



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

**CERTIFICATE OF APPROPRIATENESS CHECKLIST – EXTERIOR ALTERATIONS**

HRPB PROJECT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

**EXTERIOR ALTERATIONS** may include replacement of roofs, windows, doors and siding, installation of decorative or protective storm shutters, installation or alteration of new driveways, decks, patios, sheds or hardscape, and alterations to porches or other character defining features of the building. Please contact the Preservation Planner for details and to determine whether your project will require either administrative review or review by the Historic Resources Preservation Board.

**A minimum of one (1) hard copy** of the following materials are required **as applicable to your project type** 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. An **electronic copy** of all application materials is required for Board reviewed projects.

- Mandatory Pre-Application Meeting for all Board reviewed projects
  - Date of Meeting: \_\_\_\_\_
  
- Application Fee(s): \$ \_\_\_\_\_
  - Residential: \$50
  - Non-Residential: \$75
  - Notice Sign (for Board meetings): \$30
  
- Architectural Plans
  - Two (2) 11 x 17 copies of all architectural/engineering drawings associated with the proposed project. 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 To be provided in subsequent submittal.
  - This is especially required in the case of window, door, roof or siding replacement.
  
- Replacement Diagram or Floor Plan
  - For roof and window replacement projects. Please provide before and after dimensions.
  
- Other \_\_\_\_\_

**(SEE REVERSE)**

Additional Guidelines for Alterations (Section 23.5-4(k)2)

In approving or denying applications for certificates of appropriateness for alterations, the City shall also consider the following additional guidelines:

- A. Is every reasonable effort being made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use the property for its originally intended purpose?
- B. Are the distinguishing original qualities or character of a building, structure or site and its environment being destroyed? The removal or alteration of any historic material or distinctive architectural features shall be avoided whenever possible.
- C. When a Certificate of appropriateness is requested to replace windows or doors, the HRPB or development review officer, as appropriate, shall permit the property owner's original design when the City's alternative design would result in an increase in cost of thirty percent (30%) above the owner's original cost. The owner shall be required to demonstrate to the City that:
  - (1) The work to be performed will conform to the original door and window openings of the structure; and
  - (2) That the replacement windows or doors with less expensive materials will achieve a savings in excess of thirty (30) percent over historically compatible materials otherwise required by these LDRs.
  - (3) If the applicant avails himself of this paragraph the materials used must appear to be as historically accurate as possible.