



**Certificate of Appropriateness (COA) Application**  
**Town of Jupiter**  
**Department of Planning and Zoning**  
**210 Military Trail, Jupiter, FL 33458**  
**Phone: (561) 741-2452 ♦ Fax: (561) 744-3116**

**PART ONE - PROPERTY INFORMATION**

Date Received: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Property Control Number: \_\_\_\_\_

Florida Master Site File # (if applicable) \_\_\_\_\_

Historic Site or Historic District \_\_\_\_\_

Legal Description (attach separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Changes: (Attach a separate sheet if necessary. Refer to Description of work Pages 2 & 3)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached with this application is an *Instructions for Completing an COA Application* document, which includes a copy of Chapter 27, Article X., Division 35., Section 27-1675.10 of the Town Code. This Section pertains to procedures for the modification and development of historic sites and historic districts.

**PART TWO - APPLICANT INFORMATION**

**APPLICANT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**AGENT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**OWNER (if other than applicant)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Applicant is: Owner \_\_\_\_ Lessee \_\_\_\_ Other \_\_\_\_\_

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**PART THREE – DESCRIPTION OF WORK FOR WHICH COA IS DESIRED**

**A. Check All Appropriate Items Which Apply to COA Description**

**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.

**Renovation:** 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.

**Major Maintenance, Alteration 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 that requires a building permit.

- Relocation:** The process of moving a building or structure from its current foundation to another site.
- Demolition:** The process of destroying or tearing down a building or structure of any part thereof, of a designated historic site.
- New Construction:** The process of constructing a building or structure that has never existed at the location.
- Excavation:** The process of performing an archaeological dig to recover artifacts, historical materials or other archaeological features.
- Landscaping:** The process of improving the landscape features which includes, but is not limited to, subsurface alteration, site regarding, fill deposition, paving, landscaping, courtyards and exterior lighting.
- Walls, Fences and Sidewalks:** The process of making any material change in existing walls, fences and sidewalks, or construction of new walls, fences and sidewalks.
- Change of Color:** The process of changing the color of the exterior of any buildings or structures, walls, fences, sidewalks, or any other architectural features.
- Other:** Please explain

**B. Overall Description of the Work Plan**

Explain the chronology of the work involved and describe all new construction, excavation, demolition and relocation that will be required. If complete or partial demolition is involved, also complete the demolition section of this application (Attach separate sheet if necessary).

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**C. Demolition (If Applicable)**

Explain why the proposed demolition should occur (Attach separate sheet if necessary).

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The Historic Resources Board will consider the following factors in reviewing requests for demolition:

1. Is the structure of such interest or quality that it would reasonably fulfill criteria for designation for listing on the National Register?
2. Is the structure of such design, texture, material, detail, size, scale, or uniqueness of location that it could be reproduced only with great difficulty and/or economically unreasonable expense?
3. Is the structure one of the few remaining examples of its kind in the neighborhood, designated historic district or the Town?
4. Would retaining the structure promote the general welfare of the Town by providing an opportunity to study local history, architecture and design, or by developing an understanding of the importance and value of a particular culture and heritage?
5. Are there definite plans for immediate reuse of the property if the proposed demolition is carried out, and what effect will those plans have on the architectural, historic, archaeological, or environmental character of the surrounding area and district?
6. Does the improvement contribute significantly to the historic character of a designated historic district and to the overall ensemble of buildings within the designated historic district?
7. Have reasonable measures been taken to save the building from further deterioration, collapse, arson, vandalism or neglect?
8. Has demolition of the designated improvement been ordered by the appropriate public agency due to unsafe conditions?

**D. Checklist for documentation attached in support of a COA Application for a locally designated historic site within the U.S. Department of the Interior Jupiter Inlet Lighthouse Outstanding Natural Area (JILONA)**

**Applicable site plans provided to the State Historic Preservation Officer**

**E. Checklist for documentation attached in support of COA Application**

**Historical Information** – For all contributing and non-contributing properties

**Site Plan and/or Survey**

**Exterior Elevations** – Of all elevations; directional labels, dimensions, height, roof pitch, etc. must be noted.

**Landscape Plan** – To include all landscaping (existing/proposed), must be certified by a registered landscape architect.

**Floor Plans**

**Other Plans** – i.e. Demolition Plan

**Window and Door Schedule** – To include window type, material, number of lights,

Dimensions, manufacturer's cut sheet, profile drawings.

- Engineering or Other Reports**
- Architectural Drawings, Sketches or Artistic Renderings**
- Attachment Sheets** – When necessary
- 8 ½” x 11” Reduced Set** – To include a copy of all submitted materials.
- Photographs** – Of all elevations of each building or structure on the subject property must be attached. If the subject property is vacant, photographs of the site must be attached. Label all photographs with address and cardinal direction.
- Sample of Building Materials**
- Other Photographs which Support this Application**
- Published Materials, Documents and Bibliographies**

**E. Exterior Colors**

Please provide color chips of any proposed colors.

<b>Element</b>	<b>Proposed/Existing</b>	<b>Material</b>	<b>Color</b>	<b>Other</b>
<b>Roof</b>				
<b>Windows</b>				
<b>Doors</b>				
<b>Trim/Fascia</b>				
<b>Wall</b>				
<b>Railing</b>				
<b>Fence</b>				
<b>Other:</b>				

**PART FOUR – REQUIRED SIGNATURE INFORMATION**

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Town of Jupiter, Florida. I further certify that all the information contained in this application and documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application, attachments and review fees become part of the official records of the Town of Jupiter and are not returnable.

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**Signature(s) of applicant(s)** **Date**

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**Signature of agent** **Date**

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Signature(s) of property owner(s)\*

Date

**PLEASE PROVIDE THREE (3) COPIES OF THIS COA APPLICATION AND ALL SUPPORTING INFORMATION IN COLLATED SETS.**

**A \$180.00 APPLICATION FEE MUST BE INCLUDED WITH A CERTIFICATE OF APPROPRIATENESS APPLICATION. IN ADDITION, A \$1,800.00 ESCROW ACCOUNT FEE IS REQUIRED WITH THIS APPLICATION. THE ESCROW FEE COVERS THE COST OF HAVING THE APPLICATION REVIEWED BY THE TOWN'S HISTORIC PRESERVATION CONSULTANT AND ANY ADVERTISING AND MAILING COSTS. **THE ABOVE APPLICATION AND ESCROW FEES SHALL NOT APPLY TO CERTIFICATE APPROPRIATENESS APPLICATIONS FOR LOCALLY DESIGNATED PROPERTIES WITHIN JILONA.****

If you have any questions regarding this form or the attached preservation provisions of the Town's Historic Resources ordinance, please contact David Kemp, Principal Planner at (561) 741-2452.

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\* **REQUIRED** if statement of authority is not attached with application.