



# City of Hollywood

## Historic Preservation Board Submittal Checklist

### QUICK FACTS:

- *EACH PACKAGE MUST BE COMPLETE AND STAPLED.*
- *PLANNING AND DEVELOPMENT SERVICES WILL PROVIDE ONE (1) ORIGINAL NOTIFICATION LETTER, ENVELOPES, AND SIGNS FOR PUBLIC NOTIFICATION, IF APPLICABLE. MAILING NOTIFICATION AND PROPERTY POSTING MUST BE COMPLETED BY THE APPLICANT AT LEAST TEN (10) DAYS PRIOR TO MEETING DATE.*
- *FOR FEE CALCULATION PLEASE REFER TO OUR FEE SCHEDULE WHICH IS AVAILABLE IN OUR OFFICE OR ONLINE AT [HTTP://WWW.HOLLYWOODFL.ORG/COMM\\_PLANNING/APPFORMS.HTM](http://WWW.HOLLYWOODFL.ORG/COMM_PLANNING/APPFORMS.HTM)*
- *HPB MEETS ON THE FOLLOWING DAYS:*  
  
*JANUARY 25, 2011*  
*FEBRUARY 22, 2011*  
*MARCH 22, 2011*  
*APRIL 26, 2011*  
*MAY 24, 2011*  
*JUNE 28, 2011*  
*JULY 19, 2011*  
*AUGUST-RECESS*  
*SEPTEMBER 27, 2011*  
*OCTOBER 25, 2011*  
*NOVEMBER 15, 2011*  
*DECEMBER 13, 2011*
- *SUBMITTALS ARE ACCEPTED BEFORE 11 A.M. APPROXIMATELY 45 DAYS PRIOR TO MEETING.*

Provide 20 copies (unless otherwise specified) of complete 11"X17" packages containing the items below and one 24"x36" package signed and sealed with all original documents.

### Submittal Requirements for Board Consideration:

- General Application
- Application Fee
- Ownership and Encumbrance Report (O&E)
- Certified Survey & Elevation Certificate
- Dimensioned Site Plan
- Dimensioned Building Elevations
- Dimensioned Landscape Plans
- Street Profile (To appropriate scale)
- Color Renderings
- Color Site Plan
- Proposed Signage Details (if applicable)
- Dimensioned Typical Floor Plan (include all levels for parking garages)
- Color photographs of all structure elevations and adjacent structures
- Labeled Proposed Paint Chips and/or Materials
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- History of Permit Activity (contact Records & Archives)
- CD containing package information listed above in PDF/JPG format
- Public Notice: Mailing Notification and Property Posting Requirements
- Criteria Statement – a written statement identifying how the request is consistent with all of the applicable criteria found in Article 5 of the Zoning and Land Development Regulations (view online at [WWW.AMLEGAL.COM](http://WWW.AMLEGAL.COM)), which may include the following: Sign Variance, Variance, Design Review, Rezoning and in Section 3.12 for Special Exceptions.