

LPC Case Number: COA - _____ - _____



**TOWN OF PALM BEACH
LANDMARKS PRESERVATION COMMISSION
360 South County Road, Palm Beach, FL 33480**

(561) 227-6414 for John Lindgren, Planning Administrator
(561) 227-6408 for Kelly Churney, Secretary for the Landmarks Preservation Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

ADDRESS OF PROPERTY: _____

OWNER OF PROPERTY: _____

(Address) _____

(Address) _____

(Phone) _____

APPLICANT'S NAME: _____

(Address) _____

(Address) _____

(Phone) _____

ARCHITECT FOR PROJECT: _____

(Firm name) _____

(Architect's name) _____

(Architectural firm's address) _____

(Architectural firm's address) _____

(Phone) _____ (E-Mail) _____

Check this box if you are an LPC member, and this project will result in a Voting Conflict for you.

TYPE OF PROJECT:

- | | |
|---|---|
| <input type="checkbox"/> Restoration | <input type="checkbox"/> Demolition (Interior) ** |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Demolition (Exterior) ** |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Addition to historic structure | <input type="checkbox"/> Awning |
| <input type="checkbox"/> New Accessory Structure | <input type="checkbox"/> Exterior Color Change |
| <input type="checkbox"/> Landscape/hardscape | |
| <input type="checkbox"/> Other _____ | |

****SEE PROCEDURES TO APPLY FOR LANDMARKED BUILDINGS INVOLVING DEMOLITION attached to this application.**

Is this a tax abatement project? (Must check one) Yes _____ Or No _____

TAX EXEMPTION PROJECTS: PART 1-PRECONSTRUCTION APPLICATION MUST BE SUBMITTED AS PART OF THIS APPLICATION (Contact kchurney@townofpalmbeach.com for tax abatement forms)

Does this project require a Town Council approval? (Must check one) Yes ___ Or No ___

DESCRIPTION OF PROJECT: (Please give a **comprehensive** description of the project, which **fully describes** the changes to the landmarked building and/or landmarked property. Attach additional sheet if necessary.)

EXAMPLES OF SUBMISSION MATERIALS: SUBMIT THOSE WHICH ARE APPROPRIATE FOR YOUR SPECIFIC PROJECT.

**** (Please note that effective June 21, 2010, electronic submission is required. Please follow electronic submission instructions included in this application)****

**** (Please note that effective August 25, 2014, Presentations must include photos of the existing building facades, and/or site conditions, etc.)**

Examples of submission materials: Site Calculations (to be printed on Site Plan); Site Plan (must show any and all adjacent right-of-way); Survey (for new construction/additions, site changes, etc.); Existing and Proposed Elevations (**on same page**); Include scale figures in plans; Details such as columns, railings, awnings, signs, etc. drawn to scale; Floor plans; Photographs, Original and/or Existing; Color Samples and/or Fabric Samples; and, other information as necessary.

A Materials Removal Plan is a requirement (It must delineate any and all materials that are to be removed or relocated in the construction process). This drawing shall be titled “Materials Removal Plan.” If no original materials are scheduled to be removed or relocated, it shall be so noted on the floor plans.

NOTE: 14 Mini-Sets of Reduced Plans (paper copies) are to be submitted to the Town no later than 1 week prior to the meeting along with the Presentation Disc.

The undersigned hereby certifies that the project described in this application, and as detailed by plans and other materials submitted, will be constructed in exact accordance with the aforesaid plans and specifications.

Signed by: _____
(Property owner)

OR _____
(Owner’s Legally Authorized Agent*)

Printed name: _____

Printed Name: _____

***If signed by a Legally Authorized Agent, must be accompanied by a Power of Attorney or statement from property owner authorizing the signer to sign on owner’s behalf.**

NOTIFICATION TO SURROUNDING PROPERTIES OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

LANDMARKS PRESERVATION PROGRAM

Notice is hereby provided to all property owners within 250' of the subject property listed below that a public hearing will be held by the Landmarks Preservation Commission on _____, 20____, on or after **9:30 a.m.** to consider an application for a Certificate of Appropriateness for the following described real property. The meeting will be held **IN THE TOWN COUNCIL CHAMBERS, 2ND FLOOR, TOWN HALL, 360 SOUTH COUNTY ROAD, PALM BEACH.**

Subject property address: _____

Owner: _____

Applicant: _____

Request approval of: _____

All interested persons may appear and be heard at said public hearing and may likewise submit written statements prior to and at said public hearing. The application for Certificate of Appropriateness and exhibits, such as plans and other supporting documentation are available for review Monday through Friday between 8:30 a.m. and 4:30 p.m. or may be available via the Town's website at www.townofpalmbeach.com/index.aspx?NID=676. Please note that the applicant may submit revised plans and materials up to 7 days prior to the meeting date; therefore, if you are an interested party, you will need to contact the Town using the information below to verify if revisions have or have not been submitted.

If you would like to be automatically informed of changes to the LPC Agenda and Back-up Material, please visit our website www.townofpalmbeach.com and click on the "Stay Informed" button on the main page, follow the instructions provided and select Landmarks Preservation Commission.

Please be advised that the Town of Palm Beach does not enforce private covenants or deed restrictions.

If any person decides to appeal any decision made by the Landmarks Preservation Commission related to this matter, he/she will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

If you need further information relative to this project, please contact John Lindgren, Planning Administrator at 561-227-6414 or jlindgren@townofpalmbeach.com or the Landmarks Preservation Commission Secretary at 227-6408.

NOTICE AFFIDAVIT

**STATE OF FLORIDA
COUNTY OF PALM BEACH, TOWN OF PALM BEACH**

**BEFORE ME THIS DAY PERSONALLY APPEARED _____ WHO BEING DULY SWORN,
DEPOSES AND SAYS THAT:**

1. He/she is the owner, or the owner's authorized agent, of the real property legally described in the Application for Certificate of Appropriateness; and
2. The accompanying Property Owners List is, to the best of his/her knowledge, a complete and accurate list of all property owners' mailing addresses and property control numbers dated no more than 90 days prior to the Landmarks Preservation Commission hearing at which the subject application will be heard, and as recorded in the latest official tax rolls for the subject property and all other property within two hundred fifty (250) feet of the real property described in the Application for Certificate of Appropriateness, or all property within two hundred fifty (250) feet of all contiguous property owned wholly or in part by the owner of the real property described in the Application for Certificate of Appropriateness, if applicable; and
3. A copy of each page of the application plus Notice to Surrounding Property Owners is included in each envelope submitted for mailing, using the label provided by the Property Appraiser.

FURTHER AFFIANT SAYETH NOT.

The foregoing instrument was acknowledged before me this ____ day of _____,
by _____ who is personally known to me or who
has produced _____ as identification and who did (did not) take an oath.
(type of identification)

(Signature of Person Taking Acknowledgment)

Applicant's Signature

(Printed Name of Acknowledger)

Applicant's Printed Name

(Title or Rank)

Street Address

(Serial Number, if any)

City, State, Zip Code

Telephone number

Please see the newly approved procedure below, which relates to applying for construction permits, subsequent to Landmarks Preservation Commission approval, when demolition is involved in the project.

Procedures to Apply for Landmarked Buildings Involving Demolition

1. When the nature of the intended project so allows, as determined by the Building Official or his/her designee, an initial, separate “demolition permit” will be issued, allowing demolition only. Once completed to the satisfaction of the Building Official or his/her designee, then a subsequent “building permit” can be issued.
2. The nature of many projects is such that a separate demolition permit, followed thereafter by a building permit, will not be feasible (new support systems are often necessary when partial demolitions occur). The Building Official or his/her designee will determine if new building construction is to be allowed simultaneously with demolitions. When such simultaneous work occurs, adherence to the Town’s existing “Materials Removal Plan,” required as part of the Certificate of Appropriateness (COA) application process at time of Landmarks Preservation Commission review, will be strictly utilized and enforced.
3. A pre-construction meeting will be required before the Town issues either a demolition or a building permit. Attendees will include the major stakeholders, including the qualified contractor, architect, Building Official or designee, and any optional special inspectors if so employed by the owner. The primary purpose of said meeting is to make certain that all stakeholders completely understand and acknowledge the strict scope of demolition before any work occurs.
4. In order to insure that the property owner and contractor completely understand the “demolition boundaries,” both parties will be required to sign an Agreement with the Town (yet to be prepared by the Town Attorney), acknowledging the necessity for 1) strict adherence to the scope of demolition as approved by the Landmarks Preservation Commission, 2) a requirement to inform the Building Official immediately if and when a “collapse situation” becomes evident, 3) the necessity to stop all work until the “collapse situation” is resolved to the satisfaction of the Building Official, and 4) punitive measures that will be employed at the Town’s choosing if “excessive demolition” occurs, including but not limited to fines pursuant to law, permit revocation, local Code Enforcement citation(s), a “stay” on the issuance of **future** permits at the site for a period of up to five years, and/or reporting misconduct to the State licensing authority.
5. PZB staff will utilize a project checklist at each site to assure that each required step has been completed in proper time sequence: COA approval including a Materials Removal Plan, pre-construction meeting, signed Agreement, etc.

Approved February 2015 by Town Council

CERTIFICATE OF APPROPRIATENESS
FILING GUIDELINES

FILING DEADLINE: 30 DAYS PRIOR TO THE MEETING DATE
(Refer to “Landmarks Preservation Commission Meeting Dates and Filing Deadlines”
which is available on the Town’s website at www.townofpalmbeach.com)

(Note: The filing deadline is 30 days prior to the meeting date, UNLESS the project is a “combo project, as determined by the Zoning Administrator***)

*****Combo Projects: Please note** that if your project requires variance, special exception or site plan review approval by the Town Council, **and** the Zoning Administrator informs you that your project will be a “combo” project, i.e., heard “informally” by the Landmarks Preservation Commission **prior** to receiving Town Council approval, and then returning to the Landmarks Preservation Commission for “formal” approval, the filing deadline listed above **DOES NOT APPLY**. IF SUCH IS THE CASE, THE FILING DEADLINE FOR THE LANDMARKS PRESERVATION COMMISSION IS THE SAME AS THE FILING DEADLINE FOR VARIANCE, SPECIAL EXCEPTION OR SITE PLAN REVIEW (***ON THE FRIDAY FOLLOWING THE 3RD TUESDAY OF THE MONTH***)

LANDMARKS FILING FEE:

\$ 750.00 FOR ALL PROJECTS

(EFFECTIVE 10/1/2017)

PROCEDURES FOR ELECTRONIC SUBMISSION OF APPLICATION/PRESENTATION DOCUMENTS

*These procedures may be altered as the Town implements its "paperless" submission requirements

LANDMARKS PRESERVATION COMMISSION (LPC):

APPLICATION (REQUIRES NOTICE TO SURROUNDING PROPERTY OWNERS)

1. **Prior to application submission deadline:**
Applicant contacts PZB in advance to receive a case number for the project.
2. **On or by the Application submission deadline** (at least 30 days prior to the meeting)
SUBMIT the following:

APPLICATION

Submit an Adobe (pdf) version of the "APPLICATION" file or folder on a CD. Label the CD with the LPC case # and the address. The "APPLICATION" file or folder contains: The 2 page LPC application and all plans in Adobe (pdf) format (with all plans showing the legend on the right side). *Note that the 2 page LPC application will be attached to the agenda and placed on the web prior to the meeting.

Name file/folder like this: COA-007-2012 1100 S OCEAN BLVD APPLICATION (Note: If there are files within an "Application" folder, they should be named to indicate the contents.)

RECORD

Submit an Adobe (pdf) version of a "RECORD" file or folder on the same CD. The "RECORD" File or Folder contains one of every required document and plan: The LPC 2 page application, the Notification to Surrounding Property Owners, the Notice Affidavit, the tax map, the list of persons who were notified, the sample envelope and its contents, the plans, and any associated correspondence etc. Must be submitted by the deadline for application submission.

Name file/folder like this: COA-007-2012 1100 S OCEAN BLVD RECORD (Note: If there are files within a "Record" folder, they should be named to indicate the contents.)

IMPORTANT NOTE: IF YOU CHANGE THE PLANS AFTER THE SUBMISSION DATE, YOU NEED TO RE-SUBMIT A COMPLETE "APPLICATION" FILE OR FOLDER, AND A COMPLETE "RECORD" FILE OR FOLDER ON A NEW DISC. THAT MEANS YOU SUBMIT ALL THAT WAS ORIGINALLY SUBMITTED, EXCEPT FOR THE ORIGINAL PLANS (WHICH YOU WILL REMOVE) AND REPLACE THEM WITH THE NEW PLANS. NAME THE REVISED APPLICATION OR RECORD FILE OR FOLDER AS FOLLOWS:

**COA-007-2012 1100 S OCEAN BLVD APPLICATION REV 01
COA-007-2012 1100 S OCEAN BLVD RECORD REV 01**

PLEASE NOTE: The last date for submission of MINOR changes to plans is 7 calendar days prior to the meeting, at which time you will also submit your "PRESENTATION" file or folder.

PRESENTATION

3. **On or by the PRESENTATION submission deadline:** (no later than 7 days prior to the meeting) – **SUBMIT:**

Submit either an Adobe (pdf) or a PowerPoint “**PRESENTATION**” file or folder on CD containing all documents (in 1 file, or if multiple files...in 1 folder) that will be used for presentation. (Use a rolling pdf instead of individual pdfs to facilitate your presentation.)

Please be advised that the PRESENTATION should include any and all documents, plans, photographs, reports, etc. which the applicant elects to present to the commission and to the public during the Landmarks Preservation Commission meeting, and it is on the basis of these documents, plans, photographs, reports, etc., together with the applicant’s verbal presentation, that the Landmarks Preservation Commission shall render a decision. The responsibility for a complete Presentation rests with the applicant: however, photographs of all existing facades and/or site conditions are required to be presented to the commission.

All information submitted for presentation must match most current documents on file in PZB (same revision dates on plans). Additional supplemental information may be included in the Presentation folder (like photos or colored renderings).

This Presentation file/folder will be loaded onto a laptop computer located in the Town Council Chambers and will be retrieved by the applicant when preparing to make his or her presentation. The applicant should be prepared to use the mouse as a pointer, and should be prepared to zoom in or out as requested when making the presentation.

NAME FILE/FOLDER LIKE THIS: COA-007-2012 1100 S OCEAN BLVD PRESENTATION (Note: If there are files within a “Presentation” folder, they should be named to indicate the contents for the ease of the applicant making the presentation.)

NOTE: IF YOUR PROJECT IS DEFERRED, YOU WILL NEED TO SUBMIT ANOTHER PRESENTATION DISC FOR THE FOLLOWING MONTH’S MEETING NO LATER THAN 1 WEEK PRIOR TO THAT MEETING. (A SUCCINCT WRITTEN NARRATIVE DESCRIBING THE CHANGES MUST ACCOMPANY ALL REVISED PLANS).*

*WHEN YOU NAME THAT NEW PRESENTATION FILE OR FOLDER, FOLLOW THIS EXAMPLE: **COA-007-2012 1100 S OCEAN BLVD PRESENTATION JUNE 2012** (This file/folder name differs from the original Presentation file/folder name because it also includes the month & year it will be heard again).

Along with the Presentation disc, 14 sets of 11” x 17” plans must be submitted no later than 1 week prior to meeting; plans must match most current documents on file in PZB (same revision dates on plans). Please be advised that the mini sets are used by commission members and staff before and during the meeting, and are available to be viewed by the public prior to the meeting.

A COMPLETE LANDMARKS APPLICATION IS COMPOSED OF THE FOLLOWING:

(Please note that effective June 21, 2010, electronic submission is required. Please follow electronic submission instructions included in this application.)

- ✓ The **Application for Certificate of Appropriateness (electronic- on disc)**
- ✓ A **check in the amount of \$750.00** payable to the Town of Palm Beach
- ✓ **Complete plans and any other required submission materials as specified on the electronic submission instructions included in this application (electronic- on disc)**
- ✓ A signed and notarized **Notice Affidavit (electronic- on disc)**
- ✓ A **Tax Map** identifying the subject property, a 250 ft. radius around the property (**electronic- on disc**)
- ✓ A **List of all property owners** within that 250 ft. radius, including the subject property owner. This list, along with address labels, must be obtained from the Palm Beach Property Appraiser's Office, Mapping Department, 301 North Olive Avenue, Fifth Floor, West Palm Beach. You will need a property identification number (known as a property control number or folio number) of the subject property to obtain the list. You should allow at least 10 days to receive this list from the Property Appraiser. This list should be dated no earlier than ninety (90) days prior to the date of the meeting at which the application will be heard.(**electronic- on disc**)
- ✓ **Stuffed and sealed envelopes with correct postage stamps applied** (not metered postage). Envelopes are to contain a copy the following: (1) "Application for Certificate of Appropriateness" and (2) "Notification to Surrounding Properties of Application for Certificate of Appropriateness". Envelopes are to be prepared for all property owners whose names appear on the list of property owners within that 250 ft. radius. The return address on each envelope should read as follows: Town of Palm Beach, Planning Zoning & Building Department, 360 S. County Road, Palm Beach, Florida 33480. The subject address should appear on the face of the envelope (bottom left) as such: RE: (street address) - Landmarks Preservation Commission. Envelopes are to be submitted to the Town and the Town will actually mail them.
- ✓ **Sample envelope (electronic-on disc)** containing a copy of the Application for Certificate of Appropriateness and the Notification to Surrounding Properties of Application for Certificate of Appropriateness. (**electronic- on disc**)
- ✓ **14 Mini-Sets of Reduced Plans** are to be submitted to the Town no later than one week prior to the meeting date. Mini-sets must be legible.
- ✓ **PRESENTATION DISC** which is defined as that which you will present at the meeting. The presentation disc shall include the plans/renderings/photos, etc. which also reflect any changes which have been made to the plans since you filed your original application for Certificate of Appropriateness. *Note: Those changes, however, cannot deviate from the Description of Project as filed with the Application for Certificate of Appropriateness.* The presentation disc shall be submitted in pdf, PowerPoint, or mix of both) and shall be submitted to the Town **no later than one week prior to the meeting date.** The Presentation Disc shall include photographs of all existing facades, and/or existing site conditions.

PLAN PARTICULARS

- ☞ **PLANS ARE TO BE DRAWN IN BLACK LINE ONLY.**
- ☞ **1/4" SCALE IS PREFERRED. 1/8" SCALE MAY BE PERMITTED IF THE PRESENTATION IS ADEQUATE AND SUFFICIENTLY DETAILED. 1/8" SCALE PLANS MAY NOT NECESSARILY BE APPROVED IF THEY ARE LACKING IN DETAIL.**
- ☞ **PLANS PRESENTED AT BOARD AND COMMISSION MEETINGS MUST BE "PRESENTATION QUALITY" DRAWINGS.**
- ☞ **PLANS MUST CLEARLY INDICATE THE AREAS OF THE HOUSE AND/OR PROPERTY WHICH ARE BEING CHANGED.**
- ☞ **PLANS MUST BE FULLY NOTATED AND DIMENSIONED TO ENABLE STAFF AND COMMISSION REVIEW.**
- ☞ **SITE CALCULATIONS MUST APPEAR ON THE SITE PLAN, WHICH IS PART OF THE REQUIRED SET OF PLANS.**
- ☞ **ANY MATERIALS THAT ARE TO BE REMOVED OR RELOCATED SHALL BE DELINEATED AND NOTED ON THE MATERIALS REMOVAL PLAN PAGE WHICH MUST BE INCLUDED IN THE PLAN SET.**
- ☞ **MATERIALS SHOULD BE NOTED ON THE PLANS.**
- ☞ **PLANS MUST BE DIGITALLY SIGNED AND SEALED BY THE ARCHITECT, LANDSCAPE ARCHITECT AND/OR ENGINEER, AND HAVE THE NAME AND LICENSE NUMBER OF THE PERSON DIGITALLY SIGNING AND SEALING THE PLANS IN THE TITLE BLOCK.**
- ☞ **ELEVATION DRAWINGS MUST REFLECT THE EXISTING ELEVATION AND THE PROPOSED ELEVATION ON THE SAME PAGE, SO THAT ELEVATION CHANGES ARE EASILY DISCERNIBLE. IF ORIGINAL HISTORIC ELEVATIONS ARE AVAILABLE, THEN THEY SHOULD ALSO BE PUT ON THE SAME SHEET WITH THE EXISTING AND PROPOSED.**
- ☞ **MODEL REQUIRED FOR PROJECT OVER 10,000 SQUARE FEET**
- ☞ **NATIVE VEGETATION CALCULATIONS PROVIDED ON THE LANDSCAPE PLAN THAT CONFIRM COMPLIANCE WITH THE 25% NATIVE LANDSCAPING REQUIREMENT. THIS REQUIREMENT IS AT LEAST 25% OF THE NEW AREA AFFECTED BY THE ARCOM APPLICATION MUST BE COVERED BY NATIVE VEGETATION AT MATURITY (NOT AT PLANTING). FOR EXAMPLE: FOR A NEW BRAND NEW HOME (WHICH IS A CHANGE TO THE ENTIRE SITE) ON AN R-B LOT THAT IS 20,000 SQUARE-FEET IN SIZE OR LESS, THE REQUIREMENT WOULD BE THAT 25% OF THE REQUIRED LANDSCAPE AREA (WHICH IS 45% OF THE SITE) IS COVERED BY NATIVE LANDSCAPE SPECIES WHEN THAT LANDSCAPING REACHES ITS MATURITY, AND INCLUDES ALL NATIVE CANOPIES EVEN IF UNDERSTORY PLANTINGS ARE NOT NATIVE PLANTS. NATIVE VEGETATION ACCOUNTS FOR AT LEAST 25 PERCENT (25%) OF ALL NEW**

REQUIRED LANDSCAPING SHOWN ON THE LANDSCAPE PLANS IN THE FORM OF TREES, SHRUBS AND GROUND COVER PLANTS (OTHER THAN GRASS). TO DETERMINE APPROPRIATE NATIVE VEGETATION, THE XERISCAPE PLANT GUIDE BY THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT, OR IF AVAILABLE COUNTY OR REGIONAL LISTS AS AMENDED, MAY BE USED.

4 **A CONSTRUCTION SCREENING PLAN THAT DEMONSTRATES HOW THE ADJACENT NEIGHBORS WILL BE SCREENED FROM THE CONSTRUCTION ACTIVITY THROUGH THE USE OF LANDSCAPING, AND CONSTRUCTION FENCING/GATES.**

4 **CONSTRUCTION STAGING AND TRUCK LOGISTICS PLAN FOR ALL MAJOR PROJECTS THAT DEMONSTRATES HOW THE OWNER AND CONTRACTORS WILL IDENTIFY SPECIFIC LOCATIONS ON AND ADJACENT TO THE PROJECT SITE FOR PARKING, MATERIAL STORAGE, DELIVERIES, DUMPSTER, PORTABLE TOILETS, TIRE CLEANING AREA, SILT FENCE, ETC. THIS STAGING AND TRUCK LOGISTIC PLAN SHOULD INDICATE THE PROPOSED ROUTE FOR TRUCK TRAFFIC TO BEST INGRESS AND EGRESS THE PROPERTY DEPENDING UPON ITS LOCATION ON THE ISLAND, INCLUDING THE ROADS AND BRIDGES USED. THE PLAN SHOULD ATTEMPT TO IDENTIFY THE SIZE OF LARGER VEHICLES THAT MIGHT BE USED FOR CONSTRUCTION OR DELIVERIES, THE ESTIMATE OF THE NUMBER OF TRUCKS, AND A ROUGH SCHEDULE OF CONSTRUCTION LISTING SOME OF THE MAJOR CONSTRUCTION BENCHMARKS (FOUNDATION, BLOCK DELIVERIES, CONCRETE POURS, ROOF TRUSS DELIVERIES AND TRUSS SETTING, WINDOW & DOOR DELIVERIES AND INSTALLATION, FINAL LANDSCAPE INSTALLATION, ETC.). THIS INFORMATION CAN BE PRESENTED IN THE FORM OF A CRITICAL PATH METHOD (CPM) CHART, PLACED ON THE STAGING AND TRUCK LOGISTICS PLAN PAGE. THIS PLAN SHOULD REPRESENT THE BEST ESTIMATE OF THE SITE LAYOUT AND OF THE TRUCK INFORMATION AVAILABLE AT THE TIME OF PLAN SUBMITTAL AND MAY BE REVISED DURING THE CONSTRUCTION PROJECT.**

4 **REVISED PLANS:** If an applicant revises the plans, after making the initial project submission, and prior to the hearing date, the applicant must **submit the revisions electronically on disc no later than one week prior to the meeting date, and include a written narrative that succinctly details the changes made.** The revised plans should be submitted to Kelly Churney, Secretary for the Landmarks Preservation Commission. Follow instructions for electronic submission.

CAUTION

****APPLICATIONS AND PLANS PROVIDING INCOMPLETE OR INCORRECT INFORMATION WILL BE DEFERRED TO THE FOLLOWING MONTH.****

DEFERRALS

****PLEASE NOTE THAT AS OF THE JULY 18, 2007 LPC MEETING, IT WAS DECIDED THAT APPLICANTS NEED TO BE PRESENT AT THE LPC MEETING TO REQUEST A DEFERRAL; THAT THE FIRST DEFERRAL WOULD MOST LIKELY BE GRANTED; THAT A REQUEST FOR A SECOND DEFERRAL REQUIRES JUSTIFICATION; AND, THAT A THIRD DEFERRAL WILL LIKELY NOT BE GRANTED.**

WHO CAN PRESENT?

The Landmarks Preservation Commission requires that the person presenting a project for review shall be:

- A design professional (**excluding interior designer**) licensed by the State of Florida, or
- An individual who is under the direct supervision of such signing/sealing professional (an individual who is employed or compensated by that professional whom can present to the Commissions' satisfaction), or
- A certified Architect Corporation under the provisions of Chapter 481 FS. Such requirement will not apply when requesting approval of ancillary improvements including fences, awnings, gates, shutters, pools, etc.

Licensed attorneys may participate in presentations. The Commission, however, reserves the right to require direct presentation and or response(s) from a design professional as identified above. The absence of a design professional may result in deferral of the issue until a time when said professional can attend and present.

GUIDELINES FOR PRESENTING PROJECTS TO THE LANDMARKS PRESERVATION COMMISSION

1. All presentations must be completed in a formal and professional manner.
2. **Electronic presentations in Pdf and/or PowerPoint are required.** Applicants must submit a **Presentation Disc** including presentation quality plans, material samples, photographs, and any other presentation materials necessary for the Landmarks Preservation Commission to review the project. Insufficient presentations will result in a deferral of the project.
3. Presenters must use a microphone and speak directly into it when addressing the Landmarks Preservation Commission.
4. A laptop, already loaded with your **Presentation Disc**, is provided in the Town Council Chambers. Please note: You are not permitted to bring presentation boards to the meeting. You are not permitted to bring a revised flash drive or disc to the meeting. **Your Presentation Disc was due no later than 1 week prior to the meeting date.**
5. The agenda for the Landmarks Preservation Commission is available at least one week in advance of the meeting date. Applicants may obtain a copy of the agenda from the Internet at www.townofpalmbeach.com, or at the Planning, Zoning & Building Department. Agendas are tentative and subject to change.
6. Following review, the Landmarks Preservation Commission may:
 - (a) Issue a Certificate of Appropriateness, or
 - (b) Defer the project to the next month for additional study or information, or
 - (c) Deny the project for specified reasons
7. Ordinary maintenance or repairs, (*meaning "work done to prevent deterioration of a building or to correct any deterioration, or decay of, or damage to a building or any part thereof by restoring the building as nearly as practicable to its condition prior to such deterioration, decay or damage, Section 54-2, Town of Palm Beach Code of Ordinances*) which do not involve a change of design or material, or affect the outward appearance of a building, DO NOT require a Certificate of Appropriateness. The requirement for a Certificate of Appropriateness may also be waived for a "minor exterior change" (*meaning "an exterior change the cost of which does not exceed \$2,000.00 as determined by the Building Official and is determined by the Landmarks Project Coordinator to not materially affect the exterior of the structure"*) in some cases, per Section 54-71 (e) of the Town of Palm Beach Code of Ordinances.
8. Applicants may refer to the Town of Palm Beach Code of Ordinances, Chapter 54 that speaks to the Landmarks Preservation Commission, Certificates of Appropriateness, Landmark Designations, and Tax Exemptions for landmarked properties.