

## HISTORIC PRESERVATION BOARD Submittal Checklist

### SUBMITTAL QUICK FACTS

A scheduled appointment with the assigned Planner is required for all submittals.

No applications are automatically scheduled for ANY meetings. Applications must be determined to be complete by Staff before any processing occurs.

Each package SHALL be complete, folded, and stapled.

For fee calculation, please refer to our fee schedule available in our office or online at:

<http://www.hollywoodfl.org/553/Applications-Forms>

### MEETING DATES

HPB typically meets once a month as follows (except for August):

01/26/21  
02/09/21  
03/09/21  
04/13/21  
05/11/21  
06/08/21  
07/13/21  
Recess  
09/21/21  
10/12/21  
11/09/21  
12/07/21

Meeting dates are subject to change.

### NOTICE

The Division of Planning and Urban Design Will Provide One (1) Original Notification Letter, Envelopes, And Signs For Public Notification. Mailing Notification And Property Posting Must Be Completed By The Applicant At Least Fifteen (15) Days Prior To Meeting Date.

**Provide one digital package** (unless otherwise specified) containing the items below; and **one 11" X 17" package fully signed and sealed with all original documents. A 24" X 36" signed and sealed package may also be requested by Staff.**

**Incomplete applications will not be routed and will be postponed until all required components are submitted.**

### SUBMITTAL

- General Application
- Application Fee
- Ownership and Encumbrance Report (O&E) (2 copies)
- Legal Description & Project Information (8.5" x 11")
- Cover Sheet with Location Map
- Certified Alta Survey
- Dimensioned Site Plan
- Dimensioned Landscape Plans
- Dimensioned Schematic Paving, Grading and Drainage Plan
- Dimensioned Typical Floor Plans (including all levels for parking garages)
- Dimensioned Building Elevations
- Street Profile/Elevation (including adjacent buildings)
- Color Site Plan with Landscaping
- Color Renderings
- Signage Details (if applicable)
- Financial Feasibility Study (for DEMOLITION only)
- Color photographs of subject site and adjacent properties
- History of Permit Activity and Master Site Plan (contact Records & Archives)
- Public Notice: Mailing Notification and Property Posting Requirements (1)
- Criteria Statement(s) for each request indicating consistency with all applicable criteria found in Article 5 of the Zoning and Land Development Regulations which may include the following: *Variances, Design, and Special Exceptions* (Available online at [www.amlegal.com](http://www.amlegal.com)).

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*Please refer to Article 6 of the City of Hollywood's Zoning and Land Development Regulations for a detailed description of each item listed above or visit our website at [www.hollywoodfl.org](http://www.hollywoodfl.org)*

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