



Miami Shores Village

10050 Northeast Second Ave

Miami Shores, Florida 33138

Telephone (305) 795-2207 Fax (305) 756-8972

www.msvfl.gov | p&z@msvfl.gov

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please refer to the appropriate sections of the Village's Zoning Code available at www.municode.com for reviewing the Chapter 11 -Historic Preservation Code in detail.

National Register of Historic Places means a federal listing maintained by the U.S. Department of the Interior of buildings, sites, structures and districts that have attained a quality of significance as determined by the Historic Preservation Act of 1966, as amended.

Historic landmark means a structure that has significant historical, architectural, or cultural meaning and that has been given legal protection from alteration and destruction.

Sec. 11-3. - Criteria, general guidelines for determining historic significance of structures, sites and objects.

The following criteria are hereby adopted as general guidelines by the village; districts, sites, buildings, structures and objects of national, state and local importance are of historic significance if they possess integrity of location, design, setting, materials, workmanship, feeling and association:

- (1) That are associated with events that have made a significant contribution to the broad patterns of our history;
- (2) That are associated with the lives of persons significant in history;
- (3) That embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose component may lack individual distinction;
- (4) That have yielded, or may be likely to yield, information important in history.



COA DELIVERABLES

REQUIRED DELIVERABLES FOR UNITY OF TITLE APPLICATION SUBMITTAL

- ☐ Certificate of Appropriateness Application Completely filled out (pgs. 3-5)
- ☐ Letter of Intent & include the following information: (current date & signature)

- I. Explain the purpose of the application, benefit(s) of the request, and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal, the square footage, and any additional relevant information. Provide information related to the architecture and historical significance of the site. **Sec. 523- Quality of Buildings**
- II. Classification of work for which certificate is desired:
 - a. **MAINTENANCE OR REPAIR:** The act or process of applying measures to sustain the existing form, integrity and material of a building or secure 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 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.





☐ **Proof of ownership**

- III. Acceptable forms: Tax Bills, Warranty Deed, Sunbiz, Property Appraiser Summary- provide articles of incorporation and any additional documentation for LLC, TRS, etc.)

☐ **Boundary Survey** (current and signed & sealed)

☐ **Photographs of current property on all sides** (Front, Back, Neighboring Sides)

- I. (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):

☐ **Fee**

- Staff will provide the link to pay online.

☐ **Architectural Plans Dated, Signed & Sealed** (Collated PDF with address, and name of project)

1. **Demolition Plan** (Provide temporary construction fence details)
2. **Site Plan**
 - (Existing & Proposed: Complete Zoning Data Table Information, scope of work, etc.)
3. **Floor Plans**
 - (Existing & Proposed)
4. **Roof Plans**
 - (Existing & Proposed: Slope, drainage spouts, overhangs/projections, materiality)
5. **Elevations -All sides**
 - (Existing & Proposed Colored Elevations, Detail of Materials, and Height information and projections of any kind)
6. **Renderings** (Minimum three)
7. **Neighboring Context Plans**
 - Provide clear illustrations or mention of the neighboring context in relation to the section code sec. 523- Quality of Buildings. Include a street study or images of neighboring properties and provide context to the code and the proposal. (typology, street studies, and arial images are acceptable methods) Adjacent ROW to opposite property lines (indicate all nearby curb cuts), waterway width, drainage (existing and proposed), outline of adjacent buildings (approximate height and number of stories), dimensioned property lines and buildings, proposed and existing square footage eyebrows/eaves or projections of any kind in any of the yards.
8. **Landscape Plans (as needed)**





Staff Use Only	
Application No.	
Original Submittal Date:	
Accepted Submittal Date:	
Zoning District:	
FLUM Designation:	
Date Built:	

Property Information— For various private or commercial entities
(include manager/direct name to contact for LLC, TRS, etc.)

Address	
Folio No.	
Owner's Name	
Owner's Address	
Owner's Phone	
Owner's Email	

Applicant Information – if different than owner

Applicant's Name	
Applicant's Address	
Applicant's Phone	
Applicant's Email	

Agent Information

Agent's Name	
Agent's Address	
Agent's Phone	
Agent's Email	





Application Type and Hearing Request – check any application types that apply.

Single-Family	☐ Site Plan Review ☐ Garage conversion ☐ Addition (+400 sq. ft.) ☐ Addition visible from right-of-way ☐ Dock and/or Seawall ☐ Façade modification ☐ New construction ☐ Detached Accessory structures (e.g., pool, large shed, cabana) ☐ Roof ☐ Other _____
Multi-Family & Non-Residential	☐ Site Plan Review ☐ Commercial: _____ ☐ Education: _____ ☐ Community Facility: _____ ☐ Multi-Family: _____ ☐ Other: _____
Property Historic Status Please fill in the section that applies to your property. Historic Preservation Board shall be provided with written notice of the proposed demolition and redevelopment application, and afforded an opportunity to provide comments to the applicant and the Planning and Zoning Board through staff prior to consideration of site plan approval for properties listed on the -Ord. 05-2026 "List of Sites of Historic Significance Inventory List"	Property Historic Status ☐ National Register of Historic Places ☐ MSV Local Historic Landmark ☐ Both National and Local ☐ List of sites of Historic Significance Inventory List ○ (if so, provide address) ○ Address: _____





CONSENT FOR INSPECTION OF PROPERTY AND POSTING OF PROPERTY

I, _____, the Owner of the premises located at _____ do hereby consent to the inspection of said premises and the posting of public notice by an employee of Miami Shores Village, Florida, in conjunction with an application for _____, without further notice.

Dated this _____ day of _____, 20_____.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me, by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20_____ by

Signature of Owner

Telephone Number

Print Name

NOTARY SEAL:

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

Please check one:

- ☐ Personally known to me
☐ Produced identification

Type of Identification Produced _____





OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We _____ as Owner(s) of the property located at _____, Lot(s) _____, Block(s) _____, desire to file an application for a public hearing before the Historic Preservation Board and I/We understand and agree with the following:

- 1) That the Historic Preservation Board will table or may deny the application if the property owner or agent is not present at the hearing.
- 2) That it is the responsibility of the property owner to submit a complete, true, and correct application before a hearing will be scheduled before the Historic Preservation Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the Village Code, Miami-Dade County, the Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the Village Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the Village Code prior to the public hearing.
- 6) That property owner is responsible for complying with all the conditions and/or restrictions imposed by the Historic Preservation Board in connection with the request and will comply with those conditions and/or restrictions and that failure to do so will void and approvals delay issuance of permits to proceed with the request.
- 7) The undersigned owner(s) and agent(s) certify under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.
- 8) I/We as the owners of the subject property: **(Please check one)**
 - ☐ Will on my/our own make application in connection with this request for a public hearing and present before the Historic Preservation Board.
 - ☐ Do hereby authorize _____ to act on my/our behalf, in connection with this request for a public hearing, by submitting the required application and materials and presenting the application and materials before the Historic Preservation Board.

I/We understand that if my/our request is denied, I/We have thirty (30) days from the date the development order is signed or 30 days after the date the minutes are approved for the meeting at which the decision appealed from was heard, whichever date is later.





OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before
me, by means of ___ physical presence or ___
online notarization, this _____ day of
_____, 20_____ by

Sworn to (or affirmed) and subscribed before
me, by means of ___ physical presence or ___
online notarization, this _____ day of
_____, 20_____ by

Signature of Owner(s)

Signature of Applicant/Agent(s)

Print Name

Print Name

Signature of Notary Public-State of Florida

Signature of Notary Public-State of Florida

Name of Notary Typed, printed, or stamped

Name of Notary Typed, printed, or stamped

NOTARY SEAL

NOTARY SEAL

Please check one:

☐ Personally known to me

☐ Produced identification

Type of Identification Produced:

Please check one:

☐ Personally known to me

☐ Produced identification

Type of Identification Produced:

IMPORTANT: If multiple owners and/or agents, please include additional sheets.
The Applicant or Agent(s) must attend the hearing to present the proposal.





CERTIFICATE OF APPROPRIATENESS OATH OR AFFIRMATION

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: _____

_____ DATE: _____

NOTARIZATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me, by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20_____ by

Signature of Owner

Telephone Number

Print Name

NOTARY SEAL:

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

Please check one:

- ☐ Personally known to me
☐ Produced identification

Type of Identification Produced _____





HISTORIC PRESERVATION BOARD USE ONLY

APPLICATION DATE

(date application received by Secretary of the Board): _____

DECISION OF THE BOARD (circle the appropriate number):

☐ APPROVED

☐ APPROVED WITH CONDITIONS (set forth conditions below):

☐ DENIED

SIGNATURE OF CHAIRMAN: _____ DATE: _____

