



OFFICE USE ONLY
COA No. _____

Planning and Development Management Division  
**Historic Preservation Program**  
 115 S Andrews Avenue, Room 329K  
 Fort Lauderdale, Florida 33301  
 (954) 357-6634 • Broward.org/History

## Application for Certificate of Appropriateness

All applications must include:

- Two (2) current color photographs of the property (*front and rear*)
- Color photographs of all proposed work areas
- Property survey showing existing conditions
- Site plan showing proposed changes (if applicable)

Additional information may be required, including but not be limited to: project plans and elevations (hard copies and/or digital); additional drawings or images; manufacturer's brochure(s) or catalog information; paint and material samples; landscape plans; and any other information requested by Historic Preservation staff in order to review the application work.

This application will not be processed for review until all required information is received, accepted and determined "complete" by the Historic Preservation Officer. **All applicants should schedule a pre-application meeting with the Historic Preservation Officer before submitting this form.**

Property Information			
Folio No.			
Address	City	State	Zip
Site Designation Name ( <i>if applicable</i> )			
District Designation Name ( <i>if applicable</i> )			

Property Owner Information			
Property Owner(s)			
Address	City	State	Zip
Phone	Mobile Phone	Email	

## Applicant Information

Applicant is the:  Owner  Contractor  Architect  Legal Agent/Attorney  Other

Describe relationship to owner if "other" is checked:

Name (if different from owner)

Address

City

State

Zip

Phone

Mobile Phone

Email

## Project Type

Check all that apply:

- New Construction  Rehabilitation  Restoration  Relocation/Moving  Ground Disturbance/Excavation  
 Exterior Painting  Repairs  Interior  Demolition  Major Landscaping

## Project Description

Describe the project in detail, including any new construction or additions, removal or demolition work, replacement of existing materials and any and all other proposed changes or alterations to the property and structure (attach additional sheet if necessary for complete project description).

## Project Description *(continued)*

Check any of the following that will *(or may)* be affected by this project:

Main Building       Roof(s)       Foundation       Building Walls       Ancillary/Secondary Building

Exterior Painting       Repairs       Interior       Demolition       Architectural Elements

Driveway       Window(s)       Door(s)       Shutters/Louvers       Siding/Stucco/Facades

Steps/Stairs       Walls/Fences       Landscaping       Walkways       Garage/Porte Cochere

Patios/Courts       Patio Element       Porch       Open Space

Other *(please describe)*: \_\_\_\_\_

## Owner Certification

I hereby certify, to the best of my knowledge, that the information provided within this application is correct, complete and accurately portrays the proposed project.

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature** *(if other than owner)*

\_\_\_\_\_  
**Date**

### Mail this application and all supporting documents to:

Broward County Planning and Development Management Division  
Attention: Broward County Historic Preservation Officer  
115 S Andrews Avenue, Room 329K  
Fort Lauderdale, FL 33301

Questions? Please call (954) 357-9731

**Owner Certification**

This is to certify that I am the owner of the property described on the attached survey and I have authorized the filing of this request. My ownership interest is \_\_\_\_\_ percent.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Name

NOTARY PUBLIC

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_, by \_\_\_\_\_.

(NOTARY SEAL)

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Notary Public, State of Florida

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of identification produced: \_\_\_\_\_

**Agent/Petitioner Authorization**

I, \_\_\_\_\_, the legal owner of the real property described herein that is the subject of this application, do hereby authorize and designate

\_\_\_\_\_ of \_\_\_\_\_ to

be my lawful representative in all matters pertaining to this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Name

**NOTARY PUBLIC**

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public – State of Florida

(NOTARY SEAL)

\_\_\_\_\_  
Notary Seal

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of identification produced: \_\_\_\_\_

**Additional Information (Supplementary Sheet)**