

WEST PALM BEACH REGISTER OF HISTORIC PLACES  
NOMINATION FORM

City of West Palm Beach  
Historic Preservation Division  
Planning, Zoning and Building Department  
401 Clematis Street, P.O. Box 3366  
West Palm Beach, Florida 33402  
(561) 822-1435

OFFICIAL USE ONLY

CASE NUMBER:

SUBJECT PROPERTY ADDRESS:

ZIP CODE:

APPLICATION REQUEST:

DATE RECEIVED:

ACCEPTED BY:

This form is for use in nominating individual properties or districts to the West Palm Beach Register of Historic Places. Complete each item by marking "x" in the appropriate space or by entering the requested information. If an item does not apply to the property, enter "N/A" for "Not Applicable". Place additional information and narrative items on continuation sheets. Please type all entries.

NOMINATION FORM PREPARED BY:

APPLICANT/TITLE:

ORGANIZATION:

ADDRESS:

PHONE NUMBER:

*My signature affirms and certifies that any statements made in the application, documents attached to the application, and information submitted herewith are true to the best of my knowledge and belief. Further, I understand that the application, attachments, and fees become part of the Official Records of the Planning, Zoning and Building Department and are not returnable.*

NOMINATION FORM PREPARED BY:

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

OWNER(S) OF RECORD (According to the Property Appraiser's Office)

Owner(s):

Address:

Phone Number:

LEGAL DESCRIPTION (According to the Property Appraiser's Office)

Property Control Number:

NAME OF PROPERTY

Historic Name:

NAME OF PROPERTY

Other Name(s):

BOUNDARY JUSTIFICATION FOR DISTRICT DESIGNATION

Explain why the boundaries were selected:

LEVEL OF DESIGNATION REQUESTED

- |  |  |
|--|--|
| <input type="checkbox"/> Historic Site | <input type="checkbox"/> Historic District |
| <input type="checkbox"/> Landmark Site | <input type="checkbox"/> Landmark District |

CURRENT DESIGNATION	
<input type="checkbox"/>	Not designated on the Local or National Registers.
<input type="checkbox"/>	Contributing property in a <u>Locally</u> designated district.
<input type="checkbox"/>	Contributing property in a <u>Nationally</u> designated district.
<input type="checkbox"/>	Individually listed on the National Register.

CLASSIFICATION			
<b>CATEGORY OF RESOURCE:</b>			
<input type="checkbox"/>	Building	<input type="checkbox"/>	Structure
<input type="checkbox"/>	Object	<input type="checkbox"/>	Site
<input type="checkbox"/>	District	<input type="checkbox"/>	Other _____
<b>NUMBER OF RESOURCES WITHIN PROPERTY:</b>			
	CONTRIBUTING	NONCONTRIBUTING	
Buildings	_____	_____	
Structures	_____	_____	
Objects	_____	_____	
Sites	_____	_____	
Other _____	_____	_____	
<b>TOTAL RESOURCES</b>	_____	_____	
<b>USAGE:</b>			
Original Use	_____		
Present Use	_____		

ARCHITECTURAL DESCRIPTION
ARCHITECTURAL STYLE(S): _____
ARCHITECT: _____
BUILDER: _____
DATE OF CONSTRUCTION: _____
SOURCE: _____
DATE(S) OF ALTERATIONS/ADDITIONS: _____

## ARCHITECTURAL DESCRIPTION

### NARRATIVE ARCHITECTURAL DESCRIPTION:

*Use continuation sheets as necessary. Begin with a brief summary paragraph that describes the property and its surroundings. The basic information should describe the type of foundation, construction materials, roof type and materials. Then describe the present condition of the resources, the basic architectural design features, including windows, doors, and decorative details. Describe alterations that have changed the original appearance of the resources, when they were made, and why. Describe any ancillary resources, such as outbuildings, walls and fences, and landscape features that were a part of and contribute to the historic significance of the property.*

## STATEMENT OF SIGNIFICANCE

### REGISTER CRITERIA (check ALL of the criteria that will qualify the property for listing.):

- A. Property is **at least 50 years old**; (in the case of a district, at least 50% of the structures shall be at least 50 years old) and:
- B. Is associated with **events** that have made a significant contribution to the broad patterns of our history; or
- C. Is associated with the lives of **persons** significant in our past; or
- D. Embodies the **distinctive characteristics** of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- E. Is associated with a **singular location** that is unique or possesses singular physical characteristics that make it an established or familiar visual feature; or
- F. Has yielded or may be likely to yield information in **prehistory or history**; or
- G. Is listed in the **National Register** of Historic Places.

### REGISTER CRITERIA CONSIDERATIONS (check ALL that apply):

- A. Owned by a religious institution or used for religious purposes.
- B. Removed from its original location.
- C. A birthplace or grave.
- D. A cemetery.
- E. A reconstructed building, object, or structure.
- F. A commemorative property.
- G. Less than 50 years of age or achieved significance within the last 50 years.

### AREAS OF SIGNIFICANCE (check ALL that apply):

- Agriculture                       Education                       Politics/Government

STATEMENT OF SIGNIFICANCE

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Architecture          | <input type="checkbox"/> Early Settlement | <input type="checkbox"/> Recreation     |
| <input type="checkbox"/> Archeology            | <input type="checkbox"/> Health/Medicine  | <input type="checkbox"/> Religion       |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Maritime History | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Commerce              | <input type="checkbox"/> Military         | <input type="checkbox"/> Other _____    |

NARRATIVE STATEMENT OF SIGNIFICANCE:

*Using continuation sheets, explain in detail the significance of the property. Begin with a summary paragraph that explains for whom the property was built/developed. State why the property is significant under the criteria and areas of significance checked.*

**ADDITIONAL DOCUMENTATION** (the following items must also be submitted):

**HISTORIC PRESERVATION BOARD APPLICATION FEE**

(check or money order made payable to the City of West Palm Beach)

- A. SITE DESIGNATIONS \$125.00
- B. DISTRICT DESIGNATIONS \$10.00/platted lot, up to \$500

**PHOTOGRAPHS**

- A. SITE DESIGNATIONS  
Submit photographs showing all facades of the proposed property and any contributing elements of the site.
- B. DISTRICT DESIGNATIONS  
Submit a minimum of one (1) photograph showing one (1) view along each street and a photo of at least one (1) sample structure on each street.

**SURVEY**

Submit pertinent portions of the **Comprehensive Survey and Inventory** (Survey) which relate to the site or district. The Survey is a listing of cultural, historical, architectural, or archeological resources prepared by the historic preservation authority. The Survey is available by appointment in the Historic Preservation Division.

**SKETCH MAP**

(all sketch maps shall include a scale and a north arrow)

- A. SITE DESIGNATIONS  
Clearly show the boundaries of the property; and outline of any structures, objects, and buildings on the site; and their relationship to streets.
- B. DISTRICT DESIGNATIONS  
Clearly show the boundaries of the proposed district; all buildings and structures (with their addresses); and all streets within the proposed boundaries.

**BIBLIOGRAPHICAL REFERENCES**

Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.

**OWNER CONSENT**

- A. SITE DESIGNATIONS  
All owners of record must sign the **Owner Awareness Statement**, or a letter may be attached to the application which states that the owner is aware of the nomination.
- B. DISTRICT DESIGNATIONS  
Attach **Owner Consent Petitions** or letters of support for the designation signed by the property owners. A majority (over 50 percent) of the property owners desiring designation is required to grant eligibility for review of the application. Each property is allotted one (1) vote, and the identity of the property owners shall be determined by the most current Palm Beach County Property Tax Rolls.

**PROPERTY OWNERS LIST/PUBLIC NOTIFICATION REQUEST**

Complete the **Property Owner List Request Form** and submit it to the **Palm Beach County, Mapping Office, 301 North Olive Avenue, 5th Floor, West Palm Beach**. The Mapping Office can be reached by phone at **(561) 355-2881**.

Submit the following items of information for all real property owners located within a 400 feet radius around the subject property. (The circle shall be measured from the property line. The list shall include properties within the circle and any property which touches the line of the circle.)

- A. A property owners list with the property control numbers.
- B. Two (2) complete sets of address labels for each property owner on the list. The cost is based upon computer time.
- C. A tax/ownership map showing the radius circle.
- D. Two (2) sets of stamped envelopes for each property owner within 400 feet of the property line, with the City's address as the return address as follows: **City of West Palm Beach, Planning and Zoning Department, Historic Preservation Division, 401 Clematis Street, P.O. Box 3366, West Palm Beach, Florida, 33402**.

**AFFIDAVIT**

Complete the Affidavit verifying the **Owner Awareness Statement** (site) or the **Owners Consent Petitions** (district) and the **Property Owners List** are true and accurate.

**REQUIREMENT FOR DISTRICT DESIGNATION**

A **District Property List** must be included with the designation proposal. Each property, including accessory structures, is to be identified by street address and the following information (if known): historic architectural style, architect, date of construction (citing the source of the information), and the contributing/non-contributing status. If a structure is to be classified as contributing it should be noted with an "X" in the contributing column.

PROPERTY OWNER LIST REQUEST FORM

PALM BEACH COUNTY REQUEST FOR DATA RUN

NAME OF COMPANY AND/OR INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF RUN OR AREA REQUESTED:

**A 400 foot radius around the subject property as measured from the property line. The list includes properties within the circle and any property which touches the line of the circle.**

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CHECK ALL THAT APPLY:

- |                                     |   |                                     |  |
|-------------------------------------|---|-------------------------------------|--|
| <input type="checkbox"/>            | NAL Print-out                             | <input type="checkbox"/>            | Labels                                       |
| <input checked="" type="checkbox"/> | Print-out & <u>Two (2) Sets of Labels</u> | <input checked="" type="checkbox"/> | Tax Rolls                                    |
| <input checked="" type="checkbox"/> | Homeowners Association                    | <input checked="" type="checkbox"/> | Individual Owners' Names of Each Condo Unit* |

I, THE UNDERSIGNED, WISH TO ORDER THE ABOVE DESCRIBED DATA RUN. I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ANY CHARGES INCURRED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* If applicable.

OWNER AWARENESS STATEMENT (signed by ALL owners of record) - Site Designations

**OWNER AWARENESS STATEMENT** (signed by ALL owners of record) - Site Designations

As the owner, or official representative of the owner, of the property identified above, I am aware of this proposal for its nomination for listing in the West Palm Beach Register of Historic Places. I have been advised by the Historic Preservation Division of the procedures for review of the proposal and the implications if said property is designated. I understand that I will be notified of the date and place of the public meeting at which the proposal will be considered by the Historic Preservation Board, and that I will be given an opportunity to submit written comments and appear in person in support of or in opposition to the nomination of the property.

At this time, I  **support**     **oppose**     **reserve opinion** on this proposal.

\_\_\_\_\_  
Signature of Property Owner or Representative

\_\_\_\_\_  
Date

AFFIDAVIT

STATE OF FLORIDA )  
 )  
COUNTY OF PALM BEACH )

BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_,

PERSONALLY APPEARED \_\_\_\_\_, WHO BEING  
(Person Obtaining Information)

DULY SWORN, DEPOSES AND SAYS:

( ) That the accompanying **Owner Awareness Statement(s)** (site) or **Owner Consent Petition(s)** (district) are the true and accurate signatures of the owners within the proposed historic site or district designation.

( ) That the accompanying **Property Owners List** is, to the best of his/her knowledge, a complete and accurate list of all property owners, mailing addresses, and the property control numbers, as recorded in the County Courthouse, for all properties within 400 feet of the below described parcel of land.

The property in question is legally described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further, Affiant sayeth not. \_\_\_\_\_

Signature

State of Florida )  
County of Palm Beach )

IN WITNESS WHEREOF, the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who will take an oath.

\_\_\_\_\_  
Notary Public in and for County and State of aforesaid

My Commission Expires: \_\_\_\_\_

**THE FOLLOWING PAGES ARE APPLICABLE FOR  
DISTRICT DESIGNATIONS ONLY**

**OWNER CONSENT PETITION - District Designations**

I/We, the undersigned, am the owner(s) of the property listed below to be included in the proposed historic district. I concur in the nomination of the \_\_\_\_\_ to the West Palm Beach Register of Historic Places and agree to be recognized as an applicant for the designation of this district.

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER NAME(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY CONTROL NUMBER: \_\_\_\_\_



<b>DISTRICT PROPERTY LIST</b>					