



WEST PALM BEACH

Development Services

FOR OFFICE USE

CASE NUMBER: \_\_\_\_\_

HISTORIC DISTRICT: \_\_\_\_\_

NOTIFIED OF AD VALOREM: \_\_\_\_\_

UPON APPLICATION SUBMITTAL, INSERT RECEIVED DATE STAMP HERE AND INITIAL

## 2023 APPLICATION FOR CERTIFICATE OF APPROPRIATENESS AND/OR PROPERTY (AD VALOREM) TAX EXEMPTION

### PRE-SUBMITTAL INFORMATION:

1. It is advised that the applicant, or a representative, meet with a Historic Preservation Planner prior to completing this application and to inquire as to whether an Ad Valorem Tax Exemption would be applicable.
2. The applicant must fill out and sign the form below, and provide all required materials listed on **pages 2 and/or 3** of this application. **Please do not hesitate to contact the Historic Preservation Section at 561.822.1457, for further assistance with this application.**

SCOPE OF WORK (attach additional sheets if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PROJECT LOCATION: Street Address: \_\_\_\_\_  
 City: West Palm Beach State: FL Zip Code: \_\_\_\_\_

PROPERTY CONTROL NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

AGENT/CONTACT PERSON: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(I) (WE) affirm and certify that (I) (WE) understand and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations, Historic Preservation Ordinance and Design Guidelines as amended from time to time. (I) (WE) further certify that the above statements and the statements and showings made in any paper or plans submitted herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Planning and Zoning Department and are not returnable. (I) (WE) consent to inspection and photographing of the subject property by the Historic Preservation staff for purposes of consideration of this Application and/or presentation to the Historic Preservation Board. Applicants seeking approval of demolitions and/or new construction acknowledge that the City may erect signs on the subject property, which state the proposed action and the date of the Historic Preservation Board meeting. (I) (WE) also recognize that if one or more deficiencies exist in the application, (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

SIGNATURE OF APPLICANT(S): \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF OWNER(S): \_\_\_\_\_ DATE: \_\_\_\_\_

**A. REQUIRED MATERIALS**

Please refer below to determine the materials required for a specific type of application. The application may not move forward until this additional information is provided.

Type of Request	Level of Review	Deadlines & Meeting Dates	Application Fee	Consultant Review Fee	Photographs	Site Plan	Elevations	Floor Plans	Roof Plan	Sections	Project Data Table	Perspectival or 3D Rendering	Rendered Street Elevation	Product Information	Window and Door Schedule	Survey	Warranty Deed or Property Tax Info.	Notification	Other Requirements
		B	C		D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
<b>ADDITIONS:</b>																			
Visible from the street <u>and</u> 10% or less of the existing building's square footage.	Staff		\$40		✓	✓	✓	✓	✓		✓	*	*	✓	✓	✓	✓		
Not visible from the street <u>and</u> 20% or less of the existing building's square footage.	Staff		\$40		✓	✓	✓	✓	✓		✓			✓	✓	✓	✓		
All other additions.	HPB	✓	\$100		✓	✓	✓	✓	✓	✓	✓	*	*	✓	✓	✓	✓	✓	
<b>AD VALOREM TAX EXEMPTION</b>	HPB	✓	\$250		✓	✓	✓	✓	*	*	*	*	*	✓	✓	✓	✓	*	✓
<b>AWNINGS (main façade only)</b>	Staff		\$40		✓									✓	✓		✓		
<b>CARPORTS (additions or enclosure)</b>	Staff		\$40		✓	*	*		*		*			*	*	✓	✓		
<b>DECKS, PATIOS, PERGOLAS (with a structure)</b>	Staff		\$40		✓	*	*				*			✓		✓	✓		
<b>DEMOLITIONS:</b>																			
10% or less of non-historic addition.	Staff		\$40		✓	✓	*				*				*	✓	✓		
All other demolitions.	HPB	✓	\$500 (primary structure) \$250 (accessory structure)	*	✓	*	*	*	*	*	*	*	*	*	*	*	✓	✓	*
<b>DOORS/GARAGE DOORS:</b>																			
Change in material or style.	Staff		\$40		✓									✓	✓		✓		
Change in opening(s) on secondary façade.	Staff		\$40		✓		*							✓	✓		✓		
Change in opening(s) on a main façade.	HPB	✓	\$100		✓		*							✓	✓		✓		
<b>EXTERIOR WALL FINISH:</b>																			
Removal of non-historic vinyl/aluminum siding.	Staff		\$40		✓													✓	
All other finishes (including painting of an originally unpainted surface).	HPB	✓	\$100		✓									*				✓	
<b>MECHANICAL SYSTEMS (causing and effect).</b>	Staff		\$40		✓	*								*		*	✓		
<b>NEW CONSTRUCTION</b>	HPB	✓	\$350 + \$0.01 per square foot		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>PORCHES:</b>																			
Open an enclosed porch.	Staff		\$40		✓		*							*				✓	
Enclose a porch on a secondary façade.	Staff		\$40		✓		*							*				✓	
Enclose a porch on the main façade.	HPB	✓	\$100		✓		*							*				✓	
<b>RELOCATION</b>	HPB		\$100		✓	*	*	*	*	*	*	*	*	*	*	*	*	*	*

**Key:** (✓) = Items required by the applicant. (\*) = Items which may be required, consult with staff to verify.

**IMPORTANT:** All items shall be submitted in hard copy format (1 set) **AND ELECTRONIC FORMAT**. Additional formats may be required for certain items. Please refer to each item description for more information.

(Additional types of requests provided on the following page)

Type of Request	Level of Review	Deadlines & Meeting Dates	Application Fee	Consultant Review Fee	Photographs	Site Plan	Elevations	Floor Plans	Roof Plan	Sections	Project Data Table	Perspectival or 3D Rendering	Rendered Street Elevation	Product Information	Window and Door Schedule	Survey	Warranty Deed or Property Tax Info.	Notification	Other Requirements
		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
<b>ROOF:</b>																			
Change in material.	Staff		\$40	✓									✓				✓		
Change in shape.	HPB		\$100	✓	*		✓						✓				✓		
<b>SHEDS (less than 200 square feet – demolition or new)</b>	Staff		\$40	✓	*								✓				✓		
<b>SHUTTERS (permanent shutters – visible/non-visible)</b>	Staff		\$40	✓		*						✓	✓				✓		
<b>SITE WALL &amp; FENCES (in front of front façade)</b>	Staff		\$40	✓		*							✓				✓		*
<b>WINDOWS:</b>																			
Replacing original or significant windows	Staff		\$40	✓		✓							✓	✓			✓		
Change in materials or style.	Staff		\$40	✓		✓							✓	✓			✓		
Change in opening(s) on a secondary façade.	Staff		\$40	✓		✓							✓	✓			✓		
Change in opening(s) on a main façade.	HPB		\$100	✓		✓							✓	✓			✓		

**Key:** (✓) = Items required by the applicant. (\*) = Items which may be required, consult with staff to verify.

**IMPORTANT:** All items shall be submitted in hard copy format (1 set) **AND ELECTRONIC FORMAT**. Additional formats may be required for certain items. Please refer to each item description for more information.

**B. DEADLINE AND MEETING DATES for Historic Preservation Board (HPB) Review.** The following dates **DO NOT APPLY** to LEVEL 2 STAFF REVIEW. Certificate of Appropriateness Applications for staff review may be submitted anytime during regular office hours, Monday through Friday, 8 a.m. to 5 p.m.

Application Deadline*	Historic Preservation Board
December 14, 2022	January 24, 2023
January 18, 2023	February 28, 2023
February 15, 2023	March 28, 2023
March 15, 2023	April 25, 2023
April 19, 2023	May 23, 2023
May 17, 2023	June 27, 2023
June 14, 2023	July 25, 2023
July 19, 2023	August 22, 2023
August 16, 2023	September 26, 2023
September 13, 2023	October 24, 2023
October 18, 2023	November 28, 2023
November 15, 2023	December 20, 2023 (Wednesday)

All agendas may be viewed online at <https://www.wpb.org/our-city/meetings-agendas>.

**IMPORTANT (PLEASE READ THE FOLLOWING):** All application deadlines are strictly enforced. See pages 2 and 3 for the types of applications which must comply with the deadlines specified above. **All applications must be submitted to the Historic Preservation Division office no later than noon on the day of the deadline.** Partial applications will not be accepted for placement on the Board's agenda until all such materials are submitted. The applicant **MUST** have a representative at the meeting to be able to answer questions regarding the proposal. \*Designations require a 30-day ad and may be postponed accordingly.

### C. FEES

- **Application Fee** – Refer to **pages 2 and 3**.
- **Consultant Review Fee (Demolition Applications)** – Refer to **pages 2 and 3**. Some Demolition applications (for structures 35 years or older within a historic district that was surveyed, designated or re-designated more than five years ago) may require an independent review by a historic preservation consultant, contracted through the City, to determine if the structure would contribute to the district if the district was resurveyed. If applicable, fees will be assessed at a rate of \$500 per structure.

**IMPORTANT: Please make all checks payable to “City of West Palm Beach.”**

### D. PHOTOGRAPHS

Photographs must be from digital.

- Photograph of the main façade or site if the request is for new construction.
- Photographs of any façade affected by the proposed action.
- Photographs of surrounding properties as defined by the Zoning and Land Development Regulations are required for all new construction applications.

### E. SITE PLAN

Supply a site plan including the following:

- Graphic Scale
- Dimensions
- Location of Property Lines, Streets, Walkways, Driveways
- Location of Existing Buildings and Proposed Additions

**IMPORTANT: One (1) full-size (24” x 36”) set AND ELECTRONIC FORMAT shall be provided. Additionally, one (1) reduced-size (8 ½” x 11”) set shall be provided for those applications requiring HPB review.**

### F. ELEVATIONS

The applicant must provide elevations of each entire affected façade. Elevations must include at least the following:

- Cardinal direction
- Dimensions
- Materials
- Roof pitch
- Overall Building Height, measured from the mean grade of a lot at the frontage of the building to the highest point of the top of the structure of a flat roof, or to the decline of a mansard roof, or to the mid-height level between eaves and ridge for gable, hip and gambrel roofs.
- Types of Windows and Doors

**IMPORTANT: One (1) full-size (24” x 36”) set AND ELECTRONIC FORMAT shall be provided. Additionally, one (1) reduced-size (8 ½” x 11”) set shall be provided for those applications requiring HPB review.**

### G. FLOOR PLANS

Floor plans must include dimensions, room labels, and proposed alterations.

**IMPORTANT: One (1) full-size (24” x 36”) set AND ELECTRONIC FORMAT shall be provided. Additionally, one (1) reduced-size (8 ½” x 11”) set shall be provided for those applications requiring HPB review.**

---

## H. ROOF PLAN

A Roof Plan shall be submitted for all additions and new construction projects and may be required for demolition, carports, porches, mechanical systems, decks, patios and pergolas. Please check with an Historic Preservation Planner for applicability.

**IMPORTANT:** One (1) full-size (24" x 36") set **AND ELECTRONIC FORMAT** shall be provided. Additionally, one (1) reduced-size (8 ½" x 11") set shall be provided for those applications requiring HPB review.

## I. SECTION

A Section Plan may be required for new construction. Check with an Historic Preservation Planner for applicability.

**IMPORTANT:** One (1) full-size (24" x 36") set **AND ELECTRONIC FORMAT** shall be provided. Additionally, one (1) reduced-size (8 ½" x 11") set shall be provided for those applications requiring HPB review.

## J. PROJECT DATA TABLE

The Project Data Table may be submitted on the drawings or as a separate attachment; the table shall include the following information:

- Existing Building Square Footage, including a breakdown of air-conditioned spaces and non air-conditioned roofed spaces.
- Lot Size (square feet)
- Proposed square footage (as a result of proposed action) including a breakdown of air-conditioned spaces and non air-conditioned roofed spaces.

## K. PERSPECTIVAL OR 3D RENDERING

Required for new constructions and some additions (check with an Historic Preservation Planner for applicability).

**IMPORTANT:** One (1) full-size (24" x 36") set **AND ELECTRONIC FORMAT** shall be provided. Additionally, one (1) reduced-size (8 ½" x 11") set shall be provided for those applications requiring HPB review.

## L. LINE DRAWING OF STREET ELEVATION 250' EACH DIRECTION

Required for new construction and some additions (check with an Historic Preservation Planner for applicability).

Example:



**IMPORTANT:** One (1) full-size (24" x 36") set **AND ELECTRONIC FORMAT** shall be provided. Additionally, one (1) reduced-size (8 ½" x 11") set shall be provided for those applications requiring HPB review.

## M. PRODUCT INFORMATION

Product information shall be provided for all proposed materials, including (but not limited to) exterior fabric/finishes, roofing materials, awnings, shutters, fencing, windows and doors. Such information may include the manufacturer's cut-sheet for proposed materials.

## N. WINDOW AND DOOR SCHEDULE

For proposed replacement and/or installation of windows, doors, awnings or shutters, please provide a window and door opening schedule. The schedule should consist of a sketch of each floor of the structure with openings clearly defined as existing in terms of quantity, size, style and material corresponding appropriately to a proposed window and door schedule as a result of the requested action.

An existing and proposed window schedule shall be included for all window replacement request.

## O. SURVEY

A survey must be submitted for all new construction and addition applications.

**IMPORTANT: One (1) full-size survey AND ELECTRONIC FORMAT shall be provided. Additionally, one (1) reduced-size (8 ½" x 11") shall be provided for those applications requiring HPB review.**

## P. WARRANTY DEED OR PROPERTY TAX INFORMATION SHOWING OWNERSHIP

A copy of the last recorded Warranty Deed or property tax information showing ownership and written consent of all property owners, and as applicable:

- If a Contract Purchase, a copy of the Purchase contract and written consent of the owner; or
- If an authorized agent, a copy of the Agency Agreement and written consent of the owner; or
- If a lessee, a copy of the lease agreement and written consent of the owner; or
- If a corporation or other business entity, the name of the officer or person responsible for the application and written proof that said representative has the delegated authority to represent the corporation or other business entity; or
- If a group of contiguous property owners, written consent of the owners of a least (50) percent of the property described in the application.

In the case of an application submitted by a neighborhood or association, documentation shall be provided indicating that a formal motion was made and approved by the association regarding the proposed application (i.e. meeting minutes, final order, etc.).

## Q. NOTIFICATION

Envelopes, an address list, and a radius map shall be provided upon submittal of the application in accordance with the information provided below. The applicant can provide these items by contacting the following:

Palm Beach County Property Appraiser's Office  
301 North Olive Avenue, 1st floor  
West Palm Beach, Florida 33401

Phone Number: 561.355.2881.

- **Envelopes** – One (1) set of addressed labels affixed to size #10 **seal by peel strip envelopes with attached U.S. Postage stamp** shall be provided for each property owner within 500 feet of property line, and shall have the City's address as the return address as follows:

City of West Palm Beach  
Development Services Department – Historic Preservation  
401 Clematis Street – 2<sup>nd</sup> Floor  
P.O. Box 3147  
West Palm Beach, Florida 33402

(Continued on the following page)

- **Address List** – One (1) copy of a list of the same property owner's addresses within 500 feet of the subject property line shall be provided.
- **Radius Map** – One (1) copy of the map provided by the Palm Beach County Property Appraiser's Office along with the labels and list mentioned above, showing those properties within 500 feet of the subject property line shall be provided.

## R. OTHER REQUIREMENTS

Submit these additional items which apply to the types of applications listed below:

AD VALOREM TAX EXEMPTION – In addition to the required materials listed on **page 2** of this application, the following shall be completed as part of any Ad Valorem Tax Exemption request. All supplemental forms mentioned below may be obtained from the City's Historic Preservation Section.

- **Preconstruction:**

Complete the **Historic Preservation Property Tax Exemption Preconstruction Application**. The Preconstruction Application and the materials required herein shall be submitted **prior** to any improvements. Per Section 82-98 of the City's Code of Ordinances, this requirement cannot be waived. Please note that interior as well as exterior changes are included in the project review. If any changes are made to the project at any time after submission of the application, an **Historic Preservation Property Tax Exemption Amendment Application** must be submitted for review. The exemption will not be received until after all **completed work has been approved** by the Historic Preservation Board, City Commission, and the County Commission.

- **Post Construction:**

After all improvements are completed, the following shall be submitted **no later than the 2<sup>nd</sup> Monday of July** in order to receive the exemption for the following year's taxes:

- A **Completed Work Application** with supporting documentation to the Historic Preservation Section for approval by the Historic Preservation Board.
- The **Property Tax Exemption Covenant**. This Covenant requires the owner(s) to maintain the improvements during the ten (10) year period that the exemption is granted. The Covenant must be signed and notarized by a Public Notary for all owners of record of the subject property.

DEMOLITION – It is recommended that you provide the following:

1. A certified engineer's report testifying to the structural condition of the structure (up to three may be requested by the Historic Preservation Board).
2. Letters of support from the surrounding neighbors.

RELOCATION – Please consult with an Historic Preservation Planner regarding additional materials required for review.

WALLS/FENCING – Some materials, such as chain link, may require mitigation such as vinyl coating and landscaping.

---

SECRETARY OF THE INTERIOR'S  
STANDARDS FOR REHABILITATION\*

**As referenced in the Zoning and Land Development Regulations for the City of West Palm Beach,  
Section 94-49(c)(3) – Secretary of the Interior's Standards**

**Standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*\*May be periodically updated by the U.S. Department of the Interior, National Park Service.*

---



## ADDITIONAL CRITERIA

### New Construction, Alterations, Demolition

#### **Section 94-49(c)(4) – Additional Criteria.**

The Secretary of Interior's Standards for Rehabilitation are supplemented by the following criteria specific to certain types of requests:

*New construction and alterations.* The following design elements and features should be visually compatible with resources in the surrounding buildings.

1. *Setting, orientation and setbacks.* The building should be situated approximately the same distance from the street as adjacent buildings, to create a continuous street edge. The orientation of the building should be consistent with that of the surrounding buildings. The setting should be designed with the overall environment in mind. It should take into account the compatibility of landscaping, parking, service areas, walkways and accessory structures.
2. *Building height.* The height of the building at street level should be visually compatible with the height of surrounding buildings.
3. *Design styles.* New buildings should take their design cues from the surrounding buildings. Traditional or contemporary design standards and elements should relate to the surrounding buildings.
4. *Proportion of openings.* The relationship of the width of windows and doors to the height of windows and doors should be visually compatible with the surrounding buildings.
5. *Rhythm of solids to voids.* The relationship between solids (walls) and voids (windows and doors) of a building should be visually compatible with the surrounding buildings.
6. *Rhythm of spacing along the street.* The relationship of buildings to the open space between them should be compatible with the other buildings on each side of the street in that block.
7. *Relationship of materials and textures.* The materials and textures of a building should be chosen with the predominant materials of the historic district in mind. Simplicity in such use is preferable.
8. *Roof shapes.* The roof shape of a building is a major distinguishing feature. The roof shape of a new building should be compatible with those of the buildings in the historic district.
9. *Size, scale, bulk, mass and volume.* The physical size, scale, bulk, mass and volume should be compatible with the surrounding buildings without overwhelming them.

*Demolition.* The existence of one or some of the following conditions may be the basis for denial of a demolition application.

1. The resource contributes significantly to the historic character of designated property or district.
  2. The resource is listed on the National Register.
  3. The resource is one of the last remaining examples of its kind in the neighborhood or city.
  4. The resource is capable of being repaired and reused in a practical and feasible manner.
  5. Retention of the resource would promote the general welfare of the city by providing an opportunity to study local history, architecture and design, or by developing an understanding of the importance and value of a particular culture or heritage.
  6. Granting a certificate of appropriateness for the demolition would result in an irreparable loss to the city of a significant resource.
  7. The plans for the simultaneous new construction (if the demolition is granted) are not compatible with the property or district.
-