

**Historic Preservation Board (HPB)**  
**Application for a Certificate of Review for Historic Districts**

**Prior to completion of this application, please contact a Community Development staff person to review this process. Completed application and attachments must be submitted to the Community Development Department by 5 pm on the first Thursday of the month to be considered for the HPB agenda.**

Date \_\_\_\_\_

Lakeland Historic Preservation Board  
Design Review Committee  
Community Development Department  
228 South Massachusetts Avenue  
Lakeland, Florida 33801  
863-834-6011

Commercial

Residential

Public/Semi-Public

**Location of Property** \_\_\_\_\_  
(Street address, name of building if applicable)

**Owner** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Applicant/Agent** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Applicant Mailing Address** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**General description of proposed project:**

Repair     Replacement     Addition     New Construction     Demolition

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**Community Development Department, Staff use only**

Date of initial contact: \_\_\_\_\_  Electronic submission     Phone interview     In person

Staff representative: \_\_\_\_\_

Design Professional: \_\_\_\_\_

Supplemental Application required:  Yes     No

Property Site File Number \_\_\_\_\_

**Historic Preservation Board (HPB)**  
**Supplemental Application for a Certificate of Review**  
**Replacement/Addition/New Construction/ Demolition**  
in the Historic Districts

*Completed application including attachments must be submitted to Community Development Department by 5 pm on the first Thursday of the month to be considered for the HPB agenda.*

Date \_\_\_\_\_

**Location of Property** \_\_\_\_\_  
(Street address, name of building if applicable)

For extensive rehabilitation or new construction, a supplemental application is required to provide specific details relating to design and materials to prepare the staff recommendation for the Design Review Committee. Please address all areas where work will be performed. Check all relevant items and describe in detail in the space provided. Additional pages may be included. Whenever possible, please attach specification sheets, brochures, swatches, samples or photographs of replacement or new features and materials.

The following attachments are required:

- Site plan that shows the location of the structure, (including retention ponds if required) sidewalks, access and driveways, fencing and signage.
- Architectural elevations or photo simulation or other drawings that show the proposed building.
- Information regarding zoning, setbacks and variances which may apply to this project.
- Application fee if required.

**Structural Systems/Exterior Walls**

- New construction – exterior wall material
- Changes to original design of existing building
- Changes to exterior wall structure; please specify location and type of alteration
- Pilings and foundation - style and material
- Exterior siding - style and material of existing and replacement
- Architectural features - proposed alterations or additions
- Storefronts – alteration, style and material
- Trim or brackets - alterations or additions, style and material

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**Windows/Awnings/Doors** (Every effort should be made to repair original features or replicate existing style and material.)

- Windows - style, size, color and material of new or existing and replacement
- Window sash and trim - style, material and color
- Windows - arrangement/placement
- Window tint – commercial/public/semi-public
- Muntins/mullions - depth, where applicable
- Shutters – size, style and material
- Awnings - style and material
- Door - style and material of existing and replacement
- Door trim - style and material
- Storm/screen door - style and material
- Hardware – location, style and material
- Transoms - style and material
- Sidelights - style and material
- Decorative elements – location, style and material

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**Porches/Steps/Railings**

- New construction - porch depth and width
- Railings - replacement or addition, style and material
- Half wall - replacement or addition, style and material
- Columns - replacement or addition, style and material
- Screening - replacement or addition, style and material
- Glass enclosure - style and material
- Flooring - replacement material
- Steps - replacement or reconfiguration, style and material

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**Roofs/Soffits/Fascia/Chimneys**

- Roof - alteration to style, slope, features or material
- Dormers, cupolas, cornices, brackets, weather vanes - additions or alterations to shape, style and material
- Soffit and fascia - replacement or addition, style and material
- Gutters - style and material
- Chimney - replacement or modification, style and material

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**Garages/Garage Apartments (Must meet requirements in Ordinance #3394)**

- Confirm zoning for parcel and allowable use
- Document building bulk regulations, vehicular access, and off-street parking requirements can be met
- Demonstrate design, material and colors are compatible with the principal structure
- Exterior siding - style and material
- Roof - slope, style and material
- Windows - style, size, color and material
- Doors - style and material
- Steps - location, style and material

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**Accessory Structures (Includes carports, decks, storage sheds, swimming pool/screen cage and lighting)**

- Columns/supports (carport) - style and material
- Roof (carport) – style and material
- Deck - location, style and material
- Storage shed - location, style, size, and material
- Swimming pool/screen cage
- Light fixtures - location, style, and material
- Other permanent outdoor features

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**Site Work**

- Landscaping walls, knee walls, fences – location, style and material
- Driveway and curb cuts - size and location
- Satellite dishes and solar panels - location and size

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**Painting/Finishes** (Includes colors for commercial/public/semi-public structures)

- Original material, finish, and color (if applicable)
- Proposed material and color

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**Signage**

- Rendering must be included with application
- Type of sign – free standing, monument, wall sign, canopy sign or other
- Proposed location
- Size of sign(s) including overall dimensions from ground to top for free standing signs
- Frame – color, depth and width
- Base/ background – material and color
- Letters – material, color, dimension (thickness and height), mounting method
- Lighting – style
- Light fixture(s) – style and material
- Method of mounting the sign to the building

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**Demolition** (Must address Ordinance #3841, Section 10(3) listed below)

- Historic or architectural significance of the building or structure
- The importance of the building or structure to the historic district
- The future utilization of the site, including any replacement buildings or structures
- Relocation/recycling options for structure

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**Other**

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**Signature of Applicant or Owner** \_\_\_\_\_