

**HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD  
HEPB APPLICATION**

**CITY OF MIAMI**  
 PLANNING DEPARTMENT  
 PRESERVATION OFFICE  
 444 SW 2nd AVENUE, 3rd FLOOR  
 MIAMI, FLORIDA 33130

FOR STAFF USE ONLY
DATE RECEIVED
APPLICATION # _____
HEPB MEETING DATE _____
RESOLUTION # _____
STAFF INITIALS _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> W. CONDITIONS <input type="checkbox"/> DENIED <input type="checkbox"/> CONTINUED TO: _____
<b>HEPB APPLICATION:</b> <input type="checkbox"/> SPECIAL COA <input type="checkbox"/> SPECIAL CERTIFICATE TO DIG <input type="checkbox"/> SPECIAL CERTIFICATE OF APPROVAL <input type="checkbox"/> WAIVER

PROPERTY ADDRESS \_\_\_\_\_ HISTORIC DISTRICT/LANDMARK NAME \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

OWNER'S DAYTIME PHONE NUMBER \_\_\_\_\_ OWNER'S E-MAIL \_\_\_\_\_

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE) \_\_\_\_\_

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

APPLICANT'S DAYTIME PHONE NUMBER \_\_\_\_\_ APPLICANT'S E-MAIL \_\_\_\_\_

**APPLICATION TYPE** (Choose as many as applicable)

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> AFTER-THE-FACT WORK
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> LANDSCAPING/PAVING	<input type="checkbox"/> CONCEPTUAL	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> PARKING WAIVER	<input type="checkbox"/> SETBACK WAIVER	<input type="checkbox"/> WAIVER (OTHER) _____	

**APPLICATIONS ARE DUE BY 12 NOON ON THE THIRD FRIDAY OF THE MONTH FOR PLACEMENT IN THE NEXT AVAILABLE AGENDA .  
 INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

THE HEPB GENERALLY MEETS THE **FIRST TUESDAY OF EVERY MONTH AT 3:00PM.** WHEN THERE IS A CONFLICTING HOLIDAY HEPB MEETS ON AN ALTERNATE DATE. THERE IS NO MEETING IN AUGUST. MEETINGS TAKE PLACE AT:

**MIAMI CITY HALL, 3500 PAN AMERICAN DRIVE**

The property owner should be present at the HEPB hearing. It is preferred that the owner personally present the project to the HEPB at the meeting. If the owner should choose to have a paid representative present the project on their behalf, that representative must be a registered lobbyist with the City of Miami. For more information on becoming a registered lobbyist, please call the City Clerk's Office at 305-250-5360 or visit their website:

[www.ci.miami.fl.us/City\\_Clerk/pages/lobbyist/lobbyistasp](http://www.ci.miami.fl.us/City_Clerk/pages/lobbyist/lobbyistasp). (Lobbyist will be asked to provide proof of registration.)

**OWNER ATTESTATION:**  
 I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND I CERTIFY TO THE BEST OF MY ABILITY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS ARE CORRECT

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER) \_\_\_\_\_ DATE \_\_\_\_\_

*NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE.*

*Updated 11-22-2017*

## REQUIRED DOCUMENTATION CHECKLIST FOR ALL APPLICATIONS

(1) Original of all Docs; (13) Copies of All Docs; (1) Digital Copy in an Organized PDF File with all Docs

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- COMPLETED AND SIGNED HEPB APPLICATION FORM
- LETTER OF INTENT DESCRIBING THE SCOPE OF WORK IN NARRATIVE FORM INDICATING COMPLIANCE WITH THE CRITERIA OF CHAPTER 23 OF THE CODE OF ORDINANCE
- 11" x 17"** SIGNED AND SEALED SET OF PLANS AND SUPPORTING DOCUMENTS (AS APPLICABLE)\* & THE APPLICABLE SECRETARY OF THE INTERIOR'S STANDARDS
- SUPPORTING DOCUMENTS ON NO LARGER THAN **11" x 17"** PAPER IN COLOR
- PHOTOS OF ALL FACADES OF THE PROPERTY AND APPLICABLE DETAILS (PRINTED NO SMALLER THAN 4" x 6")
- PROPERTY SURVEY, PREPARED BY A REGISTERED LAND SURVEYOR FROM **WITHIN THE PAST YEAR**  
*Please note that the Building Department will require a survey from within the past six months for permitting*
- PROOF OF PAID INVOICE
- POWER OF ATTORNEY: If the owner cannot be present at the HEPB Meeting and authorizes a representative who is not receiving compensation OR
- PROOF OF LOBBYIST REGISTRATION: If the owner has a representative who is receiving compensation for their services

## REQUIRED DOCUMENTATION CHECKLIST FOR EXTERIOR RESTORATION/ALTERATION APPLICATIONS

(1) Original of all Docs; (13) Copies of All Docs; (1) Digital Copy in an Organized PDF File with all Docs

- CONTEXT MAP AND PHOTOS
- SITE PLAN
- ARCHITECTURAL PLANS AND ELEVATIONS SHOWING EXISTING **AND** PROPOSED WORK *\*Plans should be scaled with a min. 10 pt font*  
*\*NOTE: PROJECTS INVOLVING NEW CONSTRUCTION, ADDITIONS, OR ALTERATIONS MUST PROVIDE AN ARCHITECTURAL SET OF PLANS INCLUDING A SITE PLAN, ALL ELEVATIONS, ALL FLOOR PLANS, RENDERINGS, AND A LANDSCAPE PLAN*
- INCLUDE MATERIALS PAGE THAT SHOWS PHOTOS OF ALL PROPOSED MATERIALS (WINDOWS, DOORS, ROOFING, ETC.)
- PAINT CHIP(S) OF DESIRED COLOR(S) FOR EXTERIOR PAINTING
- RENDERINGS (Renderings are suggested for applications for large new additions)
- LANDSCAPE PLAN PURSUANT TO ARTICLE 9 OF MIAMI21
- ZONING REFERAL LETTER *\*It takes approximately 4 weeks for the Zoning Office to review plans*
- OTHER \_\_\_\_\_

## REQUIRED DOCUMENTATION CHECKLIST FOR NEW CONSTRUCTION APPLICATIONS

(1) Original of all Docs; (13) Copies of All Docs; (1) Digital Copy in an Organized PDF File with all Docs

- CONTEXT MAP AND PHOTOS
- SITE PLAN
- ARCHITECTURAL PLANS AND ELEVATIONS (INCLUDE ZONING DATA) *\*Plans should be scaled with a min. 10 pt font*  
*\*NOTE: PROJECTS INVOLVING NEW CONSTRUCTION, ADDITIONS, OR ALTERATIONS MUST PROVIDE AN ARCHITECTURAL SET OF PLANS INCLUDING A SITE PLAN, ALL ELEVATIONS, ALL FLOOR PLANS, RENDERINGS, AND A LANDSCAPE PLAN*
- MATERIALS SPECIFICATION PAGE AND DETAILS, AS REQUIRED
- PAINT CHIP(S) OF DESIRED COLOR(S) FOR EXTERIOR PAINTING
- LANDSCAPE PLAN PURSUANT TO ARTICLE 9 OF MIAMI21
- RENDERINGS (REQUIRED)
- PHOTOS OF EXISTING BUILDING (*\*If application is for demolition of existing building, provide photos from multiple angles of the existing structure and documentation (written and/or photographic) regarding the current condition of the building*)
- ZONING REFERAL LETTER *\*It takes approximately 4 weeks for the Zoning Office to review plans*
- OTHER \_\_\_\_\_

THE PLANS AND INFORMATION REQUESTED ARE TO GIVE EACH BOARD MEMBER AN ACCURATE UNDERSTANDING OF THE PROPOSED PROJECT.  
STAFF MAY HAVE ADDITIONAL REQUIREMENTS DEPENDING ON PROJECT SCOPE.

**PRE-APPLICATION MEETING:**

Prior to submitting an application for a hearing by the HEPB, the prospective applicant must meet with staff for a pre-application meeting with the Preservation Office to obtain information and guidance as to matters related to the proposed application.

- SCHEDULE AND ATTEND PRE-APPLICATION MEETING
- CHECK FOR ANY OUTSTANDING VIOLATIONS OR LIENS ON THE PROPERTY

STAFF INITIALS:

A VIOLATION SEARCH WILL BE CONDUCTED ON ALL ADDRESSES THAT ARE SUBMITTED TO THE HEPB. IF VIOLATIONS ARE FOUND, THE APPLICATION WILL NOT BE ACCEPTED OR SCHEDULED FOR A HEPB MEETING UNTIL ALL VIOLATIONS ARE CURED AND THE APPLICANT WILL NOT BE REFUNDED ANY APPLICATION FEES.

**FOR QUESTIONS AND TO SCHEDULE A PRE-APPLICATION MEETING PLEASE CONTACT THE PRESERVATION OFFICE:**

**Warren Adams:** at 305.416.1059 or wadams@miamigov.com

Warren is the Historic Preservation Officer. Contact Warren for projects located in Riverview and Spring Garden Historic Districts.

**Wendy Sczechowicz** at 305.416.2034 or wsczechowicz@miamigov.com

Contact Wendy for projects located in Bayside, Beverly Terrace, Downtown, and Morningside Historic Districts.

**Vickie Toranzo** at 305.416.1137 or vtoranzo@miamigov.com

Contact Vickie for projects located in Buena Vista East, Lummus Park, MiMo, Palm Grove and South River Drive Historic Districts.

**HISTORIC NEIGHBORHOOD ASSOCIATIONS CONTACT INFORMATION:**

Although not required, we encourage applicants, particularly those who are proposing large projects, to contact their neighborhood association if listed below:

**Bayside Historic District**

Shane Graber  
[shanemgraber@hotmail.com](mailto:shanemgraber@hotmail.com)

**Morningside Historic District**

David Holtzman  
[morningsidearc@gmail.com](mailto:morningsidearc@gmail.com)

**Buena Vista East Historic District**

Buena Vista East Historic Neighborhood Association  
[bvehna@gmail.com](mailto:bvehna@gmail.com)

**Palm Grove Historic District**

Bob Powers  
[bob\\_powers@outlook.com](mailto:bob_powers@outlook.com)

**MiMo/BiBo Historic District**

Debby Stander  
[debstander@aol.com](mailto:debstander@aol.com)

**Spring Garden Historic District**

Ernest Martin  
[Ernestmartin2244@gmail.com](mailto:Ernestmartin2244@gmail.com)

**APPLICATION MEETING:**

APPLICATIONS AND MATERIALS TO BE SUBMITTED IN PERSON AT 444 SW 2ND AVENUE, 3rd Floor BY APPOINTMENT ONLY.  
TO SCHEDULE AN APPOINTMENT PLEASE CONTACT:

**Olga Zamora** at 305.416.2037 or [ozamora@miamigov.com](mailto:ozamora@miamigov.com)

**REQUIRED FEES PAYABLE BY INVOICE:**

- COA APPLICATION FEE: \$150 (\*All after-the-fact fees will be double (2x) the original fee.)
- NOTICING FEES FOR APPLICANT AND OWNER (\$4.50 per notice)
- NOTICING FEES FOR NET OFFICE MAILING LIST (\$4.50 per notice)

The Hearing Boards Division will generate an invoice for the applicant to pay all applicable fees. Credit card payments are accepted online at the following web address:

<https://portal.miamigov.com/landmanagement/BuildingPermit/WebPayment/Search?searchType=FinID>