

Historic Archaeological Preservation Board (HAPB)
Application for Certificate of Appropriateness
LDC section 2.03.07 E.2.r

APPLICANT CONTACT INFORMATION

Name of Property Owner(s): _____

Name of Applicant, if different than owner: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Cell: _____

E-Mail Address: _____

Name of Agent: _____

Firm: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Cell: _____

E-Mail Address: _____

PROJECT AND PROPERTY INFORMATION

Property I.D. Number: _____ Petition Number, if applicable: _____

Historic District Name, if applicable: _____

Check all that apply: ☐ Building ☐ Archaeological Site ☐ Landscape Feature ☐ Other

A. Type of work proposed : ☐ Alteration ☐ Demolition ☐ Excavation ☐ New Construction
☐ Reconstruction ☐ Relocation ☐ Other _____

B. Project Description: (*Describe all work proposed*)

C. Does this use require a variance or conditional use permit under the Land Development Code?

☐ Yes ☐ No *If yes, explain below:*

CRITERIA

Issuance of a certificate of appropriateness (COA) shall meet the following criteria:

- The COA shall be issued by the Historic Archaeological Preservation Board (HAPB) for sites designated in accordance with Land Development Code Section 2.03.07 E before issuance of permits by the County to alter, excavate, relocate, reconstruct or demolish, and shall be issued prior to the issuance of building, tree removal, or demolition permits.
- The COA shall also be issued prior to the issuance of building permits for new construction within an historical/archaeological district designated in accordance with LDC Section 2.03.07.E.2.p. to ensure harmonious architectural design and to preserve the integrity of the historical/archaeological district.
- When applicable, the U.S. Secretary of the Interior's Standards for Rehabilitation, 36 CFR 67 (1983), as amended.
- The completed application for COA shall be provided to the County Manager twenty (20) days prior to the regular monthly meeting of the Preservation Board who shall schedule the application for consideration at the next regularly scheduled meeting. The HAPB shall meet and act upon an application for a COA within sixty (60) days of receipt of the application from the Community Development & Environmental Services Division.
- The HAPB may approve an application with conditions.

SUBMITTAL REQUIREMENTS

FOR REVIEW	REQUIRED	NOT REQUIRED
Completed Application (download current form from County website)	<input checked="" type="checkbox"/>	
Property Ownership Disclosure Form	<input checked="" type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	
Affidavit of Authorization , signed and notarized	<input checked="" type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	
Full plans and specifications 4 sets of plans, 1 set of specifications or additional sets if required.	<input checked="" type="checkbox"/>	
Site Plan 24" x 36" and one 8 ½ " x 11" copy	<input checked="" type="checkbox"/>	
Samples of materials if needed to fully describe the proposed appearance, color, texture, materials or design of the building(s), structure(s) and any outbuilding, wall, courtyard, fence, landscape feature, paving, storage or exterior lighting.	<input checked="" type="checkbox"/>	
Adequate information to enable the Historic Preservation Board to visualize the effect of the proposed action on adjacent buildings and streetscape within a historic district.	<input type="checkbox"/>	<input type="checkbox"/>
Demolition applications only: Provide plans for the reuse of the property	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological sites: Full plans and specifications indicating areas of work that might affect the surface and subsurface of the archaeological site or sites.	<input type="checkbox"/>	<input type="checkbox"/>
Mitigation measures. (Optional)	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological surveys, if required by the Historic Preservation Board, including disturbance of human burials.	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Signature

Date

Applicant Printed Name

***The completed application and all required submittal materials shall be submitted to:**

Growth Management Community Development Department | GMCD Portal:

<https://cvportal.colliercountyfl.gov/cityviewweb>

Questions? Email: GMDclientservices@colliercountyfl.gov

-TO BE COMPLETED BY THE COMMUNITY DEVELOPMENT SERVICES DIVISION-

**NOTICE OF DECISION REGARDING APPLICATION
FOR A CERTIFICATE OF APPROPRIATENESS**

PROPERTY I.D. NUMBER: _____

PETITION NUMBER (IF APPLICABLE): _____

DATE ISSUED: _____

NAME OF PROJECT: _____

HISTORIC/ARCHAEOLOGICAL DISTRICT: _____

TO: (APPLICANT): _____

**YOU ARE BY THIS INSTRUMENT ADVISED THAT ON _____
THE HISTORIC PRESERVATION BOARD VOTED TO FIND:**

- ☐ APPROPRIATE
☐ INAPPROPRIATE
☐ APPROPRIATE SUBJECT TO THE FOLLOWING CONDITIONS:

FOR THE HISTORIC PRESERVATION BOARD _____
(Signature) Zoning Manager

APPEALS: Section 2.03.07.E 2.gg. of the Collier County Land Development Code states the following. Any party aggrieved by a decision or interpretation of this Division made by the Community Development Services Administrator or the Preservation Board shall have the right to appeal-said interpretation, decision or denial to the BCC. The petitioner must file a written notice of appeal with the Community Development Services Administrator within thirty (30) working days from the date of such decision, interpretation, or denial. The Growth Management Division Administrator shall provide the BCC with a copy of said notice of appeal. The notice of appeal shall be provided to the applicant by certified mail, return receipt requested, and shall state the decision that is being appealed, the grounds for the appeal, and a brief summary of the relief, which is sought. Within thirty (30) working days of the date of filing the appeal, or the first regular County Commission meeting which is scheduled, whichever is latest in time, the Board of County Commissioners shall hear the appeal and issue a final decision. Nothing contained herein shall preclude the County Commissioners from seeking additional information prior to rendering a final decision.