, or Engineer.			
o Final Engineering Plans by a licensed Civil Engineer.			
o Photometric Plans by a licensed professional knowledgeable in lighting design, an Electrical Engineer, or other qualifying licensed professional.			
o Floor plans by a registered Architect, using an architectural scale.			
o Architectural elevations by a registered Architect, using an architectural scale.			
o Drainage plans by a licensed Engineer.			
o Water and Sewer plans by a licensed Engineer.			
o Project Data Form (see Supplemental Forms).			
Traffic Statement and Studies	Applicant	Staff	
		Complete	Missing
1. Traffic Statement or Study by a licensed Engineer (one copy).			
2. Palm Beach County TPS letter or transmittal confirmation from County.			
3. Transportation Demand Management Plan (for projects within the TCEA with equal to or more than 50 employees).			
Notice Requirements	Applicant	Staff	
		Complete	Missing
1. Property owner list within a 500 ft. radius obtained from the official County tax roll.			
2. Tax map showing all properties within 500 ft. radius of the subject property.			
3. Notice Requirements Affidavit (see Supplemental Forms).			

PART TWO - APPLICATION TYPES			
Project Relief Request	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items 1-4, and 10-11.			
3. Project Relief Form (see Supplemental Forms).			
4. Notice Requirements.			
5. Exhibit/plan drawn to scale showing existing and proposed conditions, clearly illustrating the requested relief.			
Historic Ad Valorem Property Tax Exemption (Submitted within 3 months of issuance of Certificate of Occupancy)	Applicant	Staff	
		Complete	Missing
1. Completed Historic Universal Application Form			
2. Warranty Deed			
3. Most Recent Tax Bill			
4. Certificate of Occupancy (C.O.) – within 3 months of submittal			
5. Survey – before and after improvements (as built)			
6. Legal Description in MS Word format			
7. Site Plan, Exterior Elevation, Floor Plans – As approved by HPB			
8. Photographs – Include “before” & “after” of each elevation			
9. Application Processing Fee			

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10. Digital (PDF) copy of entire submittal package on CD or USB Flash Drive - provide reduced file size for large plans or files			
Certificate of Appropriateness with Level 2-4	Applicant	Staff	
		Complete	Missing
1. Universal Items, Standard Application Items & Historic Application Items			
2. Standard Plan Items.			
3. Traffic Statement or Study by a licensed Engineer (one copy).			
4. Architectural Elevations.			
5. Project Data Form (available on the website under Supplemental Forms).			
6. Relief Request Form, if applicable (available on the website under Supplemental Forms).			
7. Special Flood Hazard Area and Coastal Planning Area Requirements, as applicable (available on the website under Supplemental Forms).			
8. Four copies of the original Site Plan upon which the proposed changes are depicted.			
Certificate of Appropriateness with Master Sign Program	Applicant	Staff	
		Complete	Missing
1. Universal Items, Standard Application Items, & Historic Application Items			
2. Two (2) color copies of proposed sign including the size and dimensions.			
3. Two (2) color building elevations drawn to scale showing the proposed signage.			
4. Relief Request Form, if applicable (available on the website under Supplemental Forms).			
5. For monument signs, provide two (2) copies of a survey depicting the proposed sign location measured to the property line.			
6. For Master Sign Program and Blanket Sign Program, provide a draft of the Sign Program, which describes the proposed signage, alignment, sizes, maximum/minimum letter heights, styles, font(s), color(s), types, and materials.			
Certificate of Appropriateness for Relocation	Applicant	Staff	
		Complete	Missing
1. Universal Items, Standard Application Items & Historic Application Items			
2. Justification statement addressing LDR Section 4.5.1(E)(6)(a) & (b)(1)			
3. Relocation Plan per LDR Section 4.5.1(E)(6)(b)(2) - (including but not limited to plans/drawings, mover information, reports, etc.)			
4. As-built Drawings			
5. Photographs – of the site, and of the interior & exterior of building			
6. History of code violations			
7. Notice Requirements			
Certificate of Appropriateness for Demolition	Applicant	Staff	
		Complete	Missing
1. Completed Historic Universal Application Form			
2. Standard Application Submittal Items (no SCAD) & Historic Application Submittal items			
3. Proposed Demolition Plan per LDR Section 4.5.1(F)(5)			
4. Justification Statement addressing LDR Section 4.5.1(F)(6)(a)-(e)			
5. Justification Statement items per LDR Section 4.5.1(F)(10) & (11) – including reports, appraisals, documentation, & recordation			
6. Photographs			

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7. Notice Requirements			
Historic Designation	Applicant	Staff	
		Complete	Missing
1. Completed Historic Designation Application			
2. Warranty Deed			
3. Historic Designation Report			
4. Disclosure of Interests supplemental form (Not required for single-family residential property owned by individuals.)			
5. Certificate of Title (Not required for single-family residential property owned by individuals.)			
6. Photographs			
7. Notice Requirements			
8. Digital copy of the report in PDF			
Special Flood Hazard Area and Coastal Planning Area Requirements	Applicant	Staff	
		Complete	Missing
1. Special Flood Hazard Area and Coastal Planning Area Requirements (See Supplemental Forms).			
2. Environmental Assessment for development proposed within the Coastal Planning Area that has the potential to adversely impact wetlands, wildlife habitat, living marine resources, or the beach and/or dune systems (See Comprehensive Plan Policy CME 2.4.1).			