



Application for Certificate of Review

MINOR REVIEW

HISTORIC PRESERVATION BOARD

Application Requirements

All Applications must be complete and include required support documents listed on page 2 of this form. Incomplete applications will not be reviewed until all necessary supporting information is submitted.

Submission of Application

Applications may be submitted to staff of the Historic Preservation Board ("HPB") in person, electronically, or via mail at the following address:

City of Lakeland
 (City Hall, First Floor, Historic Preservation)
 Attn: Senior Planner, Historic Preservation
 228 S. Massachusetts Avenue
 Lakeland, Florida 33801
 Phone (863) 834-6094
 Fax (863) 834-8432
 Email: emily.foster@lakelandgov.net

Review of Application

HPB staff may not be available to review the application immediately upon submission, but a reasonable effort will be made to complete the review within three (3) business days of receiving the application. If approved by HPB staff, a Certificate of Review will be issued to the Applicant.

Disapproval or Referral of Application

If the project is not compatible with the Secretary of the Interior's Standards for Rehabilitation or published Design Guidelines of the HPB or constitutes a project requiring a Certificate of Review / Major Review, the Application will be disapproved. If an application is disapproved, upon applicant's request, such application may be submitted to the HPB for Major Review; the application submittal deadline and necessary supporting documentation for Major Review will apply in such a case.

Building Permit Requirements

In addition to this Application, a building permit must be acquired from the Building Inspection Division in order to begin work. *Building permits shall not be issued within Lakeland's Historic Districts without an approved Certificate of Review.*

Contact HPB staff at (863) 834-6094 or emily.foster@lakelandgov.net with any questions concerning this Application.

PROPERTY OWNER INFORMATION

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

APPLICANT/AGENT INFORMATION SAME AS ABOVE

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

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PROPERTY ADDRESS: _____

PROJECT TYPE (check all that apply):

- Maintenance, Repairs In-kind
- Replacements to Existing Features (limited in scope to in-kind or similar materials)
- Accessory Buildings (limited to 300 SF or less, rear yard only, not visible from street)
- Decks (rear yard only, not visible from street)
- Fences, Walls
- Driveways, Walkways, Paving
- Architectural Ornamentation (shutters, awnings, foundation skirting, etc.)
- Signs
- Mechanical Systems (solar panels, satellite dishes, electrical panel boxes, etc.)
- Paint Colors (Munn Park / Commercial Buildings Only)
- Other _____

HISTORIC DISTRICT: BEACON HILL BILTMORE-CUMBERLAND

DIXIELAND EAST LAKE MORTON

LAKE HUNTER TERRACE SOUTH LAKE MORTON

MUNN PARK

CURRENT USE: RESIDENTIAL COMMERCIAL OTHER _____

FOR STAFF USE ONLY

Date Received: _____ Project # HPB _____ Contributing: Yes No FMSF# _____

Zoning: _____ Context District: _____ Future Land Use: _____

Disposition: Approved Disapproved, Reason: _____

Project Description

Describe the scope of your project, along with all relevant details, below. If the scope of work will involve more than one type of project on the subject property, please list each project separately. Please attach additional sheets if more space is needed to describe your project.

EXISTING CONDITIONS AND MATERIALS:

PROPOSED PROJECT:

PROPOSED MATERIALS:

Supporting Documents Checklist

The following list includes the supporting information necessary for design review of a particular project, in addition to this completed Application.

REPLACEMENTS TO EXISTING FEATURES

- Design specifications of replacement features, as necessary
- Photographs of existing building showing features to be replaced

ACCESSORY BUILDING / DECK

- Site plan showing existing house and location of proposed accessory building/deck and setback dimensions from property line
- Architectural elevations for proposed accessory building
- Design specifications of accessory building/deck, as necessary
- Photographs of existing house and site

FENCES, WALLS

- Site plan showing existing house and location of fence/wall, as well as setback dimensions from property line
- Design specifications of fence/wall, as necessary

DRIVEWAYS, WALKWAYS, PAVING

- Site plan showing existing house and location of new paving
- Design specifications of paving, as necessary

ARCHITECTURAL ORNAMENTATION

- Description of proposed ornament/detail/feature
- Design specifications and material
- Photograph(s) of existing building, area to which ornament is to be applied

SIGNS

- Sign height, width, depth, type, and illumination method, as applicable
- Rendering of sign

MECHANICAL SYSTEMS (should NOT be visible from street)

- Image or Photograph of equipment
- Description of where equipment will be located on building or site

PAINT COLOR (Munn Park / Commercial Buildings only)

- Existing and proposed color and finish

CERTIFICATION AND AUTHORIZATION

I certify that the information contained in this application is true and correct to the best of my knowledge at the time of submission. I understand that this application will not be accepted and deemed complete until all supporting and/or requested information has been supplied. I understand that this application may require a site visit to the subject property by City of Lakeland staff. I understand that the issuance of a Certificate of Review does not relieve the responsibility of obtaining a building permit and following all other applicable codes and requirements of the City of Lakeland, Polk County, and State of Florida.

In consideration for review of this application by staff of the Historic Preservation Board for a proposed minor change to a property within one of Lakeland's Historic Districts, the applicant and owner agree to allow access to the property by City of Lakeland staff for inspection purposes during the review process, during the time that work is performed, and upon completion of the project.

Owner/Applicant Signature

Date