



PROCEDURES

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD (HEPB)

CITY OF MIAMI HISTORIC PRESERVATION PROGRAM INTENT: "The intent of the historic preservation program is to preserve and protect the heritage of the city through the identification, evaluation, rehabilitation, adaptive use, restoration, and public awareness of Miami's historic, architectural, and archaeological resources."

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD OBJECTIVE:

Enabled by the City's Historic Preservation Ordinance, the Historic and Environmental Preservation Board (HEPB) is charged with promoting the preservation of the City's heritage by identifying and designating properties of major significance, and closely monitoring alterations to them. The HEPB is comprised of citizen appointees who represent the disciplines of architecture, landscape architecture, real estate, history and historic preservation, as well as the interests of the business and neighborhood communities.

The application shall be reviewed for compliance with the Secretary of the Interior's Standards for Rehabilitation, City of Miami Historic Preservation Design Guidelines, the Historic Preservation Ordinance (Chapter 23), the Environmental Preservation Ordinance (Chapter 17), and the Zoning Code's Landscape Requirements (Miami 21 Code, Article 9). The review shall consider the intent of these Standards, Guidelines, and Ordinances, and how they apply specifically to the subject property. The recommendations of the HEPB are considered Final Action for the subject property. If the applicant would like to appeal a decision of the HEPB, they may bring the item before City Commission.

PROJECTS REVIEWED BY HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD:

1. The HEPB reviews Major Projects that affect properties:
 - a. designated individually on the National Register of Historic Places
 - b. located within a National Register of Historic Places District
 - c. designated individually as City of Miami Historic Sites
 - d. located within a City of Miami Historic District
 - e. located within an Environmental Protection Zone
 - f. located along a Scenic Transportation Corridor
 - g. located within an Archeological Zone
 - h. any property for which the applicant has a Tree Removal Permit appeal
2. Major Projects include the following:
 - a. **New Construction:** a new building or auxiliary structure.
 - b. **Additions:** Additions to or alteration of an existing structure which increases the square footage of the structure or otherwise alters its size, height, contour, or outline.
 - c. **Style:** Change or alteration to the structure's architectural style.
 - d. **Windows and Doors:** Change or alteration of the size, shape, or style of windows and doors except when this change returns the windows and doors to the original dimension and/or configuration.
 - e. **Building Height:** Addition or removal of one or more stories.
 - f. **Roof:** Alteration of a roof line or use of any roofing material other than the original material as indicated by the City of Miami tax cards and/ or any other relevant documentation that illustrates the original roof materials.
 - g. **Site Work:** any site work visible from the public right of way, including but not limited to the installation of pools, fences which do not meet the pre-established guidelines, the addition of driveways and walkways (including expansion of existing driveways and walkways), etc.
 - h. **Demolition:** including partial demolition and the demolition of auxiliary structures.
 - i. **Alterations:** Any change to a historic property which would alter the appearance of the property, as determined by the Preservation Officer.
 - j. **Follow-up:** Any activities over which the Board had previously requested review, including the installation of windows on a former porch, the replacement of original jalousie windows, etc.
 - k. **Major Excavations**
 - l. **Tree Removal**
 - m. **Appeals:** An appeal of a decision issued by Preservation Section staff regarding a Standard Certificate of Appropriateness, Certificate of Environment, Certificate to Dig, or Tree Removal Permit.
 - n. **Designation:** Designation of a Historic, Environmental, or Archeological Resource (*a separate procedures packet and application is available for Designations*).



CITY OF MIAMI

PLANNING DEPARTMENT PRESERVATION SECTION

PROCEDURES

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD (HEPB)

SCHEDULE:

- The HEPB meets the **first Tuesday** of every month (except August) at 3:00pm.
- Submittals for upcoming HEPB meetings are due by 4:00pm **Friday**, 18 days in advance of the upcoming HEPB meeting, except July (no August meeting).
- See attached Calendar for more information.

HEPB APPLICATION PROCESS:

1. Prior to submitting an application for a hearing by the HEPB, the prospective applicant is encouraged to meet in a pre-application meeting with the Preservation Section to obtain information and guidance as to matters related to the proposed application.
 - Alexander Adams, Preservation Officer (305) 416-1445 or aadams@miamigov.com
 - Megan McLaughlin, Preservation Planner (305) 416-1453 or mmclaughlin@miamigov.com
 - or visit our website: historicpreservationmiami.com
2. **Applicant submits 11 copies of HEPB application and applicable fees to the City of Miami Planning Department, 444 SW 2nd Avenue, 3rd Floor, Downtown Miami.**
3. The Preservation Section reviews the application against checklist to confirm that the application is ready to be placed on the agenda. The applicant then pays the Planning Department Receptionist all required fees. (Checks are made out to the City of Miami)
4. The Preservation Section prepares the agenda and packages for mailing and posts the agenda on the web at least five (5) days prior to the hearing.
5. **HEPB hearing takes place at City Hall, 3500 Pan American Drive, Coconut Grove.**
6. 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 representative (such as the project architect or builder) 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/lobbyist.asp.
7. The Preservation Section notates meeting minutes, official HEPB resolutions, and attendance.
8. The Preservation Section creates the official HEPB Resolutions and submits them to the HEPB Chair for review and signature.
9. The Preservation Section provides a copy of the HEPB Resolution to the applicant and files a copy for records.
10. If the applicant would like to appeal a decision of the HEPB, they may submit an appeal to Hearing Boards to bring the item before City Commission.

SUBMISSION REQUIREMENTS:

A checklist is provided on the following pages to ensure that the applicant makes a complete submittal. It shall be the applicant's responsibility to submit a complete set of all plans, renderings, photographs and other supporting materials deemed necessary within this application to show appropriately all aspects of the proposed work to be reviewed by the HEPB. The Preservation Section is available for pre-application meetings to assist in preparing a complete application. The Preservation Section reserves the right not to place items on the HEPB agenda if an application is found to be incomplete. The submittal of an incomplete package may result in an application being deferred to the following month's agenda or until a complete application is submitted.



CITY OF MIAMI
 PLANNING DEPARTMENT
 PRESERVATION SECTION

HEPB APPLICATION
 MAJOR PROJECTS

RESOURCE ADDRESS/NAME _____ 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 SKETCHES AND/OR ILLUSTRATIONS SEPARATELY.

NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON FOLLOWING PAGE

OTHER MATERIALS SUBMITTED _____

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

SIGNATURE OF PROPERTY OWNER _____ DATE _____

| | | |
|------------------------------|---|---------------------------------|
| FOR STAFF USE ONLY: | | |
| APPLICATION # _____ | DATE RECEIVED _____ | STAFF INITIALS _____ |
| <input type="checkbox"/> COA | <input type="checkbox"/> APPROVED | DATE OF HEP BOARD MEETING _____ |
| <input type="checkbox"/> COE | <input type="checkbox"/> DENIED | |
| <input type="checkbox"/> CTD | <input type="checkbox"/> APPROVED WITH CONDITIONS | RESOLUTION # _____ |
| | 1. _____ | |
| | 2. _____ | |
| | 3. _____ | |

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



REQUIREMENTS FOR HEPB APPLICATION

MAJOR PROJECTS

HEPB APPLICATION CHECKLIST (AUTHORIZED BY THE HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD)

Submittals shall include **one (1)** signed and sealed 24"x36" set of plans for the proposed project and **eleven (11)** 11"x17" copies of the set. Plans and elevations must provide scale, legend, north arrow if applicable, and labels for all relevant items. Each set must include the following:

- COA, COE, OR CTD FORM:** A completed and signed Certificate of Appropriateness, Certificate of Environment, or Certificate to Dig form, with a description of proposed work. The form must be signed by the property owner for submittal to HEPB.
- 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.)*
- CONTEXT MAP:** A context map/plan that shows the footprint of the proposed building and all neighboring buildings and properties, including property lines and building footprints. Provide photographs of neighboring buildings and key them to the context map.
- SURVEY:** A survey prepared by a registered land surveyor within the last five years. Such survey shall show the location of all existing structures and trees upon the yard area of the entire site, or portion of the site affected by the proposed work. The survey shall be signed and sealed when requested by staff or the Board.
- TREE SURVEY:** An existing tree survey and disposition plan according to the current City of Miami's Tree Protection Ordinance requirements. If a tree removal permit is required, the City of Miami has a tree removal application form and instructions that are available from the Department of Code Enforcement. *(NOTE: the City uses a method of "sum of inches" diameter of trunk at breast height to determine tree mitigation quantity vs. the County's method of canopy square footage.)*
- EXISTING CONDITIONS DRAWINGS:** Existing elevation drawings / floor plans / roof plan of areas where planned additions and/or significant alteration are proposed (photographs may be substituted for the existing elevations provided they can sufficiently convey the facades in their entirety.)
- MATERIAL SPECIFICATIONS AND IMAGES:** If applicable, manufacturer's catalogue data and color brochures for all new windows, shutters, roofing materials, air-conditioning equipment, signs, transformers, light fixtures, and other visible devices and materials showing size, form, quantity, color, type of material, height, location, and method of installation.
- NOA:** If applicable, Notice of Acceptance (NOA) for roof sheathing, doors, windows, shutters, and mechanical equipment.
- COLOR:** Paint chips for all new paint or fixtures, indicating exact manufacturer's color to be used.
- SITE PLAN:** If site development work is proposed, a site plan shall be provided. The site plan will include the location of new fences, gates, pools, decks, paving, major landscape features, and any other structures that exist or are proposed for the site.
- PLANS AND ELEVATIONS:** When the project involves new construction, additions, or alterations, provide a site plan, all elevations, floor plans and landscape plan.
- LANDSCAPE PLAN:** For new construction and major additions, a landscape/ planting plan signed and sealed by a Registered Landscape Architect in the State of Florida according to the City of Miami Landscape Code. The landscape plan shall include a plant materials schedule, including but not limited to species, quantities, and sizes at time of planting.
- RENDERINGS:** When requested, a colored perspective rendering of the proposed project showing the form, style, and scale of the project, all roof-top equipment and screening proposed, signs, landscaping, and other architectural features. Such renderings shall be accurate as to both scale and color representation.
- APPEAL LETTER:** If requesting a Tree Permit Appeal or an Appeal of a staff decision for a COA, COE, or CTD.

I verify that the submitted HEPB Application is complete and meets the requirements listed above:

SIGNATURE OF PROPERTY OWNER

DATE

SIGNATURE OF PRESERVATION OFFICER

DATE



CITY OF MIAMI

PLANNING DEPARTMENT PRESERVATION SECTION

2012 CALENDAR

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD (HEPB)

The following meeting dates have been confirmed. All meetings shall take place at Miami City Hall, City Commission Chambers, 3500 Pan American Drive, Dinner Key at 3:00 p.m. **unless otherwise notified**. The deadline for submittal of items is nineteen (19) days prior to the meeting. There will be no meeting in August.

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | 31 | | | | | |

- Meeting Date
- Meeting Deadline
- 3 City of Miami Holidays (City Offices will be closed)