



**COLLIER COUNTY
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

DATE FILED: _____ **HISTORIC DESIGNATION NO.** _____

(ABOVE TO BE COMPLETED BY ZONING AND LAND DEVELOPMENT REVIEW STAFF)

NAME OF PROJECT: _____

LOCATION: _____

NAME OF APPLICANT OR AGENT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

NAME OF HISTORIC DISTRICT, IF APPLICABLE: _____

CHECK ALL THAT APPLY:

- BUILDING
- ARCHAEOLOGICAL SITE
- OTHER
- LANDSCAPE FEATURE

A. TYPE OF WORK PROPOSED: ALTERATION DEMOLITION NEW CONSTRUCTION
 RECONSTRUCTION EXCAVATION RELOCATION OTHER

B. PROJECT DESCRIPTION: *(Describe All Work Proposed)*

NARRATIVE: _____

C. CHANGE IN USE: YES NO

IF YES, EXPLAIN: _____

D. DOES THIS USE REQUIRE A VARIANCE OR CONDITIONAL USE PERMIT UNDER THE LAND DEVELOPMENT CODE? YES NO

IF YES, EXPLAIN: _____

E. ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS (COA) SHALL MEET THE FOLLOWING CRITERIA:

- ✓ A COA shall be issued by the Preservation Board for sites designated in accordance with LDC Section 2.03.07.E before issuance of permits by the County to alter, excavate, relocate, reconstruct or demolish. The COA shall be issued prior to the issuance of building, tree removal, or demolition permits.
- ✓ A 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.
- ✓ 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 Preservation Board 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 Preservation Board may approve an application with conditions.

F. CHECKLIST FOR SUBMITTAL REQUIREMENTS:

- Full plans and specifications 4 sets of plans, 1 set of specifications or additional sets if required.
- Site plan (2).
- 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.
- 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.
- Demolition applications only: Provide plans for the reuse of the property.
- Moving applications only: Provide reasons for the proposed move, and a description of the new location and setting.
- Archaeological sties: Full plans and specifications indicating areas of work that might affect the surface and subsurface of the archaeological site or sites.
- Mitigation measures. (Optional)
- Archaeological surveys, if required by the Historic Preservation Board, including disturbance of human burials.