CITY OF MIAMI

PLANNING DEPARTMENT
PRESERVATION SECTION

STANDARD CERTIFICATE OF APPROPRIATENESS (COA)

MINOR ALTERATIONS

HISTORIC RESOURCE ADDRESS/NAME | HISTORIC DISTRICT/RESOURCE

OWNER'S NAME | OWNER'S DAYTIME PHONE NUMBER

OWNER'S ADDRESS, CITY, STATE, ZIP CODE | OWNER'S E-MAIL

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE) | APPLICANT'S DAYTIME PHONE NUMBER

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE | APPLICANT'S E-MAIL

BELOW PROVIDE A DETAILED DESCRIPTION OF PROJECT. ATTACH PLANS, SKETCHES AND/OR ILLUSTRATIONS ON ADDITIONAL PAGES TO DESCRIBE AS NECESSARY.

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

☐ OTHER MATERIALS SUBMITTED _____

ATTESTATION: I CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS IS CORRECT.

SIGNATURE OF PROPERTY OWNER | DATE

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER) | DATE

FOR STAFF USE ONLY:

APPLICATION # _____ DATE RECEIVED _____ STAFF INITIALS _____

☐ APPROVED

☐ DENIED

☐ APPROVED WITH CONDITIONS

1. _____
2. _____
3. _____

REQUIREMENTS FOR STANDARD CERTIFICATE OF APPROPRIATENESS (COA)

MINOR ALTERATIONS

STANDARD COA FOR MINOR ALTERATIONS (AUTHORIZED BY HISTORIC PRESERVATION STAFF)

Minor alterations include the following:

A. Work which is in conformance with the General Design Guidelines for Historic Districts.
B. Work which will not be visible from the public right-of-way, as determined by staff.
C. All improvements, alterations, and renovations which can be accomplished without obtaining a building permit.
D. Repainting (when the color selected is within the first three levels of intensity illustrated in a color strip) or as described in historic district guidelines.
E. Replacement of exterior materials to match the original materials of the building, such a roofing, paving, siding, etc.
F. Use of a high-profile S-shaped tile where barrel tile was originally used.
G. Replacement of doors or windows with the same size, style, and configuration as the original.
H. Addition or removal of awnings, shutters, canopies and similar appurtenances not visible from the street.
I. Removal or destruction of designated vegetation.

REQUIREMENTS FOR STANDARD COAS: (One complete set of the following checked items)

☐ **COA FORM:** A completed and signed Certificate of Appropriateness with a description of the work to be performed.

☐ **SIZE:** Submittal must be on 11" x 17" paper when this size yields sufficient detail.

☐ **PHOTOS:** Current color photographs of the property clearly showing all affected areas of the property, street views of the property, and its setting. The photographs should show the property in its present condition and should accurately represent the existing materials, color and textures of any structures on the property. All photographs shall be labeled to indicate the property name (if any), address, date, and location of view. *(Photographs must be submitted as 4" x 6" prints, or as two photos printed on an 8.5" x 11" sheet of paper. Digital photographs are not accepted.)*

☐ **ELEVATION DRAWINGS AND/OR FLOOR PLANS** of proposed work/affected sides showing architectural details and including exterior equipment and appurtenances where applicable. Existing and proposed materials and finishes shall be noted.

☐ **MANUFACTURER'S CATALOG DATA, COLOR BROCHURE PHOTOGRAPHS AND/OR NOTICE OF ACCEPTANCE** (as applicable) for all new windows, doors, roof surfaces, shutters, fences, signs, mechanical equipment, and other visible devices and materials showing size, form, quantity, color, type of material, height, location, and method of installation. All items shall be indicated on the survey or the elevations as appropriate.

☐ **COLOR:** Paint chips for all new paint or fixtures, indicating exact manufacturer's color to be used.

ADDITIONAL REQUIREMENTS BY PROJECT TYPE:

SITE WORK / LANDSCAPING:

☐ **SURVEY:** showing the location of all existing structures upon the yard area of the entire site, or portion of the site affected by the proposed work.

☐ **SITE PLAN:** that includes the location of new fences, gates, pools, decks, paving, major landscape features, and any other structures that exist or are proposed for the site.

PRESSURE CLEANING AND CHEMICAL TREATMENTS:

☐ PSI of water/chemical used to clean building

ROOF WORK:

☐ Roof Plan / Slope

OTHER REQUIREMENTS AS NEEDED:

☐

QUESTIONS? PLEASE CONTACT :

- ALEXANDER ADAMS, PRESERVATION OFFICER AT (305) 416-1445 OR AADAMS@MIAMIGOV.COM
- MEGAN MCLAUGHLIN, PRESERVATION PLANNER AT (305) 416-1453 OR MMCLAUGHLIN@MIAMIGOV.COM
- OR VISIT OUR WEBSITE: **HISTORICPRESERVATIONMIAMI.COM**