

**CERTIFICATE OF APPROPRIATENESS
APPLICATION**
CITY OF CORAL GABLES • HISTORIC PRESERVATION DIVISION

1.

Building Address _____	Historic name of building (if any) _____	District Name (if any) _____	
Legal Description: Lot(s) _____	Block(s) _____	Section _____	
Owner's Name _____	Street Address _____	Zip Code _____	Phone No. _____
(Required) e-mail: _____			
Applicant's Name _____	Street Address _____	Zip Code _____	Phone/Fax _____
(Required) e-mail: _____			
Contractor/Arch./Engineer's Name _____	Street Address _____	Zip Code _____	Phone/Fax _____
(Required) e-mail: _____			

2. PLEASE INDICATE THE CATEGORY WHICH DESCRIBES THE PROPOSED WORK:

<input type="checkbox"/> Minor Alterations <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____

3. Will the work proposed require a variance from the Zoning Code?
 NO YES, from section(s) _____
Attach the requested variance language to this form

4. Has this property been qualified as a Coral Gables Cottage? NO YES (attach a copy of qualification sheet)

5. This request is: new result of a violation a revision to a previous submittal a revision to a previously approved COA
 Case File: _____ Case File: _____

6. WORK PROPOSED: Brief narrative of work to be performed.

7. Variance requests require a processing fee. Payment must be included with the application. Please make check payable to the City of Coral Gables. Applications for ad valorem tax relief must be filed on a separate application form prior to construction.

8. The following supplementary information (where applicable) shall be provided:*

STAFF USE ONLY	<input type="checkbox"/> Site Plan (with dimensions) Before/After <input type="checkbox"/> Floor Plan(s) (with dimensions) Before/After <input type="checkbox"/> Elevations(s) (with dimensions) Before/After <input type="checkbox"/> Mailing list & 3 sets of labels VARIANCES/DEMOLITIONS
	<input type="checkbox"/> Photos Labeled 2 per page <input type="checkbox"/> Survey(5 yrs or younger) Board review (1 Orig + 16 copies) Non-Board (1 original) <input type="checkbox"/> Color/Material Sample Board review (16 swatches) Non-Board review (1 set) <input type="checkbox"/> Letter of Intent Board review (16 copies) Non-Board review (1 copy) <input type="checkbox"/> Regular size 1 signed/sealed set <input type="checkbox"/> Reduced Plans 11x17 Board review 2 sign/seal + 14 reg. Non-Board review (1 set)
	<input type="checkbox"/> Copy of Board of Architects Comments/Recommendations <input type="checkbox"/> CD with electronic copies of drawings/photos <input type="checkbox"/> Fee due to variances/violations <input type="checkbox"/> Other _____

- Application will not be scheduled for a hearing unless received in completed form by the established due date (subject to staff review).
- Applications will be accepted only when a completed application form is submitted together with the necessary supplemental materials.
- All drawings & supporting information must be collated into the correct number of packets and clearly labeled.
- Applicant or his/her representative **MUST** attend hearing and present his/her proposal to the Board.
- Preliminary Zoning Analysis for proposed changes **MUST** be obtained and submitted with this application (see attached form).
- A paint sample visible from the public side of the structure must be applied to the building no less than ten days from the hearing date.
- Board of Architects recommendation **MUST** be obtained prior to the submission of any Certificate of Appropriateness application.
- The Historic Preservation Board will act on completed applications only. Decisions made by the Board may be appealed to the City Commission no later than **10 days** after the ruling is made. If there is no appeal or Commission action, the Historic Preservation Board decision shall be final.

9. I, _____, as Owner of Lot(s) _____
 (Print Owner's Name)
 Block(s) _____, Section _____ do hereby authorize the filing of this application.

 (Owner's Signature) (Date)

My signature affirms and certifies that I/we understand and will comply with the provisions and regulations of the City of Coral Gables Historic Preservation Ordinance as amended from time to time. It further certifies that any statements made in the application, documents attached to the application, and 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 Historic Preservation Division and are not returnable. The above signed consents 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 alterations, 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.

STAFF USE ONLY		DATE RECEIVED: _____	CITY OF CORAL GABLES HISTORICAL RESOURCES DEPARTMENT HISTORIC PRESERVATION DIVISION 2327 SALZEDO STREET, 2 ND FLOOR CORAL GABLES, FLORIDA 33134 Phone: (305) 460-5090/5093/5094/5096 Fax: (305) 460-5097 e-mail: historicalresources@coralgables.com
	CASE FILE: _____		
	EDEN FILE: _____		
	POTENTIAL HPB MEETING: _____		

* A drawing set must include a site plan, floor plan(s), and elevations of all facades with sufficient dimensions to conduct a preliminary Zoning Analysis. The purpose of the preliminary Zoning Analysis is to identify possible variances and is not intended to replace any review required as part of the permitting process. The drawings must illustrate the existing conditions and the proposed changes separately. Contextual drawings or photographs of the neighboring properties must also be included. The Department staff may request additional drawings and documents as needed. Requests for Special Certificates of Appropriateness for demolition and/or that require variance(s) must include a certified mailing list, a map, and **three** sets of mailing labels (1000-foot radius) and the required fee. * It is the responsibility of the applicant to provide sufficient illustrations to convey the intended scope of work.