DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

100 NW 1st AVENUE, DELRAY BEACH, FLORIDA 33444 | (561) 243-7040 | (561) 243-7221 (fax) I www.delraybeachfl.gov

CERTIFICATE OF APPROPRIATENESS – LEVEL 1 PART 1 (eSERVICES) APPLICATION CHECKLIST	Applicant
1. Disclosure of Interest Form. Must also include Sunbiz documentation for business (Supplemental Forms)	
2. Photos of existing property, existing buildings (all elevations), and adjacent properties from the Public ROW	
3. Owner's Consent and Designation of Agency	
4. Legal Description	
5. Projects within the CBD Form (if applicable)	
6. Project Narrative	
7. One copy of the latest warranty deed, as recorded with the County Clerk, for all the property under consideration.	
8. Justification Statement addressing the Secretary of the Interior's Standards for Rehabilitation and LDR Section 4.5.1(E)(7) Visual Compatibility Standards - applications that require Board review	
9. Color or Material Change incl. awnings/Architectural Elevation Modification/Site Revision (Hardscaping, Fence, etc.)	
a) Building Materials and Color Form	
10. Mural	
a) Mural Permit Request Form	
11. Project Relief, if requesting	
a) Project Relief Form (available on the website under Supplemental Forms)	
b) Exhibit/plan drawn to scale showing existing and proposed conditions, clearly illustrating the requested relief.	
c) **Notice Requirements (if applicable)**	
i. Property owner list within a 500 ft. radius obtained from the official County tax roll	
ii. Tax map showing all properties within 500 ft. radius of the subject property	
iii. Notice Requirements Affidavit (Supplemental Forms)	