

MIAMI SHORES VILLAGE HISTORIC PRESERVATION BOARD

APPLICATION FOR A  
CERTIFICATE OF APPROPRIATENESS

please type or print clearly

NAME OF PROPERTY (if applicable): \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

NAME(S) OF APPLICANT(S): \_\_\_\_\_  
(NOTE: IF THE APPLICANT IS A PERSON  
OTHER THAN THE OWNER(S), EVIDENCE  
OF THAT PERSON'S AUTHORITY AS AGENT  
MUST BE ATTACHED TO THE APPLICATION.)

TELEPHONE OF APPLICANT(S): (305) \_\_\_\_\_; (305) \_\_\_\_\_

ADDRESS OF APPLICANT(S): \_\_\_\_\_  
(if different than address of property)

PRESENT USE OF PROPERTY: \_\_\_\_\_

CLASSIFICATION OF WORK FOR WHICH CERTIFICATE IS DESIRED:  
(circle the letter next to the appropriate classification)

- A. **MAINTENANCE OR REPAIR:** The act or process of applying measures to sustain the existing form, integrity and material of a building or structure and the existing form or vegetative cover of a site. It may include initial stabilization work, where necessary, as well as on-going maintenance and repair. Samples of material must be submitted with the Application.
- B. **RESTORATION:** The process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work. All applications for restoration shall include site plans (if required by the Building Permit), a statement with bibliography historically justifying the work, and any additional photos or information to support the proposed work.
- C. **REHABILITATION:** The process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values. All applications for rehabilitation shall include: site plans (if required by Building Permit), and any other supplementary information, such as drawings, that will support the proposed project.
- D. **DEMOLITION:** The process of destroying or tearing down a building or structure or a part thereof, or the process of removing or destroying an archeological site or a part thereof. The applicant shall include a report explaining why the proposed action should occur. If this action is to occur for reasons of financial hardship, all pertinent financial data should be included pertaining to the cost of preservation, demolition and new construction. Any other material pertinent to the application is also encouraged as supplementary information.
- E. **NEW CONSTRUCTION:** The process of constructing a building or structure that has never existed at that location. Applications shall include: a site plan, elevations, floor plan and/or landscape plan.

**DESCRIPTION OF THE PROPOSED PROJECT** (Explain what changes will be made and how they will be accomplished - use continuation sheet if necessary - all applications shall be accompanied by at least one 3" x 5" photograph of the property):

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**CERTIFICATION**

I (WE) CERTIFY TO THE BEST OF MY (OUR) KNOWLEDGE AND BELIEF THAT ALL INFORMATION IN THIS APPLICATION AND ITS ATTACHMENTS IS TRUE AND CORRECT:

SIGNATURE OF APPLICANT(S): \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF OWNER(S): \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR BOARD USE ONLY**

APPLICATION DATE (date application received by Secretary of the Board): \_\_\_\_\_

DECISION OF THE BOARD (circle the appropriate number):

1. APPROVED

2. APPROVED WITH CONDITIONS (set forth conditions below):

3. DENIED

SIGNATURE OF CHAIRMAN: \_\_\_\_\_ DATE: \_\_\_\_\_

## NOTICE TO APPLICANT(S)

**HEARING:** The Board will act upon the Application within ten (10) working days after receipt of the Application by the Secretary of the Board. You will be notified by the Chairman of the date of the hearing. An Application will not be considered until the required supplementary material has been provided and the Applicant and the owner sign the Application attesting to the truthfulness of the information provided.

**APPEALS:** Any person desiring to appeal a decision of the Board shall within fourteen (14) days from the date of such decision, file a written notice of appeal with the Village Clerk.

**HELPFUL TIP:** Historic photographs, photographs showing existing conditions, proposed plans and drawings, and samples of proposed materials are all very important in assisting the Board in making an informed decision.