

# Monroe County Historic Preservation Program

## Application for a Regular Certificate of Appropriateness or a Special Certificate of Appropriateness (Applicant receives this page)

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

A Certificate of Appropriateness is a required authorization for work to be done to a designated historic property pursuant to the Monroe County Code (MCC), Section 9.5- 452 - 456. 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 designated property that will not change the physical appearance or character.
- 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 designated historic property.

The owner of a designated historic property who desires a Certificate of Appropriateness shall file this application with the Planning Department. The application shall contain the following:

ALL CERTIFICATES OF APPROPRIATENESS APPLICATIONS - (as applies)

- Property Record Card, Survey or Site Plan, Photos,

SPECIAL CERTIFICATE OF APPROPRIATENESS APPLICATIONS - (as applies, 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 on the historic property.)

- 8 copies of all materials, information, scope of work
- Building plans and material specifications, samples, brochures 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, exterior lighting, etc.

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, 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.

# Monroe County Historic Preservation Program

## Application for a Regular Certificate of Appropriateness or A Special Certificate of Appropriateness (Stamp this page when received)

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
  
- \_\_\_\_\_ Scaled drawings of floor plans, site plans, and exterior elevations of all proposed construction
  
- \_\_\_\_\_ Illustrations/ Information of manufactured products to be used, such as roofing, siding, shutters, doors, windows, fencing, railings.
  
- \_\_\_\_\_ Attach a Scope of Work

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 the 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):

(Associated Building Permit # \_\_\_\_\_ )

\_\_\_\_\_ Date passed to the HPC for further review:  
(All Special Certificates of Appropriateness must be forwarded to HPC)

Reason for passing to the HPC for further review:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Approval with Conditions

Conditions:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Denied

Reason for Denial:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Monroe County Planning Department