

# Certificate of Appropriateness (COA)



Submit written request of the project description for a COA determination

Contact the Planning Department for appointment:  
Telephone: (386) 676-3238 or E-mail at  
comdev@ormondbeach.org

City staff review and recommendation of scope of project

Planning Director determination of project description:  
administrative review or Historic Landmark Preservation Board (HLPB) review

HLPB review required

Meet with Planning staff

**Submittal requirements:**

1. Application.
2. Required fee.
3. Copy of deed.
4. Property owner authorization.
5. Survey of the property.
6. Plot plan of proposed improvement(s).
7. If demolition is proposed, provide report from certified building inspector or structural engineer stating condition of the structure.
8. See Historic Landmark Preservation Board submittal calendar.

Administrative review

Proceed with building permit

Submit application documents

City staff reviews application, provides any comments, and prepares staff report

Planning staff updates HLPB monthly of administrative COAs

Historic Landmark Preservation Board

**Advertising**

**City staff responsibility:**  
\*Advertisement in newspaper at least 10 days prior to the Historic Landmark Preservation Board meeting.

\*Mail notice to property owners abutting the subject property under COA review.

COA approved, denied, or delayed

Approved

Notice of intent to issue the COA

Planning staff sends letters within 10 days to applicant and abutting property owners.

COA order is prepared/signed/recorded

Proceed with building permit

**Notes:**

- \*30 day appeal period of the HLPB decision for the building permit to be issued.
- \* Building permit can be submitted for improvements sought by the COA.

**DENIED:**  
Appeal to City Commission (affirm, modify, deny HLPB decision)

City Commission decision – appealed to Circuit Court

**DELAY:**  
30 days if structure is historic by age or 180 days if structure is on the landmark list.