



# CITY OF MIAMI SPRINGS HISTORIC PRESERVATION BOARD

## Application for Certificate of Appropriateness

Address of Property: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Present use and condition: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Applicant is:            Owner    Lessee    Other: \_\_\_\_\_

Purpose for which Certificate is sought (**check one**):

- Maintenance or Repair:** to sustain the existing form, integrity and material of a building or structure and the existing form or vegetative cover of a site. This may include initial stabilization work, where necessary, as well as ongoing maintenance and repair (samples of material may be requested).
- Restoration:** to accurately recover the form and details of property and its setting as it appeared at a particular period of time, by means of the removal of later work or by replacement of missing earlier work. All applications for restoration shall include: elevations, site and landscape plans (if necessary), a statement with bibliography justifying the work and any additional photos or information to support the proposed work.
- Rehabilitation:** to return a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values. All applications for rehabilitation shall include: elevations, site and landscape plans (if necessary) and any other supplementary information, which will support the proposed project.
- Excavation:** to perform an archeological dig or relic search for the purpose of recovery or discovery of artifacts, historical material or other archeological features. A statement showing the methodology, where recovered materials will be disposed, and plans for restoring the site is required.
- Demolition:** to destroy or tear down a building or structure or a part thereof, or to remove or destroy an archeological site or a part thereof. Applicant shall include a report explaining why the proposed action should occur. If the action is to occur for reasons of financial hardship, all pertinent financial data should be included pertaining to the cost of preservation, demolition and new construction. Any other material pertinent to the application is also encouraged as supplementary information.
- New Construction:** to construct a building or structure, which has never existed at the location. Applications shall include: a site plan, elevations, floor plan and landscape plan.
- Relocation:** to move a building or structure from its current foundation to another site. Applications shall include a report justifying the relocation, showing that efforts to preserve the building at the current site would not be feasible, and justifying the proposed relocation site.

**Building Features:** (Indicate: “unchanged”, “none” or explain work to be performed.)

Structural System: \_\_\_\_\_  
\_\_\_\_\_

Roofs and Roofing: \_\_\_\_\_  
\_\_\_\_\_

Windows & Doors: \_\_\_\_\_  
\_\_\_\_\_

Masonry Work: \_\_\_\_\_  
\_\_\_\_\_

Wood Work: \_\_\_\_\_  
\_\_\_\_\_

Metal Work: \_\_\_\_\_  
\_\_\_\_\_

Porch, Porte Cochere, Steps: \_\_\_\_\_  
\_\_\_\_\_

Paints & Finishes: \_\_\_\_\_

**Overall Description of Project:** (Explain chronology or work and describe all new construction, excavation, demolition and relocation which will be required).

\_\_\_\_\_  
\_\_\_\_\_

**Describe Use of Building After Work is Completed:**

\_\_\_\_\_  
\_\_\_\_\_

**Impact of New Use on Future Preservation of Building and Neighborhood:**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE BE SURE TO**

Submit this application to the City Clerk department located on the second floor of 201 Westward Drive, Miami Springs, FL 33166 or via email to [cityclerk@miamisprings-fl.gov](mailto:cityclerk@miamisprings-fl.gov) **along with** any supporting documents including but not limited to samples, plans, pictures, mock-ups or examples.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Historic Preservation Board Use Only:**

Type of Application:     Regular                       Special                      Date of decision: \_\_\_\_\_

Board Action:             Approved                       Denied                       Modified Approval (see attached letter)

Vote was as followed:

Chair Watson	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Board Member Isla-Rey	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Board Member McDonough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Board Member Foster	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Board Member Wilde	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Final Approval By:**

\_\_\_\_\_  
Chair James Watson

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Planner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official Ulises Fernandez

\_\_\_\_\_  
Date

**Sec. 153-45. Appeals.**

(A) Within 20 days of the written decision of the Historical Preservation Board, an aggrieved party may appeal the decision by filing a written notice of appeal with the City Clerk. The notice of appeal shall state the decision which is being appealed, the grounds for the appeal, and a brief summary of the relief which is sought. Within 60 days of the filing of the appeal or the first regular City Council meeting which is scheduled, whichever is later in time, the City Council shall conduct a public hearing at which time they may affirm, modify, or reverse the decision of the board. Nothing contained herein shall preclude the City Council from seeking additional information prior to rendering a final decision. The decision of the City Council shall be reflected in the minutes and a copy of the minutes shall be forwarded to the board and the appealing party.

(B) Within the time prescribed by the appropriate state rules of appellate procedure, a party aggrieved by a decision of the City Council may appeal an adverse decision to the Circuit Court in and for the county. The party taking the appeal shall be required to pay to the City the sum of \$100.00 to defray the costs or preparing the record on appeal.

**Sec. 153-99. Penalty.**

Failure by an owner of record to comply with any provisions of this chapter shall constitute a violation and shall be punishable by the Historical Preservation Board by civil or criminal penalties including a fine of not more than \$500.00 per day for each day the violation continues. In addition, the board may require that any work performed contrary to this chapter must be removed and the property returned to its condition prior to commencement of the action.