

**Application for a Regular Certificate of Appropriateness or
A Special Certificate of Appropriateness**

Fee: \$200.00 (Special Certificate of Appropriateness Only)

A Certificate of Appropriateness is required for work to be done on any property within the Tavernier Historic District Overlay pursuant to the Monroe County Code (MCC), Section 134-57. A certificate of Appropriateness is not a building permit but is required as a condition for obtaining a building permit.

There are two types of certificates:

1. *Regular Certificate of Appropriateness*: Issued by the Planning Director for ordinary repairs or maintenance to a property
2. *Special Certificate of Appropriateness*: Issued directly by the Historic Preservation Commission (HPC) for the issuance of a building permit and shall be issued for any work involving substantial improvement, relocation, or new construction that will result in a change to the original appearance of a property.

The owner of a property within the Tavernier Historic Overlay District who desires a Certificate of Appropriateness shall file this application with the Planning Department. The application shall contain full plans and specifications, a site plan, and if applicable, samples of any materials necessary to fully describe the proposed appearance, colors, texture, materials, and design of the building or structure, any outbuilding, wall, courtyard, fence, unique landscape feature, paving, signage and exterior lighting. The information shall be adequate to enable the Planning Director and/or the Historic Preservation Commission (HPC) to visualize the effects of the proposed work.

In determining whether to grant or deny the application for a Regular or Special Certificate of Appropriateness, or grant it with conditions, the Planning Director/HPC shall evaluate the application according to a set of guidelines based on *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.

When the application for a Special Certificate of Appropriateness is complete, including mailing labels, with typed names and addresses, of all property owners within a 300 foot radius of the property*, the Planning Director shall schedule and notice the application for a public hearing before the HPC.

At the conclusion of the public hearing for a Special Certificate of Appropriateness the HPC shall, by written resolution, grant, deny or grant with conditions, the application. Upon the filing of the resolution with the secretary to the HPC, the secretary shall send a certified copy of the resolution and a copy of the completed Certificate of Appropriateness with Planning approval (to be given to the Monroe county Building Department as part of the building permit application) by registered mail to the applicant. For a Regular Certificate of Appropriateness a copy of the Regular Certificate of Appropriateness with Planning approval shall be sent by registered mail to the applicant.

*The radius map and label information can be obtained from the current tax rolls at the Monroe County Property Appraiser's offices in the Lower, Middle and Upper Keys.

Monroe County Historic Preservation Program
Application for Regular and Special Certificate of Appropriateness

MONROE COUNTY HISTORIC PRESERVATION PROGRAM

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A Special Certificate of Appropriateness**

Street address of the subject property: _____

Key: _____ Lot: _____ Block: _____ Subdivision: _____

Real Estate Number (RE#): _____ Mile Marker: _____

Name of property owner: _____

Telephone Number of property owner: _____

Name of agent (if different): _____

Address of applicant: _____

Telephone number of applicant: _____

Required Attachments:

_____ Photographs of the existing building

_____ Photographs of adjacent properties

_____ Scaled drawings of floor plans, site plans, and exterior elevations

_____ Illustrations of manufactured products to be used, such as roofing, shutters,
Doors and windows

Applicant's Summary of Scope of Work (include extra pages if necessary):

I attest that I will not exceed the scope of work as stated above without additional Planning Department review.

In filing this application I understand that it becomes part of Public Record of Monroe County and hereby certify that all information contained herein is accurate.

Florida Statutes 286.0105 states that a person appealing any decision of the HPC at any Meeting regarding this application may need a verbatim record of the proceedings which Includes testimony and evidence upon which the appeal is to be based.

Signature _____ Date: _____

For Planning Department Use only (additional pages may be attached)

_____ Approved

_____ Denied

Reason for denial:

_____ Approved with conditions

Conditions:

_____ Passed to HPC for further review

Reason for passing to the HPC for further review

Date: _____

By: _____
Monroe County Planning Department