

Historic and Architectural Review Board (HARB) Application Submittal Instructions

The Community Development Department will accept this application when it is submitted along with all required documents and is determined to be legible and complete. The application will be reviewed by staff and placed on the next available Historic and Architectural Review Board (HARB) agenda for review and consideration.

If the request is approved or approved with conditions, a Certificate of Architectural Appropriateness will be issued which permits the applicant to move forward with the requested exterior changes, if and when the appropriate permits have been issued from the Building Department. A building permit or sign permit cannot be issued until a Certificate of Architectural Appropriateness is granted.

This application is submitted online at the Citizen Self Service Portal.

https://energovweb23.mlbfll.org/energov_prod/selfservice/#!/home

Select “Apply” and search for **Application for Historic and Architectural Review Board (HARB)**.

Online Application Information Needed:

Your application should provide a clear understanding of the present conditions, proposed changes, and resulting outcome. The following information will be required for a complete application:

Location	Insert the property address either by searching the address or tax account, or entering the address manually.
Plan Type	Select Application for Historic and Architectural Review Board (HARB) from the list.
Description	Provide a description of the proposed changes to the property. Please include as many details as possible, e.g. dimensions, height, colors etc.
Contacts	Provide contact information for the following including address, email, and phone number: <ul style="list-style-type: none">• Applicant (always required)• Property Owner (always required)• Any Representatives (e.g. Architect, Engineer, Contractor)
Name of Project	Provide the name of your project

Request Includes	<p>Select all items that will be included in your project from the following list:</p> <ul style="list-style-type: none"> • A-Frame Sign (Eau Gallie CRA only) • Building Addition • Building Color • Changes to Doors • Changes to Light Fixtures • Changes to Railing • Changes to Shutters • Changes to Windows • Demolition (if Historically Designated) • Fence • Major Façade Improvements • New Construction • Pavers (if Historically Designated) • Roof • Signage • Other (please specify details)
Existing Uses on Property	Is there anything currently developed on the property (a house, a commercial building, etc.) or is the property vacant/undeveloped?
Proposed Uses on Property	Is there any development proposed with the request, such as a new house, a new commercial building, an addition to an existing building, or a new subdivision? If no, please type NA.

Attachments for this Application:

This application also requires that certain attachments be uploaded. An application may be saved as “draft” if additional documents are required or information needs completion before the final “submit” on the application.

- *All documents must be submitted in a PDF format.*
- *File names should match the file category, i.e. "Construction Plans.pdf" not "25879_xp Mlbofc_QT.pdf". Please limit file name to less than 30 characters.*
- *Please sign all documents with BLUE ink.*

REQUIRED DOCUMENTS

- **Proof of Ownership:** Proof of ownership is required for HARB approval. A Warranty Deed is preferred. If a Corporation, Partnership, LLC, Trust owns the property provide proof of authority to authorize request.
- **Authorization to Represent Form (Signed & Notarized).** If the applicant or owner cannot attend the Historic and Architectural Review Board meetings, please list the name of a representative who will make the presentation, answer questions, or make decisions for the applicant or owner.
- **Owner Affidavit (Signed & Notarized):** Please submit the appropriate form(s) **Individual Owner** or **Corporate Owner**. If a representative will be appointed, please submit an **Authorization to Represent Form**.
- **Color Exhibits/Elevations:**
 - All submittals should be in color.
 - All submittals should include a photograph of the present conditions (building or sign area) that is the subject of the application.
 - For new ground or wall signs that require construction of structure, include a rendering of the sign construction and indicate its proposed location. Explain the type of construction and scope of electrical work.
 - For replacement of an existing sign face, a painted sign (mural) or vinyl window sign, include an image of the existing sign area and either super-impose the new design over the top or provide the artwork separately, indicating where the artwork is to be placed.
 - For changes to a building color, provide 10 original paint samples for each color, to the Community Development Office (either in person or by mail).
 - For building additions and major façade improvements, include elevations for each side of the building visible from the right-of-way. The elevations should indicate types of finishes, new fixtures, windows, doors, roof materials and color, etc.
 - Provide printed examples of type of new windows, doors, medallions, roof material, railings, etc.

- For fences, provide an image of what type of fence is proposed along with a plan indicating location.
- For roofs, provide a printed sample of the material and color to be installed.

SIGNATURE

There are two ways to provide your signature:

1. Sign it using the mouse; or
2. Type your name and the program will provide one (as shown). Remember to toggle the “Enable Type Signature” button to use this function.

FINAL REVIEW BEFORE “SUBMIT”

At this point, review the application to make sure all items are correct and completed and that required documents are uploaded.

UPON SUBMITTAL

Once submitted, the program identifies that the application has been successfully submitted and will provide an application number. Refer to this number as necessary when communicating with City staff. Staff will perform a completeness check and send the applicant an email identifying any missing items. An invoice will be generated and sent to the billing contact once the application has been deemed complete.

The application cannot be processed until it is deemed complete.

Tracking Your Application

Once the application is submitted, progress may be tracked within the EnerGov “Dashboard”.

Tip:

“Permits” are for Building Department applications and **“Plans”** are for Community Development applications.