



## Historic Preservation Building Permit Acknowledgement Form

This form is required for properties located within Historic Districts and/or Individually Designated Sites.

Address:		PCN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Project Name:			
Historic District and/or Individual Site Name:	<input type="checkbox"/> Old School Square Historic District	<input type="checkbox"/> Del-Ida Park Historic District	
	<input type="checkbox"/> West Settlers Historic District	<input type="checkbox"/> Nassau Park Historic District	
	<input type="checkbox"/> Marina Historic District	<input type="checkbox"/> Individual Site Name:	
<b>PERMIT TYPE</b>		<b>APPLICANT/ OWNER (Initials)</b>	<b>HISTORIC REVIEW (Initials)</b>
<b>WINDOWS</b>		<b>REQUESTED</b>	<b>APPROVED</b>
<p><b>Per the Delray Beach Historic Preservation Guidelines and the Secretary of the Interior's Guidelines for Rehabilitation - When windows cannot be repaired, any replacement design should take into consideration the features of the original, including: Trim detail, material, size and shape of frame and opening, reveal or setback of the window from the wall plane; light configuration, where the horizontal line of the sash is on the same, or different, plane; color and reflective qualities of the glass; and muntin and mullion profiles and their configuration.</b></p> <p><b>Permit application shall be accompanied by support documentation including and not limited to: plans, drawings, Notice of Acceptance (NOA), etc.)</b></p>			
<b>Frame Material</b>			
<input type="checkbox"/> Wood			
<input type="checkbox"/> Aluminum (frames must be white unless approved by HPB)			
<input type="checkbox"/> Other (other materials, such as PVC requires HPB approval)			
<b>Frame Color</b>			
<input type="checkbox"/> White			
<input type="checkbox"/> Other (Requires HPB Approval)			
<b>Glass</b>			
<input type="checkbox"/> Clear, No Tint, Non-Reflective – Contributing/Individually Designated Structures (80/20% required Visual Light Transmittance)			
<input type="checkbox"/> Grey Tint, Non-Reflective – Non-Contributing Structures			
<input type="checkbox"/> Other (any non-clear, tinted glass must be approved by HPB)			
<b>FENCE</b>		<b>REQUESTED</b>	<b>APPROVED</b>
<p><b>Per LDR Section 4.5.1(3)(a)(1) – Non-historic and/or synthetic materials are discouraged, particularly when visible from a public right-of-way. Chain-link fences are discouraged. When permitted, chain-link fences shall be clad in a green or black vinyl and only used in rear yards where they are not visible from a public right-of-way, even when screened by a hedge or other landscaping. Fences and walls over four feet shall not be allowed in front or side street setbacks.</b></p>			
<input type="checkbox"/> Masonry/Concrete Block			
<input type="checkbox"/> Wood – Vertical picket (horizontal style picket requires HPB approval)			
<input type="checkbox"/> Aluminum – Vertical picket			
<input type="checkbox"/> Rod Iron – Vertical picket			
<input type="checkbox"/> Chain-link – Vinyl Clad (requires HPB approval)			
<input type="checkbox"/> Other (Other materials, such as PVC requires HPB approval)			
<b>ROOF</b>		<b>REQUESTED</b>	<b>APPROVED</b>
<p><b>Permit application shall be accompanied by support documentation including and not limited to: plans, drawings, Notice of Acceptance (NOA), etc.)</b></p>			
<b>Material</b>			
<input type="checkbox"/> Replace/Repair with same material (e.g. shingle with shingle, tile with tile, etc.)			
<input type="checkbox"/> Replace/Repair with new material (e.g. tile to metal, shingle to tile, etc.– May require HPB approval)			
<b>Color</b>			

<input type="checkbox"/> Replace/Repair with same color		
<input type="checkbox"/> Replace/Repair with new color (May require HPB approval)		
<b>Shape</b>		
<input type="checkbox"/> Remove roof/structural system and replace with different (e.g. flat roof to gable roof requires HPB approval)		
<b>DRIVEWAY/SIDEWALKS/HARDSCAPING</b>		
<b>Pursuant to LDR Section 6.1.4(C)(3)(b)(2) – must be 5’ from the property line. Pursuant to LDR Section 4.5.1(3)(b)(1)(f) – Driveway type and design should convey the historic character of the district and the property.</b>	<b>REQUESTED</b>	<b>APPROVED</b>
<input type="checkbox"/> Paver (brick, stone, etc.)		
<input type="checkbox"/> Travertine		
<input type="checkbox"/> Concrete		
<input type="checkbox"/> Driveway - Ribbon-strip		
<input type="checkbox"/> Asphalt		
<input type="checkbox"/> Gravel or other (requires approval from City Engineer)		
<b>POOL</b>		
<b>Pursuant to LDR Section 4.6.15 and 4.3.4(K)</b>	<b>REQUESTED</b>	<b>APPROVED</b>
Location of pool (include setback measurements)		
<input type="checkbox"/> Rear:		
<input type="checkbox"/> Side (Interior or Street):		
<input type="checkbox"/> Front:		
Was a variance approved for the pool location? (Refer to LDR Section 4.3.4(K) to ensure the request meets the required setbacks for pools. If not, contact Historic Staff for COA application.)		
<input type="checkbox"/> No Variance		
<input type="checkbox"/> Variance Approval Date:		
<b>PAINT COLOR</b>		
<b>A permit is not required to repaint structures. However, a COA (either Administrative or HPB reviewed) is required depending on proposed colors.</b>	<b>REQUESTED</b>	<b>APPROVED</b>
<input type="checkbox"/> Match Existing		
<input type="checkbox"/> New Color		
<b>HISTORIC APPLICATIONS</b>		
<b>Include City approval/certification letter with permit submittal</b>	<b>REQUESTED</b>	<b>APPROVED</b>
<b>Date of Meeting:</b>		

**ACKNOWLEDGEMENTS**

- All documentation submitted for this application is considered a public record subject to Chapter 119 of the Florida Statutes and shall be disclosed upon request.
- I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval, or permit. I further acknowledge that additional information may be required by the City of Delray Beach, Florida to process this application.
- Deviation from the submitted and approved information on this form may result in code enforcement action.

The aforementioned has been read and acknowledged by:

\_\_\_\_\_  
SIGNATURE - OWNER/APPLICANT

\_\_\_\_\_  
SIGNATURE - CONTRACTOR

\_\_\_\_\_  
PRINT NAME - OWNER/APPLICANT

\_\_\_\_\_  
PRINT NAME - CONTRACTOR