



**CITY OF MELBOURNE**  
**APPLICATION FOR HISTORIC and ARCHITECTURAL REVIEW BOARD (HARB) REVIEW**

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 a determination. The 2019 schedule for HARB is as follows:

<b>HARB Meetings</b>	<b>Application Deadline</b>	<b>Meeting Date</b>
<p>Regularly scheduled meetings are held on the third Wednesday of each month at 6:00 pm in the Council Chamber, located on the 1<sup>st</sup> floor of City Hall.</p> <p>Dates are subject to rescheduling due to special circumstances.</p> <p>Submit applications by 5:00 pm on the application deadline to ensure the item makes the agenda package.</p>	JANUARY 7, 2019	JANUARY 16, 2019
	FEBRUARY 11, 2019	FEBRUARY 20, 2019
	MARCH 11, 2019	MARCH 20, 2019
	APRIL 8, 2019	APRIL 17, 2019
	MAY 6, 2019	MAY 15, 2019
	JUNE 10, 2019	JUNE 19, 2019
	JULY 8, 2019	JULY 17, 2019
	AUGUST 12, 2019	AUGUST 21, 2019
	SEPTEMBER 9, 2019	SEPTEMBER 18, 2019
	OCTOBER 7, 2019	OCTOBER 16, 2019
	NOVEMBER 11, 2019	NOVEMBER 20, 2019
	DECEMBER 9, 2019	DECEMBER 18, 2019

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.

Issuance of a Certificate of Architectural Appropriateness indicates approval of the conceptual design and aesthetics of the above request. However, this approval does not indicate that the submittal meets all City Code and/or Building Code requirements. Check with staff to determine what other permits or approvals will be necessary prior to commencement of construction or improvements.

Submittal Requirements

- Completed Application
- Ten (10) color copies of all attachments to be distributed to the HARB and City staff. The final package should provide a clear understanding of the present conditions, proposed changes, and resulting outcome.

Requirements and Tips for Preparing Attachments

- All submittals should be in color, unless everything that is proposed is black and white.
- 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 a 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 superimpose the new design over the top, or provide the artwork separately, indicating where the artwork is to be placed.
- For changes to building color, provide 10 original paint samples for each color. Photocopies will not be accepted.
- 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 material and color, etc.
- Show printed examples of types 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 the location.
- For roofs, provide a printed sample of the material and color to be installed.
- Be sure to consult the appropriate HARB Architectural Guidelines for consistency with your request.

**Submit completed applications to the Community Development Department, located on the 3<sup>rd</sup> floor of City Hall, 900 E. Strawbridge Avenue. Contact Sandy Ramseth, AICP, Planner, with questions at (321) 608-7500 or via email at [community.development@mlbfl.org](mailto:community.development@mlbfl.org)**



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<b>FOR OFFICE USE ONLY:</b>		<b>A-2019-</b>
<b>Project Name:</b> _____	<b>Date Received:</b> _____	

1. Historic and Architectural Review Board Request (check all that apply)
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Signage  | <input type="checkbox"/> Roof              | <input type="checkbox"/> A-Frame Sign (Eau Gallie CRA Only)            |
| <input type="checkbox"/> Major Façade Improvements  | <input type="checkbox"/> Fence             | <input checked="" type="checkbox"/> Wall Mural (See Mural Application) |
| <input type="checkbox"/> Building Addition  | <input type="checkbox"/> Building Color(s) |  |
| <input type="checkbox"/> Changes to windows, doors, railings, light fixtures, shutters, and other architectural details |  |  |

Briefly describe your request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Subject Property Information  
 Business or Building Name: \_\_\_\_\_  
 Site Address: \_\_\_\_\_

3. Applicant or Representative Contact Information  
*The applicant or representative must be present at the Historic and Architectural Review Board meeting and have the authority to present changes, upgrades or alternative designs. The Certificate of Architectural Appropriateness will be mailed to this person.*  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Property Owner Contact Information  
 Owner Name: \_\_\_\_\_  
 Contact Person (if owned by corporation): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Applicant Signature (initial each line and sign the bottom)
- \_\_\_\_\_ I verify that I have permission from the property owner and/or business owner to make the requested exterior changes to the building or signage.
- \_\_\_\_\_ **It is my responsibility to ensure that building permits or additional required approvals are obtained prior to commencement of construction or improvements to the subject property.**
- \_\_\_\_\_ I understand that a Certificate of Architectural Appropriateness indicates approval of the conceptual design and aesthetics of the above request. Approval does not indicate that the submittal meets all City Code and/or Building Code requirements. I understand that building permits will not be issued until a Certificate of Architectural Appropriateness is obtained.
- \_\_\_\_\_ I have read this application and understand the process and my responsibilities.

\_\_\_\_\_  
 Applicant Signature \_\_\_\_\_  
 Date