



MONROE COUNTY PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT

Marathon Office

2798 Overseas Highway, Suite 410
Marathon, Florida 33050
Voice: (305) 289-2500
FAX: (305) 289-2536

Plantation Key Office

88800 Overseas Hwy
Plantation Key, FL 33070
Voice: (305) 852-7100
FAX: (305) 852-7103

Frequently Asked Questions

- Q. What is the Monroe County historic preservation program?
- A. The Monroe County historic preservation program consists of policies, laws, and procedures to help identify, retain, and preserve the irreplaceable historical, architectural, archaeological, and cultural resources of the Florida Keys.
- Q. What part of the Monroe County Comprehensive Plan deals with historical resources?
- A. Goal 104 is the section of the 2010 Comprehensive Plan outlining the County's policy toward historic resources. [\(Link to Comp. Plan\)](#)
- Q. What part of Monroe County Code governs the County's historic preservation program?
- A. Article VIII of the Land Development Regulations, MCC 9.5-451 thru 466, "Archaeological, Historical or Cultural Landmarks" sets up the legal structure of the program [\(link to http://www.municode.com/Resources/gateway.asp?pid=11270&sid=9\)](http://www.municode.com/Resources/gateway.asp?pid=11270&sid=9)
- Q. How do I learn more about historic properties in unincorporated Monroe County?
- A. The County's current inventory of historic buildings was identified in a survey conducted by GAI. [\(click here for GAI Historic Survey\)](#)
- Q. What properties are subject to historic preservation review?
- A. All properties that are located within designated historic districts, such as Tavernier, individually designated properties, such as the WPA old Tavernier school house, and individually designated structures, such as the original Overseas Railroad bridges located throughout the County, are subject to historic preservation review to safeguard their irreplaceable qualities for posterity.
- Q. What is a Certificate of Appropriateness?

A. A Certificate of Appropriateness is a permit issued by the Monroe County Historic Preservation Commission (HPC), granting permission for work on a designated historic building or any building within a historic district that will affect the visual quality of the structure or neighborhood.

Q. What is the difference between a Regular and a Special Certificate of Appropriateness?

- A. 1) A Regular Certificate of Appropriateness is a permit granted by the Planning Director for ordinary repair and maintenance that will not change the appearance of a property.
2) A Special Certificate of Appropriateness is a permit granted by the Historic Preservation Commission for any proposed work involving the substantial improvement, relocation, or new construction that will result in a change to the appearance of a property.

Q. How long does it take to receive a Certificate of Appropriateness?

- A. 1) A Regular Certificate of Appropriateness may be signed by the Planning Director or his designee.
2) A Special Certificate of Appropriateness requires a public hearing. According to County Code 15 days notice is required for all public hearings to allow for appropriate legal notice in newspapers and onsite. Additionally staff will need approximately 10 working days to finalize resolutions and have them signed by the Board chair and County Attorney.

Q. Where do I receive an application?

A. Any Monroe County Planning and/or Building Office.

Q. Is there a cost to apply for a Certificate of Appropriateness?

- A. 1) A Regular Certificate of Appropriateness should be applied for with the Application for Building Permit and does not require an additional fee.
2) A Special Certificate of Appropriateness should be applied for with the Application for Building Permit and requires an additional fee as stated on the application.

Q. What is the Historic Preservation Commission?

A. The Historic Preservation Commission is a volunteer board of five citizens appointed by the County Commission to oversee the County's historic preservation program and issue Certificates of Appropriateness.

Q. Who is on the Historic Preservation Commission?

A. Current members serving on the HPC are Deanna Lloyd, Alice Allen, Steve Johnson, Jim Clupper, and Diane Silvia.

Q. What is the basis for reviewing proposed changes to buildings subject to historic preservation review?

A. In unincorporated Monroe County, the criteria for evaluating proposed changes are the U.S. Secretary of the Interior's Standard for Historic Rehabilitation [<http://www.cr.nps.gov/hps/TPS/tax/rhb/>]. Additionally, a portion of Tavernier has a locally designated Historic District and a set of guidelines, the Tavernier Historic District Preservation Guidelines. [[link to historic guidelines and a map of the district](#)].

Q. What are the notice requirements?

A. All applications going to the Historic Preservation Commission must be noticed onsite for 15 days prior to the meeting in the form of a sign on the property briefly explaining the proposed work and indicating the time, date, and place of the public meeting. Additionally, applicants must submit a photograph of the sign and an affidavit affirming that the sign has been displayed for the required time period prior to the item being heard.

Q. When are the meetings scheduled?

A. The Historic Preservation Commission meets as items are scheduled or every two months.

Q. When should I apply?

A. Applicants should apply as soon as possible to minimize possible delays to other review processes.

- 1) Any Major or Minor Conditional Use permit will not be scheduled for another public hearing or deemed a complete application prior to being heard by the Historic Preservation Commission, if needed.
- 2) All proposed project being developed "by right" should apply for Historic Preservation review prior to or at the time of submitting a Building Permit.

Q. What are the requirements to submit a Historic Preservation application?

- A. 1) A Regular Certificate of Appropriateness will require:
- a. A complete building permit application and all documents required; or
 - b. submittals prior to a building permit application require:
 - i. Complete Property Record Card (no online versions)
 - ii. A survey or site plan showing the location of proposed work.
 - iii. Any product information describing the materials, colors, sizes...
 - iv. photos of the current conditions