

DESIGN REVIEW PROCESS¹

1. Applicant must determine if subject property is located within the South Lake Morton, East Lake Morton, Dixieland, Beacon Hill, Lake Hunter Terrace, Biltmore/Cumberland, or Munn Park Historic Districts and/or the Dixieland CRA Commercial Corridor. Information and maps are available from either the Building Inspection Division or the Planning Division office (863-834-6011), City Hall. Maps can be accessed online, www.lakelandgov.net/commdev/planning/historicpres.html

2. Visit the City of Lakeland's Community Development Department to pick up copies or download copies of the:

The Secretary of Interior's Standards for Rehabilitation www.cr.nps.gov

Design Guidelines: A Guide to the Exterior Design of Buildings in the Dixieland, East Lake Morton, South Lake Morton and Lake Hunter Terrace, Beacon Hill, and Biltmore/Cumberland Historic Districts (September 2006)

or

City of Lakeland Dixieland CRA Commercial Corridor Design Guidelines (July 2004)

or

A Guide to Non-Historic Buildings in the Munn Park Historic District (May 1985)

Use the document(s) above as a reference while designing the project. Applicants working with consultants should make sure that the consultant(s) has a copy of the appropriate guideline documents.

3. Call (863) 834-6011 or meet with Community Development staff to determine what type of review is necessary, outline the design review process and application and determine the anticipated approval schedule.²

¹ Please note: Any work in a designated Historic District must be reviewed with Community Development Staff to determine the process of approval prior to permitting.

² Based on the scope of a project, a Certificate of Review may not be required or may be reviewed and granted by staff. Similarly, the scope of a project will determine whether more than one presentation to the Historic Preservation Board Design Review Committee will be required. For more information on the impact of project scope on the review process, please see document titled, "When do I need a Certificate of Review?", online www.lakelandgov.net/commdev/planning/historicpres.html

4. Complete and return a Certificate of Review Application to the Community Development Department along with the following attachments which may apply:
 - **Site plan** that shows the location of the structure, retention ponds (if required), sidewalks, access and driveways, fencing and signage.
 - **Architectural elevations**, other drawings or photo simulation that shows the proposed building.
 - Provide material samples and/or specification sheets of:
 - a. Overhangs, roofing material, brackets and other architectural features
 - b. Siding materials, exterior trim, paints and finishes
 - c. Specifications and photos of windows and doors,
 - d. Column and porch details
 - e. Details of roof vents, chimneys
 - Information regarding zoning, setbacks and variances which may apply to this project.
5. Meet and consult with Community Development staff to review the application and attachments for consistency with the Design Guidelines and for a determination of readiness to proceed with a recommendation to the Historic Preservation Board Design Review Committee.
6. Based on the Certificate of Review Application, associated materials and any previous meetings, Community Development staff drafts a recommendation to the Design Review Committee to approve, approve with conditions or deny approval of the project. All staff recommendations are based on the Design Guidelines referenced in Step 2.
7. The Design Review Committee meets on the third Thursday of each month. In order to have a project considered for the agenda, the Certificate of Review Application and associated documents must be submitted to Community Development staff **no later than the first Thursday of that month**. Incomplete applications will not be considered for the monthly agenda.
8. The applicant or the applicant's agent must attend the Design Review Committee meeting and be prepared to present the project. Community Development staff will present the staff recommendation. Questions will be directed to the applicant or the applicant's agent. The Design Review Committee will vote on the recommendation.

9. If Applicant's project is approved, a copy of the Certificate of Approval will be mailed to the Applicant if desired. Application denials will include an explanation of the Design Review Committee's assessment of the deficiencies of the project.
10. Approved Certificates of Review will be sent to the Building Official and placed on file with the Community Development Department. Plans will be checked by Community Development staff to confirm that plans for permit are in accordance with the Certificate of Review. Following issuance of a Building Permit, the Building Inspection Division will inspect the work for compliance with the Certificate of Review. Certificates of Review expire one year after the date of Committee approval or building permit application; whichever comes first. Once a Certificate of Review is expired, the Design Review Committee must review the project again.
11. Complications or unforeseen conditions during construction that force changes to the approved design outlined in the Certificate of Review must be reviewed and re-approved by City staff and possibly the Design Review Committee.

