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 4 PART 1 (eSERVICES) APPLICATION CHECKLIST	
All required items must be submitted as a .pdf file with all eServices applications. Applicants must initial the box to acknowledge inclusion of the item with the submittal.	**Applicant**
1. Disclosure of Interest Form. Must also include Sunbiz documentation for business (Supplemental Forms)	
2. Owner's Consent and Designation of Agency	
3. Photos of existing property, existing buildings (all elevations), and adjacent properties from the Public ROW	
4. Projects within the CBD Form (if applicable – available on the website under Supplemental Forms)	
5. Letter and analysis addressing Chapter 3 – Performance Standards, as applicable.	
6. One copy of the latest warranty deed, as recorded with the County Clerk, for all the property under consideration.	
7. Title Certificate from an attorney-at-law or a title insurance company certifying who the current fee simple title holder of record of the subject property are.	
8. Letter/Transmittal of notification to utility providers. (available on the website under Supplemental Forms) – FPL, Comcast, FPU, AT&T.	
9. Vicinity map (if not included on cover page or within plan set).	
10. Completed School District of Palm Beach County – SCAD Application (Supplemental Forms).	
11. Written consent of the owners provided in a certified form if the applicant is other than a single person owner.	
12. A draft rating checklist from a green building certification entity, demonstrating compliance with minimum certification pursuant to Section 7.11.1, if required (non-contributing).	
13. A permit issued by the South Florida Water Management District, the Lake Worth Drainage District, or the Florida Department of Transportation, as appropriate or a letter of exception stating that a permit is not required.	
14. Building Material and Color Sample Form – Must attach actual color chips	
15. Notice of Acceptance/Architectural Details (Windows, Doors, Roof, etc.)	
16. Project Data Supplemental Form (available on the website under Supplemental Forms)	
17. Historic Property Information (Permit records, Florida Master Site File Form, etc.)	
18. Justification Statement addressing the Secretary of the Interior's Standards for Rehabilitation and LDR Section 4.5.1(E)(7) Visual Compatibility Standards	
19. Special Flood Hazard Area & Coastal Planning Area Requirements as applicable (see supplemental form)	
20. Traffic Statement or Study: To be completed by a licensed Engineer; required when a project will generate average daily traffic in excess of 200 Average Daily Trips (ADT). a. Applicant must submit to the County Traffic Division with the review and	

comment provided prior to consideration, by the approving body. b. Developments that generate 201 or more ADT and are located within the City's TCEA must submit a traffic statement. c. All other requests that generate 200 or less ADT, or are located in the City's TCEA, must submit a traffic statement that indicates the anticipated net ADT.	
21. Calculation of Fees Forms (available on the website under Supplemental Forms).	
22. 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)	