

**HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD**  
**APPLICATION FOR**  
**CERTIFICATE OF APPROPRIATENESS**

**CITY OF MIAMI**  
PLANNING AND ZONING DEPARTMENT  
PRESERVATION OFFICE  
444 SW 2nd AVENUE  
MIAMI, FLORIDA 33130

FOR STAFF USE ONLY

APPLICATION # \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

APPROVED

W. CONDITIONS

DENIED

COMMENTS:

STAFF  
INITIALS \_\_\_\_\_

PROCESS # BD \_\_\_\_\_

PLANS NOT SAVED TO HP FILE

PROPERTY ADDRESS \_\_\_\_\_

HISTORIC DISTRICT/LANDMARK NAME \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S DAYTIME PHONE NUMBER \_\_\_\_\_

OWNER'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

OWNER'S E-MAIL \_\_\_\_\_

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE) \_\_\_\_\_

APPLICANT'S DAYTIME PHONE NUMBER \_\_\_\_\_

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

APPLICANT'S E-MAIL \_\_\_\_\_

**APPLICATION TYPE** (Choose as many as applicable)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> WINDOW REPLACEMENT | <input type="checkbox"/> RE-PAVING     | <input type="checkbox"/> SIGNAGE          | <input type="checkbox"/> INTERIOR WORK ONLY |
| <input type="checkbox"/> DOOR REPLACEMENT   | <input type="checkbox"/> LANDSCAPING   | <input type="checkbox"/> AWNINGS/CANOPIES | <input type="checkbox"/> ALTERATION IN REAR |
| <input type="checkbox"/> ROOF REPLACEMENT   | <input type="checkbox"/> SWIMMING POOL | <input type="checkbox"/> PAINTING         | <input type="checkbox"/> OTHER _____        |

**TYPE OF WORK**

- REPAIR ONLY     IN-KIND REPLACEMENT     NEW INSTALLATION     OTHER \_\_\_\_\_

**BELOW PROVIDE A DETAILED DESCRIPTION OF PROJECT. ATTACH SKETCHES AND/OR ILLUSTRATIONS ON ADDITIONAL PAGE(S)**

**OWNER ATTESTATION:**

It is warranted in good faith that the statements above and on attached page(s) are true and correct. I understand that I have received approval ONLY for the work specified herein and that NO changes may be made to the approved drawings/plans or COA application without the Preservation Office approval. I understand that a COA is a prerequisite to obtaining a building permit and NO work may begin until a building permit is obtained.

SIGNATURE OF PROPERTY OWNER (REQUIRED) \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER) \_\_\_\_\_

DATE \_\_\_\_\_

*NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE.  
NO APPLICATION WILL BE CONSIDERED UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.*

**REQUIRED ATTACHMENTS:**

- LETTER OF INTENT
- COMPLETED AND SIGNED CERTIFICATE OF APPROPRIATENESS APPLICATION FORM
- PHOTOS OF ALL FACADES OF THE PROPERTY AND APPLICABLE DETAILS (PRINTED IN COLOR, NO SMALLER THAN 4" x 6")
- PROPERTY SURVEY, PREPARED BY A REGISTERED LAND SURVEYOR FROM **WITHIN THE PAST SIX MONTHS WITH FEMA ELEVATION**
- PAINT CHIP(S) OF DESIRED COLOR(S)
- HISTORIC PHOTO, IF AVAILABLE
- OTHER \_\_\_\_\_

**PROJECT SPECIFIC ATTACHMENTS:** (In addition to the materials above, provide the following as it pertains to your project)

For additional information and guidance, refer to the General Design Guidelines located at [www.historicpreservationmiami.com](http://www.historicpreservationmiami.com)

**WINDOW AND DOOR REPLACEMENT:**

- FLOOR PLANS AND ELEVATIONS SHOWING EXISTING AND PROPOSED WORK (NO LARGER THAN 11"x17")
- DETAIL DRAWINGS SHOWING EXISTING DIMENSIONS AND PROPOSED DIMENSIONS
- WINDOW/DOOR SCHEDULE SPECIFYING ALL OPENING TO BE REPLACED, SPECIFY: MATERIALS, SIZE, TYPE, OPERATION, COLOR, FINISH
- NUMBER KEY PHOTOS, FLOOR PLANS, AND ELEVATION TO CORRESPOND WITH WINDOW/DOOR SCHEDULE
- DIMENSIONED AND SCALED PROFILE SECTION OF NEW WINDOW(S)
- MANUFACTURER'S BROCHURE AND/OR CATALOG PHOTO OF PROPOSED REPLACEMENT

**ROOF REPLACEMENT:**

- ROOF PLAN AND SLOPE OF ROOF DRAWN TO SCALE ON NO LARGER THAN 11" x 17" PAPER
- MANUFACTURER'S BROCHURE AND/OR CATALOG PHOTO OF PROPOSED REPLACEMENT
- MATERIAL SPECIFICATION

**SITE IMPROVEMENTS: (POOL, PAVING, LANDSCAPING, DECKS)**

- SITE PLAN SHOWING PLACEMENT OF NEW FEATURES AND EXISTING STRUCTURES/FEATURES
- TREE SURVEY IF REMOVING TREES OR LANDSCAPING

**FENCES, WALLS, GATES, AND HEDGES**

- SITE PLAN SHOWING PLACEMENT OF NEW FEATURES AND EXISTING STRUCTURES/FEATURES
- ELEVATIONS AND DETAILS OF PROPOSED FENCING, WALL, GATE, OR HEDGE (NO LARGER THAN 11"x17")
- MANUFACTURER'S BROCHURE AND/OR CATALOG PHOTO OF PROPOSED REPLACEMENT

*A Certificate of Appropriateness expires 12 months from the date of issuance, unless the authorized work is commenced within this time period, or a building permit has been obtained. The Preservation Officer may grant an extension of time up to 12 months upon written request by the applicant.*

FOR QUESTIONS PLEASE CONTACT THE PRESERVATION OFFICE:

Vickie Toranzo at 305.416.1137 or [vtoranzo@miamigov.com](mailto:vtoranzo@miamigov.com)  
Wendy Sczechowicz at 305.416.2034 or [wsczechowicz@miamigov.com](mailto:wsczechowicz@miamigov.com)  
Warren Adams at 305.416.1059 or [wadams@miamigov.com](mailto:wadams@miamigov.com)

OR VISIT OUR WEBSITE AT [WWW.HISTORICPRESERVATIONMIAMI.COM](http://WWW.HISTORICPRESERVATIONMIAMI.COM)

**COMPLETED APPLICATIONS AND MATERIALS TO BE SUBMITTED IN PERSON AT 444 SW 2ND AVENUE, 3rd FLOOR**