



# DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

100 NW 1<sup>st</sup> AVENUE, DELRAY BEACH, FLORIDA 33444 | (561) 243-7040 | (561) 243-7221 (fax) | www.delraybeachfl.gov

## HISTORIC PRESERVATION - DEVELOPMENT APPLICATION CHECKLIST

- This checklist must be completed by the applicant & included with the application at the time of submittal.
- An application will be deemed sufficient for processing if all applicable items in this checklist are included with the application at the time of submittal.
- Refer to the attached **Historic Preservation Submittal Matrix** as a guide to this submittal checklist and for information on the **number of plans sets** required to accompany an application as well as **application fees**.

<b>PROJECT NAME, ADDRESS, OR LOCATION</b>	<b>APPLICANT</b>
<b>APPLICATION TYPE</b>	<b>STAFF REVIEWER</b>

SUBMISSION ITEMS				
Standard Application Submittal Items – Pursuant to LDR Section 2.4.3(A)	Provided		Missing	N/A
	Applicant	Staff	Staff	
1. Completed Universal Historic Application Form				
2. Warranty Deed				
3. Certificate of Title - If owned by entity or business not individual(s)				
4. Disclosure of Interests Form - If owned by entity or business not individual(s) -Must include Sunbiz documentation for business				
5. Vicinity Map				
6. Survey (within 6 months of application submittal date - date on survey: _____ Acceptable scales are 1"=10', 1"=20', or 1"=30')				
7. Letter or Email of Transmittal of Notification to Utility Providers: <input type="checkbox"/> FPL <input type="checkbox"/> Comcast <input type="checkbox"/> FPU <input type="checkbox"/> AT&T				
8. School District of Palm Beach County SCAD Application (if applicable)				
9. Application Processing Fee				
10. Digital (PDF) copy of entire submittal package on CD or USB Flash Drive (reduced file size for large plan files)				
Historic Application Submittal Items	Provided		Missing	N/A
	Applicant	Staff	Staff	
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				
4. Photographs of subject property and adjacent properties (label each photo with cardinal direction)				
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				

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<b>Plans - Pursuant to LDR Section 2.4.3 &amp; 2.4.6(H) Signed &amp; Sealed, Stapled, Collated, and in Folded Sets</b>	<b>Provided</b>		<b>Missing</b>	<b>N/A</b>
	<b>Applicant</b>	<b>Staff</b>	<b>Staff</b>	
1. Site Plan (same scale as survey – acceptable scales 1"=10', 1"=20', or 1"=30')				
2. Composite Overlay Plan (same scale as survey)				
3. Demolition Plan (if applicable)				
4. Building Elevations - (architectural scale acceptable) Include separate elevations for existing & proposed on same plan sheet & cardinal directions				
5. Roof Plan (architectural scale acceptable)				
6. Floor Plans (architectural scale acceptable) Include existing & proposed on same plan sheet				
7. Window and Door Schedule				
8. Color Renderings				
9. Streetscape Plan (to scale)				
10. Tree Survey (same scale as survey) – as applicable				
11. Landscape Plan (same scale as survey) - Class II or higher Site Plan Application				
12. Irrigation Plan (same scale as survey) - Class II or higher Site Plan Application				
13. Engineering Plan (same scale as survey) - Class II or higher Site Plan Application				
14. Drainage Calculations - Class II or higher Site Plan Application				
15. Photometric Plan (same scale as survey) - Class II or higher Site Plan Application				
<b>APPLICATION TYPES</b>				
<b>Project Relief Request</b>	<b>Provided</b>		<b>Missing</b>	<b>N/A</b>
	<b>Applicant</b>	<b>Staff</b>	<b>Staff</b>	
1. Completed Project Relief Supplemental Application Form				
2. Standard Application Submittal Items & Historic Application Submittal Items (noted above)				
3. Application Processing Fee (for each request)				
4. Legal Description in MS Word format				
5. Project Justification Statement addressing the findings listed in LDR Sections as follows: <input type="checkbox"/> Variance – 2.4.7(A) <input type="checkbox"/> Internal Adjustment – 2.4.7(C) <input type="checkbox"/> Waiver – 2.4.7(B) <input type="checkbox"/> In-Lieu of Parking – 2.4.7 (O)				
6. <b>Public Notice Documents including:</b> <input type="checkbox"/> Tax Map illustrating property within 500' radius; <input type="checkbox"/> List of property owners within 500' radius taken from official County tax roll; <input type="checkbox"/> Standard #10 white (non-self seal), pre-addressed, & return addressed envelopes (City of Delray Beach address in the return) with required postage for mailed notices. International mailings must be postmarked at the higher rate; <input type="checkbox"/> Digital scanned copy of public notice documents; and, <input type="checkbox"/> Notice Requirements Affidavit Supplemental Form				

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<b>Historic Ad Valorem Property Tax Exemption Submitted within 3 months of issuance of Certificate of Occupancy)</b>	Provided		Missing	N/A
	Applicant	Staff	Staff	
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				
10. Digital (PDF) copy of entire submittal package on CD or USB Flash Drive – provide reduced file size for large plans or files				
<b>COA with Class I, II, III, IV, or V Site Plan Application</b>	Provided		Missing	N/A
	Applicant	Staff	Staff	
1. Completed Historic Universal Application Form				
2. Standard Application Submittal Items & Historic Application Submittal Items (noted above)				
3. Traffic Statement or Study (only with Class III, IV, or V Site Plan Application) and Palm Beach County TPS letter or confirmation of transmittal/receipt to PBC				
4. Special Food Hazard Area & Coastal Planning Area Requirements as applicable (see supplemental form)				
5. Application Processing Fee				
<b>COA &amp; Sign Application (Master Sign &amp; Blanket Sign Programs) Pursuant to LDR Section 4.6.7</b>	Provided		Missing	N/A
	Applicant	Staff	Staff	
1. Completed Historic Universal Application form				
2. Standard Application Submittal Items & Historic Application Submittal Items (noted above and as applicable)				
3. Two (2) color copies of proposed sign including the size and dimensions.				
4. Two (2) color building elevations drawn to scale showing the proposed signage.				
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.				
7. Application Processing Fee				
<b>COA for Relocation Pursuant to LDR Section 4.5.1(E)(6)</b>	Provided		Missing	N/A
	Applicant	Staff	Staff	
1. Completed Historic Universal Application Form				
2. Standard Application Submittal Items (no SCAD Application) & Historic Application Submittal items				
3. Justification statement addressing LDR Section 4.5.1(E)(6)(a) & (b)(1)				
4. Relocation Plan per LDR Section 4.5.1(E)(6)(b)(2) - (including but not limited to plans/drawings, mover information, reports, etc.)				
5. As-built Drawings				
6. Photographs – of the site, and of the interior & exterior of building				

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7. History of code violations				
<b>8. Public Notice Documents including:</b> <input type="checkbox"/> Tax Map illustrating property within 500' radius; <input type="checkbox"/> List of property owners within 500' radius taken from official County tax roll; <input type="checkbox"/> Standard #10 white (non-self seal), pre-addressed, & return addressed envelopes (City of Delray Beach address in the return) with required postage for mailed notices. International mailings must be postmarked at the higher rate; <input type="checkbox"/> Digital scanned copy of public notice documents; and, <input type="checkbox"/> Notice Requirements Affidavit Supplemental Form				
9. Application Processing and advertising Fees				
<b>COA for Demolition Pursuant to LDR Section 4.5.1(F)</b>	<b>Provided</b>	<b>Missing</b>	<b>N/A</b>	
	<b>Applicant</b>	<b>Staff</b>	<b>Staff</b>	
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				
<b>7. Public Notice Documents including:</b> <input type="checkbox"/> Tax Map illustrating property within 500' radius; <input type="checkbox"/> List of property owners within 500' radius taken from official County tax roll; <input type="checkbox"/> Standard #10 white (non-self seal), pre-addressed, & return addressed envelopes (City of Delray Beach address in the return) with required postage for mailed notices. International mailings must be postmarked at the higher rate; <input type="checkbox"/> Digital scanned copy of public notice documents; and, <input type="checkbox"/> Notice Requirements Affidavit Supplemental Form				
8. Application Processing and advertising Fees				
<b>Historic Designation</b>	<b>Provided</b>	<b>Missing</b>	<b>N/A</b>	
	<b>Applicant</b>	<b>Staff</b>	<b>Staff</b>	
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				
<b>7. Public Notice Documents including:</b> <input type="checkbox"/> Tax Map illustrating property within 500' radius; <input type="checkbox"/> List of property owners within 500' radius taken from official County tax roll; <input type="checkbox"/> Standard #10 white (non-self seal), pre-addressed, & return addressed envelopes (City of Delray Beach address in the return) with required postage for mailed notices. International mailings must be postmarked at the higher rate; <input type="checkbox"/> Digital scanned copy of public notice documents; and, <input type="checkbox"/> Notice Requirements Affidavit Supplemental Form				

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8. Digital copy of the report in PDF				
9. Application Processing and Advertising Fee				
<b>Special Flood Hazard Area and Coastal Planning Area Requirements</b>	<b>Provided</b>		<b>Missing</b>	
	<b>Applicant</b>	<b>Staff</b>	<b>Staff</b>	<b>N/A</b>
1. Submission requirements for properties in the FEMA V-Zone can be found in the LDR Chapter 10 and on the Special Flood Hazard Area and Coastal Planning Area Requirements Supplemental Form				
2. Submittal of an Environmental Assessment is required for developments proposed within the Coastal Planning Area that have potential to adversely impact wetlands, wildlife habitat, living marine resources, or the beach and/or dune systems – Policy CME 2.4.1				



# DELRAY BEACH HISTORIC PRESERVATION APPLICATION SUBMITTAL MATRIX JUNE 2021

TYPE OF APPLICATION	STANDARD APPLICATION SUBMITTAL ITEMS <sup>1</sup>								HISTORIC APPLICATION SUBMITTAL ITEMS								PLANS AND DRAWINGS				RELIEF REQUEST			OTHER			DIGITAL COPY	FEES								
	Completed Application Form	Warranty Deed	Certificate of Title <sup>2</sup>	Disclosure of Ownership Interest <sup>2</sup>	Vicinity Map	Survey	Notification of Utility Providers	SCAD Application	Building Material & Color Sample Form	NOA (Windows & Doors)	Project Data Supplemental Form	Photographs	Historic Property Information	Visual Compatibility Justification Statement	Demolition/Relocation Justification Statement	Historic Designation Report	List of affected property owners	Special Flood Hazard Area & Coastal Planning Area Requirements	Number of Plan Sets				Completed Project Relief Supplemental Application Form	Relief Justification Statement	Public Notice Documents	Traffic Statement or /Study and PBC Transmittal or Receipt	Legal Description in MS Word Format	Certificate of Occupancy	Most Recent Tax Bill	Copy of Entire Submittal on USB Flash Drive or CD	Application Fee					
																			24" x 36"	11" x 17"	Color Rendering	Relocation and/or Demolition Plan														
COA	•	•	•	•	•	•	•	•	•	•	•	•	•				•		1	1	1	1								•				•	\$500 <sup>4</sup> \$1000 <sup>5</sup>	
COA ARCHITECTURAL ELEVATION & COLOR CHANGE	•	•	•	•		•		•	•	•	•	•	•						1	1	1	1												•		\$0 <sup>3</sup> \$500 <sup>4</sup> \$1000 <sup>5</sup>
COA RELOCATION DEMOLITION	•	•	•	•	•	•	•	•	•	•	•	•	•	•				•	1	1	1	2					•							•		\$750 <sup>6</sup> \$1,500 <sup>7</sup>
CLASS I	•	•	•	•	•	•	•	•	•	•	•	•	•	•				•	2	1	2													•		\$525
CLASS II	•	•	•	•	•	•	•	•	•	•	•	•	•	•				•	2	1	2													•		\$788
CLASS III	•	•	•	•	•	•	•	•	•	•	•	•	•	•				•	2	1	2				•									•		\$1575
CLASS IV	•	•	•	•	•	•	•	•	•	•	•	•	•	•				•	2	1	2				•									•		\$3300
CLASS V	•	•	•	•	•	•	•	•	•	•	•	•	•	•				•	2	1	2				•									•		\$5500 <sup>8</sup>
HISTORIC DESIGNATION	•	•	•	•							•	•				•										•							•		\$250	
CHANGE DESIGNATION	•			•		•					•	•				•										•							•		\$250	
SIGN COA	•	•	•	•		•		•			•	•									1 Survey or Site Plan & Elevations	2											•		\$65	
VARIANCE	•	•	•	•	•	•			•	•	•	•	•				•		1	1					•	•	•						•		\$1500	
WAIVER	•	•	•	•		•				•	•	•	•						1	1					•	•	•						•		\$1100 <sup>9</sup> \$2750 <sup>10</sup>	
HISTORIC TAX EXEMPTION	•	•	•	•		•					•	•							•	•							•	•	•			•			\$100	

1 Refer to LDR Section 2.4.3(A) and (B) for a complete description of required materials  
 2 Title Certificate & Disclosure of Interest are not required for single-family residential property owned by individuals  
 3 No Fee for color change reviewed by staff  
 4 \$500 - Minor Alteration (New Windows, Fences, and/or Repairs)  
 5 \$1000 - New Construction and Additions

6 Relocation fee for relocation of a contributing or individually listed historic structure) to another property (fee is per building)  
 7 Demolition fee for demolition of more than 25% square footage of a principal structure, or of a non-contributing accessory structure (fee is per building)  
 8 Processing fee reduced to \$4,000.00 with prior sketch plan review within one year  
 9 \$1100 - Waivers-during site or master plan review (separate written letter required)  
 10 \$2750 - Waivers-after site plan submittal (separate written letter required)