

HISTORICALLY DESIGNATED SINGLE-FAMILY HOMES

The City of Miami Beach is actively encouraging owners of eligible single-family homes to apply for designation as historic structures. There are many advantages to designation, including the following:

- The [Ad Valorem Property Tax Exemption](#) from the City and County for qualifying improvements that are the result of restoration, renovation or rehabilitation.
- [Flood Plain Management Exceptions for Historic Structures](#) should any improvements exceed the 50% rule in the Florida Building Code.

The process for Single-Family Historic Designation has been substantially simplified in order to make the entire process as easy as possible. After the submission of an application for the designation for a single-family home as an historic structure has been submitted by the property owner to the Planning Department, the Historic Preservation Board will make a determination as to whether the structure may be designated as an historic structure, based upon the criteria of section 118-592 of the City Code.

For further information go to the following pages.



Procedures for the Designation of Single-Family Homes as Historic Structures

The City of Miami Beach is actively promoting the historic designation of eligible single-family homes to be designated as historic structures. There are many advantages to designation, including the following:

- Designated Single-Family Homes are eligible for Historic Property Tax Exemption from the City and County for qualifying improvements that are the result of restoration, renovation or rehabilitation.
- Designated Single-Family Homes are eligible for waivers from minimum flood plain requirements should any improvements exceed the 50% rule.

The process for Single-Family Designation has been substantially simplified in order to make the entire procedure as easy and as pain free as possible. After the submission of an application for the designation of a single-family home as an historic structure is submitted by the property owner to the Planning Department, the Historic Preservation Board will make a determination as to whether the subject structure may be designated as an historic structure, based upon the requirements and criteria of section 118-592 of the City Code. The following information makes up the application package:

1. A current survey (no less than 6 months old), which is signed and sealed by a professional engineer or a professional land surveyor, and a legal description of the property.
2. An historic resources report containing all relevant and available data including, but not limited to, the building permit card, historic microfiche and historic photos, which delineates the historic, cultural, aesthetic or architectural significance of the subject structure.
3. Existing conditions site plan, floor plans and elevation drawings of the subject structure.
4. A detailed photographic record of the exterior of the subject structure.
5. A completed application form.

Upon receipt of 10 copies of the completed application package, the Planning Department shall present the proposed request for designation to the Historic Preservation Board at the next regularly scheduled meeting. An application for the individual designation of a single-family home shall not require a fee.

If the Historic Preservation Board finds that the proposed single-family designation application meets the criteria set forth in section 118-592 of the City Code, it shall designate the single-family home as a local historic structure. No further hearings or meetings shall be required.

Upon the designation of a single-family home as an historic structure, the structure shall be subject to the certificate of appropriateness requirements of the City Code, with the exception of the interior areas of the structure, which shall not be subject to such regulations. Additionally, most improvements to single-family homes designated as historic structures can be approved administratively, without having to go before the City's Historic Preservation Board. Such improvements include the following:

1. Additions to single-family structures, whether attached or detached, which are not substantially visible from the public right-of-way or from the ocean front.
2. Modifications, additions, alterations and demolition to single-family structures, provided such modifications, additions, alterations and demolition are substantially in accordance with historic documentation, or consistent with the architectural scale, massing, character and style of the structure and do not result in the removal of significant architectural features, details or finishes.

For more information on the designation procedures for single-family homes, please contact Debbie Tackett at 305-673-7000 x6467 or dtackett@miamibeachfl.gov



HISTORIC AD VALOREM TAX EXEMPTION FOR SINGLE-FAMILY PROPERTIES PROCEDURES AND INSTRUCTIONS

Purpose. The historic ad valorem tax exemption process provides a financial incentive to encourage the retention and rehabilitation of historically and architecturally significant single-family homes in Miami Beach. This legislation allows for the City's portion of property taxes to be "frozen" at the rate they were assessed before qualifying improvements are made to an historic single-family home for a period of ten (10) years. The "freezing" is accomplished by removing from the assessment the incremental value added by the qualifying improvements. Only the incremental value of the qualifying improvements shall be "frozen" for the ten year period, as explained in more detail herein.

Authority. The citizens of Florida amended the Florida Constitution, Article VII, Section 3(e), to authorize counties and municipalities to grant ad valorem tax exemption to owners of historic properties for improvements to such properties that are the result of restoration, renovation, rehabilitation, or compatible additions. In 1992, the Florida Legislature enacted Sections 196.1997 and 196.1998 of the Florida Statutes to govern the allowance of such exemptions.

Miami-Dade County. To request approval for an exemption of Miami-Dade County's portion of ad valorem taxes, an application must be submitted to the County's Office of Historic Preservation prior to any construction or demolition for an eligible property. As the City of Miami Beach is a Certified Local Government, the County will review the application for tax exemption in conjunction with an approved Certificate of Appropriateness issued by the Miami Beach Historic Preservation Board or Planning Department staff. The County also requires a resolution from the Miami Beach Historic Preservation Board with recommendations relative to the requested tax exemption for the property. For additional information and application forms, please contact Miami-Dade County's Office of Historic Preservation at 305-375-4958.

City of Miami Beach. The legislation that authorizes an exemption of Miami Beach's portion of ad valorem taxes for improvements to historically designated single-family homes is found in Sections 118-600 to 118-612 of the Land Development Regulations in the Miami Beach City Code.

Scope of Tax Exemption. The exemption applies to one hundred (100) percent of the assessed value of all qualifying improvements to the single-family property that result from restoration, renovation, rehabilitation, or compatible additions. It applies only to taxes levied by the City of Miami Beach. The exemption does not apply to taxes levied for the payment of bonds or to taxes authorized by a vote of the electors pursuant to the City Code or the Florida Constitution. The exemption does not apply to personal property or to properties located within a community redevelopment area.

Duration of Tax Exemption. The exemption will remain in effect for ten (10) years, regardless of any changes in ownership of the property. In order to retain an exemption, however, the historic and

architectural character of the property, its designation status, and the improvements which qualified the property for an exemption, must be maintained over the period for which the exemption is granted.

Eligible Properties. A single-family property is eligible to apply for an exemption if it is locally designated in the City of Miami Beach or is listed on the National Register of Historic Places as an historic site, an historic structure, or a “contributing” property in an historic district.

Qualifying Improvements. Qualifying improvements are the result of restoration, renovation, rehabilitation and/or compatible additions to an historic single-family property. In order for an improvement to qualify for an exemption, the improvement must be determined by the Historic Preservation Board to be consistent with the Secretary of the Interior's Standards for Rehabilitation (provided herein) and the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. The Miami-Dade County Property Appraiser’s Office will make the final determination of whether an improvement qualifies for an exemption.

While each application is evaluated on a case by case basis, the improvements indicated below provide a general guideline of eligibility for historic ad valorem tax exemption. Improvements that are generally **eligible** for tax exemption include:

- structural restoration and upgrades of the mechanical, electrical, and plumbing systems for the historic residence;
- restoration or replacement of windows, doors, and roofs to match their original conditions;
- attached additions that are compatible with the historic character of the residence in terms of size, scale, massing, design, and materials;
- restoration of architectural features or materials on the exterior elevations of the residence that are historically significant (e.g., original keystone and tile details, bas relief, stucco moldings, carved wooden details, decorative chimney tops, ornate columns and pilasters, decorative railings, window grilles, balconets, carved stonework, etc.);
- restoration of architectural features or materials on the interior of the residence that are historically significant (e.g., original decorative fireplaces, stair railings, light fixtures, and moldings; floors finished in original materials such as terrazzo, wood, or tile; original decorative plaster or wood-paneled ceilings; etc.); and
- restoration of site features that are historically significant to the property (e.g., original fountains, decorative walls and gates, original detached loggias, etc.).

Improvements that are generally **not eligible** for tax exemption include:

- detached additions;
- new accessory structures (e.g., pool cabanas, gazebos, detached garages, etc.);
- swimming pools or tennis courts;
- landscaping of the property;
- resurfacing or upgrading of paved surfaces; and
- other site improvements (e.g., new fountains, trellises, pergolas, etc.).

Please be advised that if an addition is proposed to be attached to an historic single-family home, the Historic Preservation Board may also require some restoration and rehabilitation of the original structure as part of the scope of work for the tax exemption.

Tax Savings Guideline. As an example, an eligible single-family property has received separate approvals for an historic ad valorem tax exemption from the City of Miami Beach and Miami-Dade County. The Miami-Dade County Property Appraiser's Office assesses the value of qualifying improvements to the subject property as \$100,000. Assuming there is no change in millage rate over the ten year period that the exemption is granted, the property owner will save annually \$742.50 from Miami Beach's portion of property taxes (7.425 millage rate of 2004) and \$596.90 from Miami-Dade County's portion of property taxes (5.969 millage rate of 2004), for a total savings of \$1,339.40 annually.

Pre-Application Requirements. All applicants are required to meet with Planning Department staff before a project is initiated in order to determine whether the proposed project satisfies the minimum criteria for historic ad valorem tax exemption. Please contact the Planning Department at 305-673-7550 to schedule an appointment.

Application. The application for historic ad valorem tax exemption is a two step process. The "Part 1 – Preconstruction Application" is submitted to the Planning Department prior to any construction or demolition for an eligible single-family property. The "Part 2 – Review of Completed Work" is submitted to the Planning Department upon substantial completion of the project.

To request approval for an historic ad valorem tax exemption, the applicant must submit to the Planning Department the information and documents indicated below before any construction or demolition for an eligible single-family property.

1. A completed Part 1 - Preconstruction Application form (available in the Planning Department) that is signed by the property owner and includes the following information:
 - a. Name of the property owner and the location of the single-family property.
 - b. Historic designation status of the single-family property.
 - c. Physical description of the property in its present condition (before improvements), including the interior and exterior of the single-family home and its site features.
 - d. Detailed description of the proposed improvements to the property for which an exemption is requested.
 - e. Estimated date of project commencement and date of project completion.
 - f. Estimated cost of the entire project that is proposed.
 - g. Estimated cost of the proposed qualifying improvements.

2. Proof that the property to be rehabilitated or renovated is an eligible historic property. If currently designated as an historic property, submit a copy of the Miami Beach Historic Designation Report or National Register Nomination with the Part 1 – Preconstruction Application.

3. Legal Description and Current Survey (no less than six months old) of the property. One (1) copy of the survey shall be signed and sealed by a professional engineer or professional land surveyor.

4. Architectural Drawings and other pertinent exhibits that clearly delineate the existing conditions of the property and the scope of work to be performed. One (1) set of architectural drawings must be full size and bear the signature and seal of a professional architect, engineer, or landscape architect who is licensed to practice in the State of Florida. The remaining 11 sets must be 11” by 17” photo-reduced copies of the original signed and sealed sets. The architectural drawings must be keyed to the narrative in the application and include the following information:
 - a. Existing condition drawings of the property, which includes a site plan, floor plans, elevations, and sections.
 - b. Proposed project drawings of the property, which includes a site plan, floor plans, elevations, sections, and a landscape plan.
 - c. Proposed demolition drawings, which show all parts of the interior and exterior of the subject structure and site features proposed to be removed.
 - d. Zoning data for the property and proposed project, which identifies the front, side, and rear setbacks; building heights as defined by the City Code; number of stories; and lot coverage.

5. Labeled “Before” Photographs of the property, which document conditions prior to commencement of the project. Photographs must show overall views of each exterior elevation of the single-family home, general interior conditions, close-up views of significant architectural details on the interior and exterior, site features on the property, and areas affected by the proposed improvements of the project. Photographs must be in color; minimum size of each photograph is 3 ½” by 5.” High quality, digital photographs may be acceptable, as determined by Planning Department staff. One (1) set of original photographs must be submitted with the application (either 35 mm or digital photos that are saved to a computer disk in a jpeg or bitmap format). Color laser copies are acceptable for the remaining 11 sets. Photographs must be mounted on or inserted into an 8 ½” by 11” document. All photographs must be numbered, dated, and labeled with the property address, the view (e.g., east elevation), and a brief description of what is shown. Photographs must be keyed to the narrative in the application.

6. Historic Documentation, which includes the building permit card, Permits Plus printout of permit activity, microfiche of the original architectural drawings and any major additions or alterations, and available historic photographs or other documentation. The building permit card, Permits Plus printout, and microfiche are available in the Building Department, “Building Records” division, at 305-673-7610 (main) or 305-673-7000 ext. 4249 (direct). If microfiche for the property is not available, a standard memorandum to that effect (available from the Building Department) must be submitted with the application.

7. Current Tax Roll Information, known as a Public Value Inquiry or PVI, which is available from the Miami-Dade County Property Appraiser's Office at the Stephen P. Clark Center, 111 NW 1st Street, Suite 710, Miami, Florida 33128; or on their website at <http://miamidade.gov>, click on "Search Property Records" in Online Services.
8. Other information or documentation that may be required by the Planning Department.

Please submit *one (1) original set and 11 copies of the Part 1 – Preconstruction Application and required attachments* to the City of Miami Beach, Planning Department, 1700 Convention Center Drive, 2nd Floor, City Hall, Miami Beach, Florida 33139. *Each set must be folded and submitted in individual collated sets.* There is no application fee for a request for historic ad valorem tax exemption.

Please be advised that approval of a **Certificate of Appropriateness** for the proposed project work from the Historic Preservation Board is required either prior to or in conjunction with the Part 1 – Preconstruction Application. If the single-family property is not currently eligible, an approval of **designation as an historic structure** from the Historic Preservation Board is also required either prior to or in conjunction with the Part 1 – Preconstruction Application. The Historic Preservation Board may review the requests for historic designation, a Certificate Appropriateness, and tax exemption at the same public hearing. The application forms, filing instructions, and the Historic Preservation Board meeting schedule are available in the Planning Department or on the City's website at <http://miamibeachfl.gov>.

If requesting approval for an exemption of **Miami-Dade County's portion of ad valorem taxes**, the County will review the application for tax exemption in conjunction with an approved Certificate of Appropriateness issued by the Miami Beach Historic Preservation Board or Planning Department staff. The County also requires a resolution from the Miami Beach Historic Preservation Board with recommendations relative to the requested tax exemption for the property. A written request must be submitted to the Planning Department for a resolution from the Historic Preservation Board to recommend approval of a tax exemption application to Miami-Dade County.

Review by the Historic Preservation Board. Upon submittal of a completed Part 1 - Preconstruction Application, the Planning Department will schedule the request for approval of historic ad valorem tax exemption from the Historic Preservation Board at their next regularly scheduled meeting. A review will be conducted by staff to determine whether or not the proposed improvements are consistent with the Secretary of the Interior's Standards for Rehabilitation (provided herein) and the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. This review includes a site inspection of the single-family property to examine current conditions on the exterior and interior of the home in conjunction with the proposed improvements. A staff report will be prepared by the Planning Department with recommendations for consideration by the Board. The Board will review and make a recommendation to the City Commission to grant or deny an application for tax exemption.

Approval by the City Commission. The Planning Department will transmit the request for approval of historic ad valorem tax exemption, together with the Part 1 – Preconstruction Application and the recommendations of the Historic Preservation Board and staff, for final consideration by the City Commission at a regularly scheduled meeting. A majority vote of the City Commission is required to approve an application for tax exemption.

Upon the approval of an exemption by the City Commission, the Planning Department will transmit to the Miami-Dade County Property Appraiser’s Office a copy of the Part 1 – Preconstruction Application and the resolution of the City Commission approving the application and authorizing the tax exemption. The Property Appraiser’s Office will open an exemption request file for the property.

Building Permit Plans and Construction. Building permit plans must accurately reflect all improvements approved by the Historic Preservation Board and City Commission in the Part 1 – Preconstruction Application. All work on site must be in accordance with the building permit plans.

Amendments. All proposed amendments to the approved Part 1 – Preconstruction Application and permit plans must be reviewed and approved prior to the submittal of the Part 2 – Review of Completed Work. Minor amendments to the approved application and permit plans may be approved administratively by Planning Department staff, provided such amendments are consistent with the Secretary of the Interior's Standards for Rehabilitation and the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. Major amendments to the approved application and permit plans must be reviewed and approved by the Historic Preservation Board.

Completion of Work. To request final approval for an historic ad valorem tax exemption, the applicant must submit to the Planning Department the information and documents indicated below upon substantial completion of the project.

1. A completed Part 2 – Review of Completed Work application form (available in the Planning Department) that is signed by the property owner and includes the following information:
 - a. Name of the property owner and the location of the single-family property.
 - b. Date of project commencement and date of project completion.
 - c. Estimated cost of the entire project.
 - d. Estimated cost of the approved qualifying improvements to the property.

2. Labeled “After” Photographs of the property, which document conditions when the project is substantially completed. The “after” photographs should be taken with similar views as the “before” photographs. Photographs must be in color; minimum size of each photograph is 3 ½” by 5.” High quality, digital photographs may be acceptable, as determined by Planning Department staff. One (1) set of original photographs must be submitted with the application (either 35 mm or digital photos that are saved to a computer disk in a jpeg or bitmap format). Color laser copies are acceptable for the remaining 2 sets. Photographs must be mounted on or inserted into an 8 ½” by 11” document. All photographs must be numbered, dated, and

labeled with the property address, the view (e.g., east elevation), and a brief description of what is shown. Photographs must be keyed to the narrative in the application.

3. Other information or documentation that may be required by the Planning Department.

Please submit one (1) original set and 2 copies of the Part 2 – Review of Completed Work and required attachments to the City of Miami Beach, Planning Department, 1700 Convention Center Drive, 2nd Floor, City Hall, Miami Beach, Florida 33139. Each set must be folded and submitted in individual collated sets.

A review will be conducted by Planning Department staff to determine whether or not the completed improvements are in compliance with the work approved by the City Commission in the Part 1 - Preconstruction Application and any approved amendments. This review includes a site inspection by staff of the completed work to verify compliance. If staff determines that the work is in compliance, the Part 2 – Review of Completed Work will be approved and issued in writing to the applicant.

If staff determines that the work as completed is not in compliance with the approved Part 1 - Preconstruction Application and any approved amendments, the applicant will be advised in writing that the final request for review of completed work has been denied. A written summary of the reasons for the determination will be provided, including recommendations concerning the changes to the proposed work necessary to bring it into compliance. The applicant may file an appeal of the decision of the Planning Department within 15 days of such decision. The appeal shall be in writing and shall be to the Historic Preservation Board and shall set forth the factual and legal bases for the appeal.

An applicant must complete all work within two (2) years following the date of approval by the City Commission. An application for tax exemption shall be automatically revoked if the property owner has not submitted a Part 2 – Review of Completed Work within this time period. The Historic Preservation Board may extend the time for completion of the project for a period not to exceed two (2) years. A request for Review of Completed Work must be submitted to the Planning Department no less than 30 calendar days prior to the effective date of expiration of approval by the City Commission, as may be extended by the Historic Preservation Board.

Required Covenant. To qualify for an historic ad valorem tax exemption, the property owner is required to enter into a covenant or agreement with the City guaranteeing that the character of the property and its qualifying improvements will be maintained during the period that the exemption is granted. Before the effective date of the exemption, the owner of the property shall have the covenant recorded in the official records of Miami-Dade County, Florida. The covenant or agreement shall be binding on the current property owner, transferees, and their heirs, successors, or assigns. Violation of the covenant or agreement shall result in the property owner being subject to the payment of the differences between the total amount of taxes that would have been due in March in each of the previous years in which the covenant or agreement was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in F.S. § 212.12(3).

Notice of Approval to the Property Appraiser. Upon the receipt of a certified copy of the recorded covenant, the Planning Department will transmit to the Miami-Dade County Property Appraiser’s Office a copy of the approved Part 2 – Review of Completed Work and the required covenant. The exemption shall take effect on the January 1 following substantial completion of the project. Substantial completion of the improvements shall be determined by the Property Appraiser’s Office.

* * * * *

- For more information and application forms on the **City of Miami Beach Historic Ad Valorem Tax Exemption program for Single-Family Properties**, contact Shannon Anderton, Senior Planner, of the City of Miami Beach, Planning Department, 1700 Convention Center Drive, 2nd Floor, City Hall, Miami Beach, Florida, 33139; telephone 305-673-7550 (main) or 305-673-7000 ext. 6144 (direct); fax 305-673-7559; or e-mail at sanderton@miamibeachfl.gov. Application forms, filing instructions, and the Historic Preservation Board meeting schedule are also available on the City’s website at <http://miamibeachfl.gov>, go to the “Planning and Zoning” webpage.
- The **Miami Beach City Code** is available online at www.municode.com, click on “Online Library.” Refer to Section 118-591 (f) for Historic Designation Procedures of Single-Family Homes; Sections 118-600 to 118-612 for Historic Single-Family Ad Valorem Tax Exemption; and Section 118-564 for Certificate of Appropriateness Criteria.
- For more information and application forms on the **Miami-Dade County Historic Property Ad Valorem Tax Exemption program**, contact Rick Ferrer, Historic Preservation Specialist II, of the Miami-Dade County, Office of Historic Preservation, Stephen P. Clark Center, 111 N.W. First Street, Suite 695, Miami, Florida, 33128; telephone 305-375-4958 (main) or 305-375-3471 (direct); fax 305-372-6394; or e-mail at rxm@miamidade.gov.
- For more information on **tax assessment and historic property ad valorem tax exemption**, contact David Rooney of the Miami-Dade County, Property Appraiser’s Office, Information Services Division, Stephen P. Clark Center, 111 N.W. First Street, Suite 710, Miami, Florida, 33128; telephone 305-375-3829; or e-mail at gtr@miamidade.gov.

THE UNITED STATES SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Introduction. The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility, the Secretary of the Interior's Standards for Historic Preservation Projects have been developed to guide work undertaken on historic buildings – there are separate standards for acquisition, protection, stabilization, preservation, rehabilitation, restoration, and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall preservation project standards and addresses the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, occupancy, and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction.

Standards for Rehabilitation. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

As stated in the definition, the treatment “rehabilitation” assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features, or finishes that are important in defining the building’s historic character. For example, certain treatments – if improperly applied – may cause or accelerate physical deterioration of an historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards. Similarly, exterior additions that duplicate form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.

HPB File No. _____

Date: _____

*** For Staff Use Only ***

**CITY OF MIAMI BEACH
HISTORIC AD VALOREM TAX EXEMPTION FOR SINGLE-FAMILY PROPERTIES**

PART 1 – PRECONSTRUCTION APPLICATION

Instructions: Prior to any construction or demolition for an eligible single-family property, the Part 1 – Preconstruction Application is submitted to the City of Miami Beach Planning Department for review and approval by the Historic Preservation Board and City Commission at separate public hearings. Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. In the event of any discrepancy between the application form and other supplementary materials submitted with it (such as architectural drawings and specifications), the application form shall take precedence. Type or print clearly in black ink. Attach additional sheets if necessary.

I. PROPERTY IDENTIFICATION AND LOCATION

Site Name (Original/Current): _____

Property Address: _____

Folio Number: _____ Plat Book: _____ Page Number: _____

Legal Description (Lot, Block, & Subdivision): _____
(Attach additional sheets if necessary.)

Attach the Public Value Inquiry, which can be obtained at the Miami-Dade County Property Appraiser's Office, 111 NW 1st Street, Suite 710, Miami, Florida 33128 or <http://miamidade.gov>.

Locally Designated Historic Property

- Individually designated as a local Historic Site or Structure
- Contributing Property within a local Historic District

Listed in the National Register of Historic Places

- Individually designated as an Historic Site in the National Register
- Contributing Property within an Historic District in the National Register

Name of Historic District _____

Attach the local Historic Designation Report or the National Register Nomination.

II. OWNER INFORMATION

Name of Individual(s) or Organization Owning the Property:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Daytime Phone No.: _____ Cell Phone No.: _____

Fax: _____ E-mail: _____

If property is held in multiple ownership, attach a list of all owners and their mailing addresses.

III. CURRENT PHYSICAL DESCRIPTION OF PROPERTY

This section is used to determine what particular features of the building and site contribute to the overall historic character of the property. Describe the building in its present condition (before improvements), and identify any changes that have been made to the building since its original construction. Attach additional sheets if necessary.

A. General Information - History

Original Architect: _____ Year Built: _____

Original Builder: _____

Architectural Style:

- | | |
|--|--|
| <input type="checkbox"/> Vernacular | <input type="checkbox"/> Colonial Revival |
| <input type="checkbox"/> Mediterranean Revival | <input type="checkbox"/> Neoclassical Revival |
| <input type="checkbox"/> Mediterranean Revival/Art Deco Transitional | <input type="checkbox"/> Bungalow/Craftsman |
| <input type="checkbox"/> Art Deco | <input type="checkbox"/> Monterey |
| <input type="checkbox"/> Streamline Moderne | <input type="checkbox"/> Post War Modern/Miami Modern (MiMo) |
| <input type="checkbox"/> Other Architectural Style: | |
-

Alterations: Provide date and description of physical alterations to the property (e.g., casement windows replaced with jalousie type, entire main structure, 1955; Florida room enclosed with French doors and arched transoms, west elevation, circa 1985; etc.).

Additions: Provide date and description of any additions to the property (e.g., second floor bedroom addition, southwest corner, 1974; two-story wing addition, north side, 1987; etc.).

B. Exterior Features

Indicate all exterior features or materials that apply to the building in its present condition (before improvements).

Number of Stories: _____

Building Height: _____

Basic Floor Plan:

- Rectangle "L"-shaped "T"-shaped "U"-shaped "H"-shaped
 Square Irregular
 Other Floor Plan:
-

Exterior Fabric:

- Stucco Wood Shingle Wood Siding Natural Stone Brick
 Other Exterior Fabric(s):
-

Type of Roof:

- Hipped Gabled Flat w/Eaves Flat w/Parapet Pent/Shed
 Other Roof Type(s):
-

Roof Material:

- | | | | | |
|--|---------------------------------|----------------------------------|-----------------------------------|---|
| <u>Clay Tile</u> | <u>Cement Tile</u> | <u>Shingle</u> | <u>Metal</u> | <input type="checkbox"/> Built Up/Asphalt |
| <input type="checkbox"/> Barrel | <input type="checkbox"/> Barrel | <input type="checkbox"/> Wood | <input type="checkbox"/> Aluminum | |
| <input type="checkbox"/> S-Type | <input type="checkbox"/> S-Type | <input type="checkbox"/> Slate | <input type="checkbox"/> Copper | |
| <input type="checkbox"/> Flat | <input type="checkbox"/> Flat | <input type="checkbox"/> Asphalt | | |
| <input type="checkbox"/> Other Roof Material(s): | | | | |
-

Windows:

- Double-Hung Sash Awning Arched Transom Corner Window
 Single-Hung Sash Sliding Focal Window Projecting Window
 Casement Fixed Dormer Window Boxed Window
 Jalousie Glass Block Porthole/Round Window Framed Glass Wall
 Other Window Type(s):
-

Doors:

- Rusticated Wood Door Paneled Flush French Sliding
 Wrought Iron Screen Door
 Other Door Type(s):
-

Historically Significant Architectural Features and Materials on the Exterior of the Building:

- | | | |
|--|--|--|
| <input type="checkbox"/> Carved Wooden Detail/Railing | <input type="checkbox"/> Chimney | <input type="checkbox"/> Decorative Urns/Sculpture |
| <input type="checkbox"/> Wrought Iron Work/Railing | <input type="checkbox"/> Covered Porch | <input type="checkbox"/> Decorative Quoins |
| <input type="checkbox"/> Window Shutters | <input type="checkbox"/> Loggia/Breezeway | <input type="checkbox"/> Decorative Attic Vent |
| <input type="checkbox"/> Decorative Columns/Pilasters | <input type="checkbox"/> Tower-like Element | <input type="checkbox"/> Arched Opening |
| <input type="checkbox"/> Ornate Window/Door Surround | <input type="checkbox"/> Roof/Sun Deck | <input type="checkbox"/> Roof Rafter Tails |
| <input type="checkbox"/> Bas Relief/Sculpted Panel | <input type="checkbox"/> Balcony/Balconet | <input type="checkbox"/> Rounded Roof Eaves |
| <input type="checkbox"/> Keystone Feature | <input type="checkbox"/> Second Floor Overhang | <input type="checkbox"/> Eyebrow/Concrete Canopy |
| <input type="checkbox"/> Decorative Ceramic Tile | <input type="checkbox"/> Built-In Niche | <input type="checkbox"/> Porthole/Round Opening |
| <input type="checkbox"/> Brick/Field Stone Panel | <input type="checkbox"/> Built-In Planter | <input type="checkbox"/> Stucco Molding/Band |
| <input type="checkbox"/> Concrete Breeze Block | <input type="checkbox"/> Porte Cochere | <input type="checkbox"/> Stucco Reveal/Scoreline |
| <input type="checkbox"/> Other Significant Exterior Feature(s) or Material(s): | | |
-

C. Major Interior Features

Describe the historically significant architectural features and materials on the interior of the building, including their location (e.g., wrought iron stair railings and suspended light pendant, entrance foyer; carved keystone fireplace, living room; decorative crown molding and terrazzo floor, dining room; etc.).

D. Auxiliary Structures and Site Features

Describe the auxiliary structures and site features on the property, including their location and date of construction (e.g., original fountain, fence wall and wrought iron gate, east side, 1935; swimming pool and cabana, west side, 1960; detached one-story garage; northeast corner, 1991; etc.).

IV. DESCRIPTION OF PROPOSED IMPROVEMENTS

This section is used to describe the existing feature conditions, proposed improvements, and the impact of these improvements on existing features and materials and the overall historic character of the property. All improvements to historic properties will be evaluated for their consistency with the Secretary of the Interior's Standards for Rehabilitation and the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. Applications must contain sufficient information to enable an evaluation and will be returned for insufficient documentation. The application must include labeled "before" photographs of both the interior and exterior of the property, which describe the property and its characteristics. Photographs must be in color; minimum size of each photograph is 3 1/2" by 5."

Use of the Building Before Improvements: _____

Use of the Building After Improvements: _____

Estimated Date of Project Commencement: _____

Estimated Date of Project Completion: _____

Estimated Cost of Entire Project: _____

Estimated Cost of Qualifying Improvements: _____

Type of Work Proposed (indicate all that apply):

- Addition Alteration Upgrade Restoration Rehabilitation

A. Exterior Architectural Features

The following represents an itemization of work to be accomplished. List each feature affected by the proposed improvement and describe the impact to the existing features and materials. Include a numbered photograph of each feature and indicate the architectural plan or drawing number. Describe the entire project. Attach additional sheets if necessary.

Feature 1

Exterior Feature: _____

Elevation: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

A. Exterior Architectural Features (continued)

Feature 2

Exterior Feature: _____

Elevation: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

Feature 3

Exterior Feature: _____

Elevation: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

B. Interior Architectural Features

Feature 1

Interior Feature: _____

Room: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

Feature 2

Interior Feature: _____

Room: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

B. Interior Architectural Features (continued)

Feature 3

Interior Feature: _____

Room: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

C. Landscape Features

Feature 1

Landscape Feature: _____

Location on Property: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

C. Landscape Features (continued)

Feature 2

Landscape Feature: _____

Location on Property: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

Feature 3

Landscape Feature: _____

Location on Property: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe existing feature and its present condition.

Describe work on existing feature.

V. OWNER ATTESTATION

I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above or that I am legally the authority in charge of the property. Further, by submission of this application, I agree to allow access to the property by representatives of the City of Miami Beach Planning Department for the purpose of verification of information provided in this application. I also understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the City of Miami Beach in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption.

Print Name Signature Date

Print Name Signature Date

Complete the following if an individual is signing for an organization:

Title Organization Name

Notarized:

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Sworn to and subscribed before me this ____ day of _____, 20____. The
foregoing instrument was acknowledged before me by _____
(and) _____ who has (have) produced _____
as identification and / or is (are) personally known to me and who did / did not take an oath.

NOTARY PUBLIC’S SIGNATURE

PRINT NAME

My Commission Expires: _____

Multiple owners must provide the same information as above. Use additional sheets if necessary.

**PRECONSTRUCTION APPLICATION REVIEW
FOR STAFF USE ONLY**

Folio No.: _____ HPB File No. _____

Property Address: _____

City: _____ State: _____ Zip: _____

The City of Miami Beach Planning Department has reviewed the **Part 1 - Preconstruction Application** of the requested Historic Single-Family Ad Valorem Tax Exemption for the above named property and hereby:

- Certifies that the above referenced property **qualifies** as a historic property consistent with the provisions of s. 196.1997 (11), F.S.
- Certifies that the above referenced property **does not qualify** as a historic property consistent with the provisions of s. 196.1997 (11), F.S.
- Determines that the improvements to the above referenced property **are consistent** with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.; as well as the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code.
- Determines the improvements to the above referenced property **are not consistent** with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in chapter 1A-38, F.A.C.; as well as the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. All work that is not consistent with the referenced Standards, Guidelines and Criteria is identified in the Review Comments below.

Review Comments:

Additional Review Comments attached? Yes No

Signature: _____

Print Name: _____

Title: _____

Date: _____

HPB File No. _____

Date: _____

*** For Staff Use Only ***

**CITY OF MIAMI BEACH
HISTORIC AD VALOREM TAX EXEMPTION FOR SINGLE-FAMILY PROPERTIES**

PART 2 – REVIEW OF COMPLETED WORK

Instructions: Upon substantial completion of the approved project, the Part 2 – Review of Completed Work application is submitted for review by the City of Miami Beach Planning Department. The completed project will be evaluated by staff to verify that it is consistent with the work approved by the City Commission in the Part 1 - Preconstruction Application, and that it conforms to the Secretary of the Interior’s Standards for Rehabilitation and the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. The application must include labeled “after” photographs of the completed work with both interior and exterior views of the property. These photographs must provide a comprehensive description of the completed work. They should be taken with similar views as the “before” photographs included in the Part 1 - Preconstruction Application. Photographs must be in color; minimum size of each photograph is 3 ½” by 5.” Type or print clearly in black ink. The final recommendation of the Planning Department with respect to the requested tax exemption is made on the basis of the descriptions in this application.

I. PROPERTY IDENTIFICATION AND LOCATION

Folio Number: _____

Property Address: _____

City: _____ State: _____ Zip: _____

II. OWNER INFORMATION

Name of Individual(s) or Organization Owning the Property:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Daytime Phone No.: _____ Cell Phone No.: _____

Fax: _____ E-mail: _____

III. PROJECT DATA

Date of Project Commencement: _____

Date of Project Completion: _____

Estimated Cost of Entire Project: _____

Estimated Cost of Qualifying Improvements: _____

IV. OWNER ATTESTATION

I hereby apply for an Historic Single-Family Ad Valorem Tax Exemption for the project described above and in the Part 1 - Preconstruction Application, which received a recommendation of approval by the Historic Preservation Board on _____ and final approval by the City Commission on _____. I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that in my opinion the completed project is consistent with the work approved by the City Commission in the Part 1 - Preconstruction Application; and it conforms to the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings as well as the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. I also attest that I am the owner of the property described above or, if the property is not owned by an individual, that I am the duly authorized representative of the owner. Further, by submission of this application, I agree to allow access to the property by representatives of the City of Miami Beach Planning Department for the purpose of verification of information provided in this application. I understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the City of Miami Beach in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption. I also understand that falsification of factual representations in this application is subject to criminal sanctions pursuant to the Laws of Florida.

 Print Name Signature Date

 Print Name Signature Date

Complete the following if an individual is signing for an organization:

 Title Organization Name

Notarized:

STATE OF FLORIDA)
 COUNTY OF MIAMI-DADE)

Sworn to and subscribed before me this _____ day of _____, 20____. The foregoing instrument was acknowledged before me by _____ (and) _____ who has (have) produced _____ as identification and / or is (are) personally known to me and who did / did not take an oath.

 NOTARY PUBLIC’S SIGNATURE

 PRINT NAME

My Commission Expires: _____

Multiple owners must provide the same information as above. Use additional sheets if necessary.

**REVIEW OF COMPLETED WORK
FOR STAFF USE ONLY**

Folio No.: _____ HPB File No. _____

Property Address: _____

City: _____ State: _____ Zip: _____

The City of Miami Beach Planning Department has reviewed the **Part 2 – Review of Completed Work** application of the requested Historic Single-Family Ad Valorem Tax Exemption for the above named property and hereby:

- Determines that the completed improvements to the above referenced property **are consistent** with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.; as well as the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code; and, therefore, **recommends approval** of the requested Historic Single-Family Ad Valorem Tax Exemption.

- Determines that the completed improvements to the above referenced property **are not consistent** with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.; as well as the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code; and therefore, **recommends denial** of the requested Historic Single-Family Ad Valorem Tax Exemption for the reasons stated in the Review Comments below.

Review Comments:

Additional Review Comments attached? Yes No

Signature: _____

Print Name: _____

Title: _____

Date: _____

HPB File No. _____

Date: _____

*** For Staff Use Only ***

**CITY OF MIAMI BEACH
HISTORIC AD VALOREM TAX EXEMPTION FOR SINGLE-FAMILY PROPERTIES**

AMENDMENT SHEET

Instructions: If changes to a project are proposed after the approval of a Part 1 – Preconstruction Application, an Amendment Sheet must be submitted for review by the City of Miami Beach Planning Department. Minor amendments to the approved application and permit plans may be approved administratively by Planning Department staff, provided such amendments are consistent with the Secretary of the Interior's Standards for Rehabilitation and the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. Major amendments to the approved application and permit plans must be approved by the Historic Preservation Board. All amendments to the Part 1 – Preconstruction Application and permit plans must be reviewed and approved prior to the submittal of the Part 2 – Review of Completed Work form. Type or print clearly in black ink.

I. PROPERTY IDENTIFICATION AND LOCATION

Folio Number: _____

Property Address: _____

City: _____ State: _____ Zip: _____

II. OWNER INFORMATION

Name of Individual(s) or Organization Owning the Property:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Daytime Phone No.: _____ Cell Phone No.: _____

Fax: _____ E-mail: _____

III. AMENDMENTS

List all proposed changes to the project work indicated in the Part 1 – Preconstruction Application. Describe the originally proposed treatment of the existing feature and the amended work item. Include photographs and architectural plans or drawings to illustrate the proposed changes. Attach additional sheets if necessary.

Amendment 1

Feature: _____

Location: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Amendment 1 (continued)

Describe the originally proposed treatment of the existing feature and the amended work item.

Amendment 2

Feature: _____

Location: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe the originally proposed treatment of the existing feature and the amended work item.

Amendment 3

Feature: _____

Location: _____

Date of Feature: _____ Photo No.: _____ Plan No.: _____

Describe the originally proposed treatment of the existing feature and the amended work item.

IV. OWNER ATTESTATION

I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above or that I am legally the authority in charge of the property. Further, by submission of this application, I agree to allow access to the property by representatives of the City of Miami Beach Planning Department for the purpose of verification of information provided in this application. I also understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the City of Miami Beach in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption.

Print Name Signature Date

Print Name Signature Date

Complete the following if an individual is signing for an organization:

Title Organization Name

Notarized:

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Sworn to and subscribed before me this ____ day of _____, 20____. The
foregoing instrument was acknowledged before me by _____
(and) _____ who has (have) produced _____
as identification and / or is (are) personally known to me and who did / did not take an oath.

NOTARY PUBLIC'S SIGNATURE

PRINT NAME

My Commission Expires: _____

Multiple owners must provide the same information as above. Use additional sheets if necessary.

**REVIEW OF AMENDMENT SHEET
FOR STAFF USE ONLY**

Folio No.: _____ HPB File No. _____

Property Address: _____

City: _____ State: _____ Zip: _____

The City of Miami Beach Planning Department has reviewed the **Amendment Sheet** of the requested Historic Single-Family Ad Valorem Tax Exemption for the above named property and hereby:

- Determines that the improvements described in the Amendment Sheet to the above referenced property **are consistent** with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.; as well as the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code.

- Determines the improvements described in the Amendment Sheet to the above referenced property **are not consistent** with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in chapter 1A-38, F.A.C.; as well as the Certificate of Appropriateness Criteria in Section 118-564 of the Miami Beach City Code. All work that is not consistent with the referenced Standards, Guidelines and Criteria is identified in the Review Comments below.

Review Comments:

Additional Review Comments attached? Yes No

Signature: _____

Print Name: _____

Title: _____

Date: _____