PLANNING & PRESERVATION DIVISION
DEPARTMENT FOR COMMUNITY SUSTAINABILITY
CITY OF LAKE WORTH
1900 2ND AVENUE NORTH
LAKE WORTH, FL 33461
561.586.1687

CERTIFICATE OF APPROPRIATENESS CHECKLIST – NEW CONSTRUCTION

HRPB PROJECT NUMBER_____ **DATE** _____

NEW CONSTRUCTION includes the construction of any primary or accessory building on a property within a historic district or on a landmarked property. All new construction requires review by the Historic Resources Preservation Board. Please contact the Preservation Planner for details and to set up your require pre-application meeting.

A minimum of one (1) hard copy and one (1) electronic copy of the following materials are required in order for the application to be deemed complete and sufficient to present to the appropriate decision making authority. Additional copies may be required as specified below.

☐ Mandatory Pre-Application Meeting for all Board reviewed projects
- Date of Meeting: _____

☐ Application Fee(s): $_____
- Residential: Less than 3000 sq. ft: $250; More than: $350
- Non-Residential: Less than 3000 sq. ft: $300; More than: $500
- Notice Sign (for Board meetings): $30
- Newspaper Ad and Notice Mailing: At Cost

☐ 400 ft Radius Map and Mailing Labels for Notice Mailing
- May be obtained from the Palm Beach County Property Appraiser's Mapping Counter.

☐ Architectural Plans
- Two (2) 11 x 17 copies of all architectural/engineering drawings associated with the proposed project. Please include existing and proposed elevations. Also include a scaled streetscape showing the new house in comparison to surrounding existing properties. Projects to be reviewed by the Historic Resources Preservation Board must also submit two full-sized sealed sets of plans.
- All drawings must be dated, have a north arrow and directional labels (not right/left, etc)

☐ Survey/Site Plan
- At least one copy of a recent survey for all projects requiring site work that either extending the footprint of the building or require planning and zoning review.
- Project Examples: fences, pools, awnings, porches, sheds or other accessory structures.

☐ Notices of Acceptance (NOA) or other product information
- Required for all new or replacement fixtures.

(SEE REVERSE)

☐ Landscape Plan

- Please reference Section 23.6-1 Landscape Regulations for application landscape requirements based on the property use.

☐ Other _____

Additional Guidelines for New Construction; visual compatibility (Section 23.5-4(k)3)

All improvements to buildings, structures and appurtenances within a designated historic district shall be visually compatible. New buildings should take their design cues from the surrounding existing structures, using traditional or contemporary design standards and elements that relate to existing structures that surround them and within the historic district as a whole. Building design styles, whether contemporary or traditional, should be visually compatible with the existing structures in the district.

A. In approving or denying applications for certificates of appropriateness for new construction, the City shall also, at a minimum, consider the following additional guidelines which help to define visual compatibility:

(1) The height of proposed buildings shall be visually compatible and in harmony with the height of existing buildings located within the historic district.

(2) The relationship of the width of the building to the height of the front elevation shall be visually compatible and in harmony with the width and height of the front elevation of existing buildings located within the district.

(3) The openings of any building within a historic district should be visually compatible and in harmony with the openings in buildings of a similar architectural style located within the historic district. The relationship of the width of the windows and doors to the height of the windows and doors in a building shall be visually compatible with buildings within the district.

(4) The relationship of solids to voids in the front facade of a building or structure shall be visually compatible and in harmony with the front facades of historic buildings or structures located within the historic district. A long, unbroken facade in a setting of existing narrow structures can be divided into smaller bays which will complement the visual setting and the streetscape.

(5) The relationship of a building to open space between it and adjoining buildings shall be visually compatible and in harmony with the relationship between buildings elsewhere within the district.

(6) The relationship of entrance and porch projections to sidewalks of a building shall be visually compatible and in harmony with the prevalent architectural styles of entrances and porch projections on buildings and structures within the district.

(7) The relationship of the materials, texture and color of the facade of a building shall be visually compatible and in harmony with the predominant materials used in the buildings and structures of a similar style located within the historic district.

(8) The roof shape of a building or structure shall be visually compatible and in harmony with the roof shape of buildings or structures of a similar architectural style located within the historic district.

(9) Appurtenances of a building, such as walls, wrought iron, fences, evergreen, landscape masses and building facades, shall, if necessary, form cohesive walls of enclosures along a street to insure visual compatibility of the building to the buildings and places to which it is visually related.

(10) The size and mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible and in harmony with the buildings and places to which it is visually related.

(11) A building shall be visually compatible and in harmony with the buildings and places to which it is visually related in its directional character: vertical, horizontal or non-directional.

(12) The architectural style of a building shall be visually compatible with other buildings to which it is related in the historic district, but does not necessarily have to be in the same style of buildings in the district. New construction or additions to a building are encouraged to be appropriate to the style of the period in which it is created and not attempt to create a false sense of history.

(13) Landscaping shall be compatible with the architectural character and appearance of the structure and of other buildings located within the historic district.

(14) In considering applications for certificates of appropriateness to install mechanical systems which affect the exterior of a building or structure visible from a public right-of-way, the following criteria shall be considered:

(a) Retain and repair, where possible, historic mechanical systems in their original location, where possible.

(b) New mechanical systems shall be placed on secondary facades only and shall not be placed on, nor be visible from, primary facades.

(c) New mechanical systems shall not damage, destroy or compromise the physical integrity of the structure and shall be installed so as to cause the least damage, invasion or visual obstruction to the structure's building materials, or to its significant historic, cultural or architectural features.

(15) The site should take into account the compatibility of landscaping, parking facilities, utility and service areas, walkways and appurtenances. These should be designated with the overall environment in mind and should be in keeping visually with related buildings and structures.

B. In considering certificates of appropriateness for new buildings or structures which will have more than one primary facade, such as those on corner lots facing more than one street, the HRPB shall apply the visual compatibility standards to each primary facade.