

**HISTORIC PRESERVATION
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Martin County Historic Preservation Board
Office of Community Development
2401 S. E. Monterey Road
Stuart, Florida 34996
(772) 288-5497

OFFICIAL USE ONLY

CASE NUMBER: _____ AREA: _____

APPLICATION REQUEST: _____

LEVEL OF REVIEW: _____

NOTIFIED OF AD VALOREM PROGRAM: _____

ACCEPTED BY: _____ DATE: _____

APPLICATION FORM

SUBJECT PROPERTY ADDRESS: _____

PARCEL CONTROL NUMBER (PCN): _____

OWNER NAME: _____

ADDRESS: _____

PHONE NUMBER _____

APPLICANT/CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

My signature affirms and certifies that I/We understand and will comply with the provisions and regulations of the Martin County Historic Preservation Ordinance and Design Guidelines 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 Planning Department and are not returnable. The undersigned 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 demolitions and/or new construction acknowledge that the County may erect signs on the subject property, which state the proposed action and the date of the Historic Preservation Board meeting.

SIGNATURE OF APPLICANT(S) _____ DATE _____

SIGNATURE OF OWNER(S) _____ DATE _____

**All applications must be *complete* when submitted
if the application is to be heard by the historic preservation board, it *must* be submitted in
accordance with the deadline dates**

APPLICATION REQUIREMENTS (please submit the following information)

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HPB APPLICATION - Completed and signed by the applicant and owner.

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HPB APPLICATION FEE (waived) -

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PHOTOGRAPHS (Photographs may be from digital, 35 mm, or disposable cameras. NO Polaroids)

- Photograph of the main facade or site if the request is for new construction
- Photographs of any facade affected by the proposed type of action

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ARCHITECTURAL DRAWINGS/SITE PLAN

Two (2) sets of plans:

- One (1) set must be in an 8 ½ " by 11" format
- One (1) set must be to scale

All plans must be dated and have north arrows and directional labels (not "right/left")

DRAWING CHECKLIST

__1. **SITE PLAN** - The site plan must include:

Graphic Scale, Dimensions, Location of Property Lines, Streets, Driveways, Walkways, Locations of Existing and Proposed Buildings and Additions

__2. **ELEVATIONS** – Elevations of each entire affected façade. The elevations must include Dimensions, Materials, Roof Pitch and Types of Windows and Doors

__3. **FLOOR PLANS** – The floor plans must include:

Dimensions, Room Labels, and Proposed Alterations

__4. **ROOF PLAN** (for additions and new construction)

__5. **SECTION** (for some new construction – check with staff)

__6. **SQUARE FOOTAGE TABLE** (for additions and new construction)

__7. **PERSPECTIVAL OR THREE-DIMENSIONAL RENDERING OF THE STREET VIEW** (for

new construction and some additions)

__8. **RENDERED STREET ELEVATION** – (for new construction and some additions)

Must be drawn to scale and include the existing structures extending two hundred feet (200') in either direction.

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WINDOW AND DOOR INFORMATION

- Window and Door Schedule
- Profile drawings (cross-sections) for all proposed windows and doors
- Manufacturer's cut-sheet (product information) for all proposed windows and doors

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SURVEY - A survey must be submitted for all new construction and addition applications.

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WARRANTY DEED or PROPERTY TAX INFORMATION- Showing ownership.

PROJECT DATA

TYPE OF ACTION(S) REQUESTED (check all that apply)

- ☐ A. Alteration/Addition
- ☐ B. New Construction
- ☐ C. Relocation
- ☐ D. Demolition
- ☐ E. Ad Valorem Tax Exemption (*an additional application is required*)
- ☐ F. Other: _____

DESCRIPTION OF ALL PROPOSED WORK (including building materials, architectural details, general repairs, etc.) **AND STATEMENT OF EXPLANATION FOR ACTION REQUESTED** (use additional sheets if necessary):