



Application for Certificate of Review

MAJOR REVIEW

HISTORIC PRESERVATION BOARD

Application Requirements

All Applications must be complete and include required support documents listed on page 3 of this form. **Incomplete applications will not be reviewed by the Historic Preservation Board / Design Review Committee ("HPB/DRC").**

Application Deadline

Applications are due by 5:00 p.m. on the first Thursday of the month. Complete Applications submitted by the deadline are eligible to be reviewed by staff and the HPB/DRC at that month's HPB/DRC meeting. *Due to holidays, the application deadline is the last Thursday of the month in October and November.

Application Submission

Return one copy of this completed application and all supporting documents (see page 3 of this application) to:

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

Application Hearing

Complete Applications will be reviewed and decided by the HPB/DRC at their regular meeting held the fourth Thursday of the month at 8:30 a.m. at City Hall. Please note that due to holidays, these meetings are held on the third Thursday in November and December.

Building Permit Requirements

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

Precedence of Decisions

Each application will be considered by the HPB/DRC on its own merit with reference to the Secretary of the Interior's Standards for Rehabilitation and the published Design Guidelines of the Historic Preservation Board. While the HPB/DRC may consider past actions when making decisions on an Application for a Certificate of Review, it is not held by those decisions when considering new applications that may appear similar in character.

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):

- | | |
|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Major Rehabilitation/Restoration | <input type="checkbox"/> Accessory Buildings (larger than 300 SF) |
| <input type="checkbox"/> Minor Exterior Alteration | <input type="checkbox"/> Other _____ |

RETROACTIVE REQUEST: YES NO CODE ENFORCEMENT ACTION: YES NO

HISTORIC DISTRICT: BEACON HILL BILTMORE-CUMBERLAND
 DIXIELAND EAST LAKE MORTON
 LAKE HUNTER TERRACE MUNN PARK
 SOUTH LAKE MORTON

CURRENT USE: RESIDENTIAL COMMERCIAL
 OTHER _____

DESIGN PROFESSIONAL/CONTRACTOR/CONSULTANT: _____

FOR STAFF USE ONLY

Date Received: _____ HPB/DRC Meeting Date _____
 Project # HPB _____ Contributing: Yes No FMSF# _____
 Zoning: _____ Context District: _____ Future Land Use: _____
 Conceptual Review: Yes; HPB/DRC Final Review Meeting Date: _____ No

APPLICATION FEE: 170.00
(Fee applies if project cost exceeds \$10,000)
 Fee Received: Yes No
 Payment Type: _____

Project Description

Describe the scope of your project here, along with all relevant details. If the scope of work will involve more than one 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 (SEE PAGE 4 FOR TYPES OF MATERIALS NEEDED FOR EACH BUILDING COMPONENT):

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 this application is required to be heard a public meeting of the Lakeland Historic Preservation Board and its Design Review Committee. Either I or my authorized representative will be in attendance at this meeting. 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, State of Florida.

In consideration for review of this application by the Historic Preservation Board/Design Review Committee for a proposed 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

Checklist of Required Supporting Documents for Application Submittal

The following list includes the necessary supporting documents for design review of each project type, to be submitted in addition to this completed Application. Only one (1) copy of each supporting document is necessary. Drawings and plans do not have to be professionally created, but should be to scale. An artistic rendering or simulated image of alterations and new construction is encouraged. **If you need assistance with this Application or want to schedule an appointment with staff for preliminary review of your project, please contact Emily Foster, Senior Planner, Historic Preservation, via email at: emily.foster@lakelandgov.net or by telephone at (863) 834-6094.**

NEW CONSTRUCTION AND ADDITIONS

- Site plan (no larger than 11" X 17") showing property's existing conditions and new building or addition, along with property setback dimensions.
- Architectural elevation drawings (no larger than 11" X 17") for all sides of new building or addition. Please indicate dimensions, height, roof pitch, and types of exterior materials and textures proposed for each feature (i.e. Roof: architectural shingles; Siding: wood clapboard with 6" reveal; Stucco: smooth finish; Windows: wood, double hung sash w/exterior dimensional muntins).
- Floor plan of new building or addition; please indicated the square footage of new building or existing building and addition on plan.
- Photographs of property's existing conditions and adjoining properties.

MAJOR REHABILITATION OR RESTORATION

- Architectural elevation drawings (no larger than 11" X 17") for all sides of existing building. Please indicate the existing and proposed types of exterior materials and textures for each feature that will be rehabilitated or restored (i.e. Roof: architectural shingles; Siding: Hardie Board with 6" reveal; Stucco: smooth finish; Windows: wood, double hung sash w/exterior dimensional muntins).
- Photographs of all sides of existing building and adjacent buildings.
- Documentation of earlier historic appearance (for restoration work only).

MINOR EXTERIOR ALTERATIONS

- Photographs of all sides of existing building and adjacent buildings.

ACCESSORY BUILDINGS (larger than 300 square feet)

- Site plan (no larger than 11" X 17") showing property's existing conditions, proposed location of accessory building, and property setback dimensions. Indicate square footage of primary structure and proposed accessory building.
- Architectural elevation drawings (no larger than 11" X 17") of all four sides of proposed accessory structure. Please indicate dimensions, height, roof pitch, and the types of exterior materials, textures, architectural details etc. proposed.
- Photographs of site and existing building(s).

RELOCATION

- Site plan (no larger than 11" X 17") of location to which building will be moved, with dimensions and setbacks.
- Photographs of all sides of building and property.
- Timeframe estimate (include on page 2 of this Application).
- Explanation (include on page 2 of this Application) for why relocation is necessary.

DEMOLITION

- Statement addressing each of the three demolition review criteria (per LDC Article 11, Section 11.6.3.c.):
 - 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/Building Materials Salvage or Recycling options for structure
- Report from registered engineer or other qualified professional substantiating structural condition, including estimated cost to repair.
- New construction or other plans (see supporting documents required for New Construction above) for property redevelopment must be submitted at the same time as a demolition request.
- Estimate of demolition cost and timeframe needed for demolition and redevelopment.
- Photographs of all sides of building and property.

Items to Include In Your Project Description or Attach to this Application

Please review the list below to ensure you have included all details about your project in the Project Description section (page 2) of this Application, or as an attachment to this Application. Whenever possible, please attach to this Application any specification sheets, brochures, material samples, or photographs of new or replacement features and materials.

Structural Systems/Exterior Walls

- Pilings and Foundation - material and style
- Exterior Wall Cladding - material and style
- Architectural Features – material(s), proposed alterations or additions
- Storefronts – material(s), style, and proposed alterations
- Trim or Brackets – material and style

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

- Windows – size, material, style (SHS, DHS, casement, etc.), lite configuration, placement, and color
- Window Tint (commercial/public/semi-public only) - type
- Muntins/Mullions (if applicable) – dimensions and material
- Shutters – size, material, and style
- Awnings – material and style
- Door - material and style
- Window and Door Trim - material and style
- Storm Windows or Storm/Screen Door - material and style
- Transoms - material and style
- Sidelights - material and style

Porches/Steps/Railings

- New Construction - porch depth and width
- Railings – material, dimensions, and style
- Half Wall – material, dimensions, and style
- Columns – material, dimensions, and style
- Screening – type of screen, additional materials, and description of how screen will be affixed to porch
- Glass enclosure – type of glass, additional materials, and description of how glass will be affixed to porch
- Flooring – material and dimensions
- Steps – material, location, and configuration

Roofs/Soffits/Fascia/Chimneys

- Roof – material, slope, features, and style (gable, hip, etc.)
- Dormers, Cupolas, Cornices, Brackets - material and style
- Rafter Tails – material and style
- Soffit and Fascia - material and style
- Gutters - material and style
- Gable Vent – material and style
- Chimney - replacement or modification and material(s)

Accessory Buildings/Garages/Garage Apartments (Must meet requirements in LDC Article 4, Section 4.3)

- Foundation - material
- Exterior cladding – material and style
- Roof – material, slope, and style (gable, hip, etc.)
- Windows – material, style, size, and color
- Doors – material and style
- Steps - material, location, and configuration