



Historic Site or District Designation Application
Town of Jupiter
Department of Planning and Zoning
210 Military Trail, Jupiter, FL 33458
Phone: (561) 741-2452 ♦ Email: davidk@jupiter.fl.us

PART ONE - PROPERTY INFORMATION

Date Received: _____
Project Name: _____
Address: _____
Property Control Number: _____

Florida Master Site File # (if applicable) _____

Legal Description (attach separate sheet if necessary): _____

Future Land Use Designation: _____
Zoning Designation: _____

Existing Use of Property: _____

Proposed Use of Property: _____

PART TWO - APPLICANT INFORMATION

APPLICANT

Name: _____
Address: _____ City: _____ Zip: _____
Telephone #: _____
Fax #: _____
E-mail: _____

AGENT

Name: _____
Address: _____ City: _____ Zip: _____
Telephone #: _____
Fax #: _____
E-mail: _____

OWNER (if other than applicant)

Name: _____
Address: _____ City: _____ Zip: _____
Telephone #: _____
Fax #: _____
E-mail: _____
Applicant is: Owner ____ Lessee ____ Other _____

PART THREE – HISTORIC SITE OR DISTRICT INFORMATION

A. Type of Designation

- 1. Historic Site _____
- 2. Included in a Historic District ____ Name of District _____

B. History

- 1. Architect/Builder _____ Construction Date _____ Circa _____
- 2. Alterations Date _____ Type/Location _____
- 3. Additions Date _____ Type/Location _____
- 4. Moved Original Location _____
- 5. Original Use(s) _____ Present Use(s) _____

C. Description

- 1. Style _____ Structural System _____ Stories _____

- 2. Foundation _____ Foundation Materials _____
- 3. Roof Type _____ Roof Materials _____
- 4. # of Porches _____ # of Chimneys _____ Overall Condition _____

D. Historic Designation Report Format

Instructions for completing a historic designation application and report are contained in Chapter 27, Article XI, Division 19, Section 27-2438 of the Town Code, entitled “Historic resources designation procedures.” The historic designation report format is attached at the end of this application.

PART FOUR – REQUIRED SIGNATURE INFORMATION

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Town of Jupiter, Florida. I further certify that all the information contained in this application and documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application becomes part of the official records of the Town of Jupiter and are not returnable.

Signature(s) of applicant(s) **Date**

Signature of agent **Date**

Signature(s) of property owner(s)* **Date**

* Only required for a historic designation of an owner-occupied single-family home.

PLEASE REVIEW SECTION 27-232 OF THE TOWN CODE, ENTITLED “FEES FOR APPLICATION DEVELOPMENT REVIEW,” TO DETERMINE ALL APPLICABLE PLAN REVIEW AND ESCROW FEES.

If you have any questions regarding this form or the attached preservation provisions of the Town’s Historic Resources ordinance, please contact David Kemp, Principal Planner at (561) 741-2452.

Local Historic Designation Report Format

A Cover Page for the Report as Follows:

**DESIGNATION REPORT
HISTORIC RESOURCES BOARD
JUPITER, FLORIDA**

NAME OF THE SITE PROPOSED FOR NOMINATION

Examples of Nomination Names:

- The Tindall House, named for the original owner (George Washington Tindall); or,
- Jupiter Elementary School, though it was originally the Jupiter School, it is now known in the community as the Jupiter Elementary School

On a Separate Page Provide the Following:

TABLE OF CONTENTS

- I. GENERAL INFORMATION
- II. LOCATION MAP (The map will be supplied by the Town.)
- III. DISTRICT INVENTORY (If the designation is for a district or a group of buildings.)
- IV. HISTORICAL AND/OR CULTURAL SIGNIFICANCE (Use IV. or V., or both)
- V. ARCHITECTURAL SIGNIFICANCE
- VI. STATEMENT OF SIGNIFICANCE
- VII. BIBLIOGRAPHY AND SOURCES

Report Prepared By:

Name
Address
Phone Number
Date Prepared

Name of Owner (If different from above.)
Address
Phone Number

The Body of the Designation Report Should Include the Individual Sections Noted Above

Town Code of Jupiter

Chapter 27, Article XI

DIVISION 19. HISTORIC AND ARCHAEOLOGIC PRESERVATION

Sec. 27-2438. - Historic resource designation procedures.

- (a) *Purpose and intent.* This section provides mechanisms to promote historic preservation in the town by the designation of historic sites and districts, and by the regulation of construction and demolition at historic sites and within historic districts.
- (b) *Criteria.*
- (1) To qualify as a designated historic site or historic district, properties, individual properties, structures, sites and buildings, or groups of properties, structures, sites and buildings, the proposed site or district shall meet one or more of the following criteria:
 - a. Is associated in a significant way with the life or activities of a major person important in Jupiter, Palm Beach County, Florida or national history;
 - b. Is associated with an historic event with significant effect upon the town, county, state or nation;
 - c. Is associated in a significant way with a major historic event whether cultural, economic, military or political;
 - d. Exemplifies the historic, political, cultural or economic trends of the community history;
 - e. Is associated in a significant way with a past or continuing institution which has contributed to the life of the town;
 - f. Portrays the environment in an era of history characterized by one or more distinctive architectural styles;
 - g. Embodies those distinguishing characteristics of an architectural style, period or method of construction;
 - h. Is an historic or outstanding work of a prominent architect, designer, landscape architect, or builder; or
 - i. Contains elements of design, detail, material, or craftsmanship of outstanding quality or which represents, in its time, a significant innovation or adaptation to the South Florida environment.
 - (2) A building, structure, site, or district will be deemed to have historic significance if, in addition to, or in the place of previously mentioned criteria, the building, structure, site, or district meets the historic development standards as defined by and listed in the regulations of and criteria for the National Register of Historic Places or those of Palm Beach County.
 - (3) Properties not generally considered eligible for designation include cemeteries, birthplaces or graves of historic figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, buildings or sites primarily commemorative in nature, reconstructed historic buildings, and properties that have achieved significance less than 50 years prior to the date the property is proposed for designation. However, such properties will qualify if they are integral parts of districts that do meet the previously described criteria or if they fall within one or more of the following categories:
 - a. A religious property deriving primary significance from architectural or artistic distinction of historic importance.
 - b. A building or structure removed from its location but which is primarily significant for architectural value, or is the surviving structure most importantly associated with an historic event or person.
 - c. A birthplace or grave of an historic figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life.

- d. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, distinctive design features, or from association with historic events.
 - e. A property primarily commemorative in nature if design, age, tradition or symbolic value have invested it with its own historic significance.
 - f. A building, structure, site or district achieving significance less than 50 years from the date it is proposed for designation if it is of exceptional historic importance.
- (c) *Application for historic site or historic district designation.*
- (1) Applications for historic or archaeological site or district status for privately-owned property may be initiated by the town, the historic resources board or the property owner of a site, except that applications for historic site status for privately-owned single-family homes may only be initiated by the owner of the property. An incorporated homeowners, condominium or community association may apply for historic district status. Application for historic or archaeological site or district status for public property may be initiated by any resident of the town, the town, or the board.
 - (2) By resolution of the town council, a fee shall be established and may be amended to cover the town's actual costs of reviewing and processing applications for historic designation. In addition, an application may require that funds be deposited in an escrow account to cover fees for consultants which may be hired by the department when needed to evaluate the eligibility of a property.
 - (3) Upon receipt of an application, the department shall conduct a preliminary evaluation of the application to determine whether or not the department has sufficient information to process the application and shall send a copy of the application by certified mail to the property owners of record. The department shall make the determination that an application is sufficient within 15 days working days of receipt of an application. If the application is not sufficient to process, the department shall specify what additional information is necessary.
 - (4) When an application is sufficient, the department shall prepare a designation report for consideration by the board which shall contain the following information:
 - a. Proposed legal boundaries of the historic improvement, archaeological site, or historic district;
 - b. An analysis of the historic or archaeological significance of the nominated property;
 - c. For those public buildings which have public access, an analysis of interiors with features of exceptional architectural, aesthetic, artistic or historic significance;
 - d. Any proposed specific land development regulations;
 - e. Any conditions beyond the standards contained in the land development regulations or conditions based on the development standards for historic districts and sites of section 27-2439.
- (d) *Public hearings required for historic site or district designation.*
- (1) After the department prepares the designation report, the board shall conduct a public hearing to evaluate and receive comments regarding the application. For each proposed designation of an individual site or district, and except as otherwise provided herein, the board is encouraged to obtain the approval of the owners of properties proposed for designation, by providing information on the benefits of designation. The owners of the property shall be given an opportunity at the public hearing to object to the proposed designation.
 - (2) The department shall, by certified mail at least 15 calendar days prior to the public hearing, mail a copy of the designation report and a notice of public hearing to the property owners of record as determined by the most current Palm Beach County property tax rolls then available. Refusal to accept this notice of public hearing shall not invalidate the hearing. In addition, all property owners of record, as determined by the most current Palm Beach County property tax rolls, within a 300-foot radius of the nominated site or district shall be

sent courtesy notice of the public hearing. However, failure to receive such courtesy notice shall not invalidate the hearing. Notice shall also be provided by publishing a copy thereof in a newspaper of general circulation within the town at least ten calendar days prior to the date of the hearing. All interested parties shall be given an opportunity to be heard at the public hearing.

- (3) Upon the mailing of the designation report to the property owners, the town shall cease issuing permits for any new construction, alteration, relocation or demolition of the property which is the subject of a proposed designation. No permits shall be issued by the town until after the town council approves or denies the nomination for historic site or district status, or the application is withdrawn by the person or entity who has initiated the application.
 - (4) After the close of the public hearing, but no later than 45 calendar days following the close of the public hearing, the board shall vote at a public hearing and make its recommendation to the town council on the designation.
 - (5) The town council shall thereafter hold a public hearing following the same notice requirements set forth in subsection (d)(2) of this section.
 - (6) If the board recommends designation of a district, a vote of the property owners shall be taken prior to the public hearing before the town council. The town shall send by certified mail to each record owner a ballot, notification of the date the ballot is due back, and a self-addressed, stamped envelope. Each parcel as identified within the proposed district shall have one vote. The marked ballots shall be returned to the town clerk within 30 calendar days from the date of mailing of the ballots. Any ballots not returned within 30 days from the date of mailing shall be disqualified. A two-thirds majority of the votes cast and received by the clerk within the 30 days of mailing in favor of the district shall be a pre-requisite to the town council's designation of a district.
 - (7) At its public hearing, the town council shall consider the application, all relevant support materials, the designation report, the recommendations of the board and the criteria for designation, and may, at the conclusion of the hearing, adopt a resolution approving, approving with conditions, or denying the historic site or district designation. For property not owned by a governmental entity, a supermajority vote of the town council is required for designation. For single-family homes, the approval of the property owner is required for designation.
 - (8) Amendment or rescission. The town may amend or rescind any designation provided it complies with the same notice and public hearing requirements and other procedures used in approving the original designation.
- (e) *Town of Jupiter Register of Historic Places.*
- (1) If the town council approves the nomination of an historic site or an historic district, said site or district shall be listed on the town register of historic places. The town list of designated historic resources shall be maintained by the town clerk.
 - (2) The town council shall issue an official certificate of historic significance to the owner of properties listed individually on the town list of designated historic resources or judged as contributing to the character of an historic district listed on the town list of designated historic resources. The town manager, or the town manager's designee, is authorized to issue and place official signs denoting the geographic boundaries of each historic site or district listed on the town list of designated historic resources.
- (f) *Recording.* The resolution designating an historic site or historic district shall be recorded in the public records of Palm Beach County, Florida.