



CERTIFICATE OF APPROPRIATENESS (COA) ELECTRONIC SUBMITTAL CHECKLIST

TO ALL APPLICANTS: The following checklist is designed to assist in preparing materials for a COA request which requires approval by the Historic Preservation Board. Each item included in the submission should be checked-off below. Failure to provide the required items below will render the application incomplete and delay consideration of the application.

A Certificate of Appropriateness (COA) is required for any construction, alteration, rehabilitation, maintenance/repair, or demolition of the exterior portion of any building or other structure including walls, fences, light fixtures, steps and pavement, vegetation, and signage located on property within the designated historic districts of Old Floresta or Pearl City (see attached map), or an individual historic site.

The Historic Preservation Board meets once per month typically on the third Tuesday of each month (dates are subject to change). Meetings are held at 5:00 pm at the Community Center Annex Building located at 260 Crawford Blvd., Boca Raton, FL 33432

COA application deadline is **three (3) weeks prior** to Historic Preservation Board meeting date.

Submitted (Please check box)		SUBMITTAL ITEMS/INFORMATION
YES	NO	
		COA online application.
		Architectural plans and elevations, proposed material samples and colors, photographs depicting existing conditions, landscape plans (if applicable), or other appropriate supporting documentation. <i>(Note: Please bring samples of proposed exterior materials to the Board meeting)</i>
		Appropriate application fee.
		Recorded warranty deed or other proof of ownership.
		Signed and notarized Owner authorization (if applicable).