



## Placement on Local Register of Historic Places Application

### Placement on Local Register of Historic Places

**DEADLINE:** Initial paper submission and fee must be received by 5:00 PM each business day.

#### Application Review Process:

Application Type	Step 1	Step 2	Step 3
<b>Placement on Local Register of Historic Places</b>	Pre-Application Meeting (Required)	Staff Review	Final Decision by the Historic Preservation Committee

### APPLICATION CHECKLIST

<p>The following copies shall be submitted to the Zoning Inquires Counter.</p> <ul style="list-style-type: none"> <li>• <b>One (1) Original Copy</b></li> <li>• <b>One (1) Digital Copy in PDF, unless indicated otherwise</b></li> </ul>			
<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See <a href="#">Appendix C - Fee Schedule</a> in the Information section of the P&Z webpage.		
<input type="checkbox"/>	Completed application with original signatures (Pg. 3).		
<input type="checkbox"/>	Proof of ownership (owner's certificate form must be completed by owner) (Pg. 4).		
<input type="checkbox"/>	Legal description ( <b>Digital copy in WORD</b> ).		
<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; vertical-align: top;">Significance Report (<b>Digital copy in WORD</b>)</td> <td> <p>Describes the historic, archeological, architectural, or cultural significance of the buildings, structures, sites, areas, features, objects, or surroundings proposed to be included in the historic structure, site, or district.</p> <p>Recommends design standards and guidelines to apply to the review of applications for a Certificate of Appropriateness.</p> <p><b>(For applications for placement of a historic district on the Local Register of Historic Places only)</b> Description of the district's recommended boundaries and shall identify properties within the proposed district as either "contributing" or "noncontributing" to the proposed district's historic, archeological, architectural, or cultural significance.</p> <p><b>(Optional information)</b> Include the required information that was previously prepared by or on behalf of the HPC, or was prepared in conjunction with a previous application of the same land for placement on the Local Register of Historic Places, or was prepared in conjunction with a nomination for listing as a Broward County Archeological or Historical Cultural Resource Site, in the Florida Master Site File, or in the National Register of Historic Places.</p> </td> </tr> </table>	Significance Report ( <b>Digital copy in WORD</b> )	<p>Describes the historic, archeological, architectural, or cultural significance of the buildings, structures, sites, areas, features, objects, or surroundings proposed to be included in the historic structure, site, or district.</p> <p>Recommends design standards and guidelines to apply to the review of applications for a Certificate of Appropriateness.</p> <p><b>(For applications for placement of a historic district on the Local Register of Historic Places only)</b> Description of the district's recommended boundaries and shall identify properties within the proposed district as either "contributing" or "noncontributing" to the proposed district's historic, archeological, architectural, or cultural significance.</p> <p><b>(Optional information)</b> Include the required information that was previously prepared by or on behalf of the HPC, or was prepared in conjunction with a previous application of the same land for placement on the Local Register of Historic Places, or was prepared in conjunction with a nomination for listing as a Broward County Archeological or Historical Cultural Resource Site, in the Florida Master Site File, or in the National Register of Historic Places.</p>
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<input type="checkbox"/>	Written Narrative with a point-by-point response to each Review Standard/ Narratives must be on letterhead, dated, and with author indicated. ( <b>Digital copy in WORD</b> )		
<input type="checkbox"/>	Current survey. <i>Surveys to be recent and must show all improvements on the property.</i>		



**155.2427. Placement on Local Register of Historic Places**

**REVIEW STANDARDS**

(Each standard MUST be addressed in writing)

An application for Placement on the Local Register of Historic Place shall be approved only after determining that the proposed historic district, structure, or site meets the following standards:

**1. Integrity**

The proposed historic district, structure, or site shall possess integrity of location, design, setting, materials, workmanship, ambiance, and/or association.

**2. Special Significance**

The proposed historic district, structure, or site shall be of special significance in terms of its historical, archeological, architectural, or cultural importance to the city, county, state, or nation. Special significance is present if the proposed district, structure, or site:

- a. Is associated with events that have made a significant contribution to the broad patterns of the history of the city, county, state, or nation;
- b. Is associated with the lives of persons significant to the history of the city, county, state, or nation;
- c. Embodies the distinctive characteristics of an architectural style that is significant for the study of a period, method of construction or use of indigenous materials;
- d. Represents the work of a master architect, designer, or builder whose individual work has influenced the development of the city, county, state, or nation;
- e. Is recognized for the quality of its architecture and retains sufficient features showing its architectural significance;
- f. Is a geographically definable area possessing a significant concentration of well-designed structures or other objects or sites united by past events or by a plan or physical development;
- g. Is a geographically definable neighborhood united by culture, architectural styles, or physical development;
- h. Has yielded, or may be likely to yield, information important in prehistory or history; or
- i. Is listed in the National Register of Historic Places or the Florida Master Site File, or as a Broward County Archeological or Historical Cultural Resource Site, or—in the case of a proposed historic district—includes individual properties so listed.



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 Phone: 954.786.4679 Fax: 954.786.4666

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<b>Street Address:</b>	<b>Folio Number:</b>	<b>Zoning District:</b>
<b>Subdivision:</b>	<b>Block:</b>	<b>Lot:</b>
<b>Representative or Agent's interest in property (Owner, Lessee, Etc)</b>		
<b>Has any previous application(s) been filed? If yes provide date</b>	Yes _____ No _____	

Owner's Representative or Agent	Landowner (Owner of Record)
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b>	<b>Print Name and Title:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Street Address:</b>	<b>Street Address:</b>
<b>Mailing Address City/ State/ Zip:</b>	<b>Mailing Address City/ State/ Zip:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Email:</b>



OWNER'S CERTIFICATE

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application.

Owner's Name: (Print or Type)

Address:

(Zip Code)

Phone:

Email address:

(Signature of Owner or Authorized Official)

SWORN AND SUBSCRIBED before me this \_\_\_ day of \_\_\_, \_\_\_ by
means of [ ] physical presence or [ ] online notarization.

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or Type as Commissioned.)

[ ] Personally know to me, or

[ ] Produced identification: \_\_\_\_\_

(Type of Identification Produced)