

# HISTORIC PRESERVATION BOARD MAJOR REVIEW APPLICATION

**DID YOU REMEMBER TO ?**

Review the submittal checklist (on Page 4 of this application)

List in detail each repair/ renovation and the material(s) being used for each (on Page 2 of this application)

Provide photograph(s) of existing conditions

Provide 1 original set of plans to scale at full size and 14 collated, reduced individual sets of the plans (to be no larger than 11" x 17" (writing to be legible))

Plans must show all dimensions and setbacks

Attach a copy of a certified existing survey, as well as a proposed site plan

**PROJECT TYPE**

Is this a Retroactive Request? Yes  No  Code Enforcement Action? Yes  No   
 Addition  Alteration  Demolition  New Construction  Relocation

**PROJECT LOCATION**

Historic District

Project Address/Location

PROPERTY OWNER

APPLICANT

Owner Name, Title

Applicant Name, Title

Company

Company

Street Address

Street Address

City State Zip

City State Zip

Telephone Number

Telephone Number

Fax Number

Fax Number

E-Mail Address

E-Mail Address

**TO BE COMPLETED BY CITY STAFF:**

Site Acreage \_\_\_\_\_ ISR \_\_\_\_\_ Zoning \_\_\_\_\_ Year Built \_\_\_\_\_  
 Contributing: Yes  No  Landmark: Yes  No  Commission Dist.: \_\_\_\_\_  
 DRC Review: Yes  No  Permit #: \_\_\_\_\_  
 If so, date held: \_\_\_\_\_  
 Date received: \_\_\_\_\_ HPB #: \_\_\_\_\_



March 19, 2010

# PROJECT DESCRIPTION (LIST EACH ITEM SEPARATELY)

1. EXISTING CONDITIONS & MATERIALS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED PROJECT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED MATERIALS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DID YOU REMEMBER TO?

OVERVIEW

Check your zoning for compliance

Check to see if you would be eligible for a tax exemption for historic property rehabilitation (LDC Ch. 65, Sect. 65.800-827)

Check Design and Demolition Standards for HP Overlay Districts (LDC Ch. 62, Sect. 62.700-709)

Review The Secretary of the Interior's Standards for Rehabilitation

Contact the Historic Preservation Office if you need an appointment for Design Review

Submit prior to the application deadline

If a Retroactive Request, attach the fee (\$100—residential/ \$500—commercial)

Contact the Historic Preservation Office if you need an appointment for a Preliminary Review

The Historic Preservation Board Major Review procedure is a procedure which occurs for alterations, construction, restorations, relocations, demolitions or other significant changes to the appearance of an Historic Landmark or structure in an HP Overlay District which have a major impact on the significant historical, architectural, or cultural materials of the structure and/or the district. After submission of an application, the Historic Preservation Officer prepares a written recommendation for the board meeting which addresses whether the proposed changes are compatible with the criteria listed in Section 58.401 and Parts 2 and 7 of Chapter 62 of City Code, as well as in the ordinances which created the relevant district or landmark.

The Major Review Application must be completed and submitted with the exhibits as referenced on the attached Submittal Requirements Checklist. Failure to complete the application, comply with the instructions, and submit the necessary documentation will result in deferral of your case. The application is due by 3:00 p.m. on the application deadline date as noted on the attached annual meeting schedule. It is recommended that a preliminary meeting with the Historic Preservation Officer occur prior to the submission of an application. Sufficient documentation is necessary.

Mailed courtesy public notices must be forwarded to adjoining property owners by the Recording Secretary approximately three (3) weeks prior to the Board meeting. You will receive an information copy for your records. Public notices cannot be mailed if the application is incomplete.

You will be advised by the Recording Secretary, when it has been prepared, to collect a notice of public hearing poster sign which must be posted on the property ten (10) days prior to the board meeting. The sign shall be posted in a conspicuous place and easily readable from the public right-of-way. Failure to timely post the sign can result in deferral of your case to the next monthly meeting. The sign will be made available at City Hall, 6th Floor, Planning Department, between the hours of 8:00 a.m. and 5:00 p.m.

City staff may take photographs of your property prior to the board meeting as part of their review procedure. The photos will be used for presentation to the Historic Preservation Board. Once staff has prepared and completed the staff report, an Agenda of the proposed meeting and the staff report will be forwarded to you prior to the board meeting. Those items will also be posted online, approximately 3 to 5 days prior to the Board meeting.

The applicant and/or owner of the property should be present at the Historic Preservation Board meeting. The applicant/owner may need to address inquiries from the board members and/or the general public.

The Historic Preservation Office staff can provide assistance and guidance on the HP Board's review process, and are available to meet with property owners. If you need assistance, please contact the Historic Preservation Office at (407) 246-3350 or (407) 246-2269. The City's historic review guidelines are available online at <http://www.cityoforlando.net/planning/cityplanning/cphist.htm> within City Code, Sections 58.401, 62.700, as well as in the ordinances for each relevant district or landmark.

(Cont'd. on next page)

CERTIFICATION

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Applicant Signature

Date

# SUBMITTAL REQUIREMENTS CHECKLIST (14 PACKAGES)

		Applicant	City Staff
<b>Photographs</b>	(a) Provide photographs of existing site (14 sets);	<input type="checkbox"/>	<input type="checkbox"/>
<b>Survey</b>	(a) Provide an existing property survey – (14 reduced sets on 11 x 17” or smaller);  (b) Provide a proposed site plan (14 reduced sets on 11 x 17” or smaller);	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>Elevations to scale</b>	(a) All four (4) elevations to scale. (14 reduced sets on 11 x 17” or smaller);  Please indicate: <ul style="list-style-type: none"> <li>(i) dimensions;</li> <li>(ii) height;</li> <li>(iii) roof pitch, etc.</li> <li>(iv) explain the types of colors, materials, textures, etc. proposed (i.e., Fence: <i>wrought iron</i>; New Roof: <i>Weatherwood architectural shingles</i>; Stucco: <i>smooth finish</i>; Windows: <i>casement w/ protruding muntins</i>);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor plans</b>	(a) Floor plan(s) to scale (14 reduced sets on 11 x 17” or smaller);	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site plan</b>	(a) Site plan to scale (14 reduced sets on 11 x 17” or smaller) showing setback information;	<input type="checkbox"/>	<input type="checkbox"/>
<b>Square footage</b>	(a) Please provide existing, total square footages;  (b) Please provide proposed total square footages;	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>Demolition report(s)</b>	(a) If request is for demolition, provide substantiating report(s) from a registered structural engineer stating structure’s condition;	<input type="checkbox"/>	<input type="checkbox"/>
<b>Impervious Surface Ratio (ISR) area</b>	(a) Indicate existing and proposed impervious surface ratio area (ISR) – ISR not to exceed either 55% or 60% dependent upon your specific zoning district, if applicable;	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accessory Structures</b>	(a) Accessory Structure Maximum Floor Area – <b>No accessory apartment shall exceed 40% of living area of the principal structure or 1,200 square feet, whichever is less.</b> However, principal structures with living quarters less than 1,700 square feet may have an accessory cottage dwelling (ACD) up to 700 square feet.	<input type="checkbox"/>	<input type="checkbox"/>

**SUBMIT YOUR APPLICATION PACKAGE TO THE HISTORIC PRESERVATION OFFICE,  
CITY HALL, 6TH FLOOR, PLANNING DEPT.  
(BE SURE TO INCLUDE THE ORIGINAL, PLUS 13 SETS)**

# TAX SAVINGS FOR HOMEOWNERS OF HISTORIC PROPERTIES

The improvement you are considering for your property may qualify for a property tax exemption. The City of Orlando permits a partial Ad Valorem property tax exemption for renovations, rehabilitations, and restorations to contributing properties within Historic Districts and to properties designated as Historic Landmarks. The tax exemption is for ten (10) years. To qualify, the improvements must equal or exceed 25% of the assessed value of the structure. The improvements can be on the inside and the outside, but either 15% or \$2,500, whichever is less, must be spent on the historic exterior of the structure.

Only expenditures made to **contributing** properties shall be reviewed by the Historic Preservation Officer for approval. The Part 1: Preconstruction Application shall be filed on the appropriate form **before** the qualifying improvement project is initiated, and shall be accompanied by information sufficient to determine whether the proposed project involves a qualifying property and will comply with the review standards contained in Section 65.815, and in the ordinance designating the relevant district. It shall also contain information concerning the proposed cost of the qualifying improvement project and be accompanied by a copy of the most recent tax bill sent out by the Orange County Property Appraiser.

**EXAMPLE OF AN AD VALOREM PROPERTY TAX EXEMPTION**

Your structure is assessed at \$100,000 (taxable value). During one calendar year, you make qualifying improvements totaling \$50,000, of which \$10,000 is for exterior work. The County Property Appraiser re-assesses your structure to \$140,000. Applying the City's millage of 5.6916 mills, the tax on the \$40,000 increase would be a savings to you of \$227.66. In ten years, you would save \$2,276.64.

Please review LDC 65.800–827 for qualification and process information. This information is available online at <http://www.cityoforlando.net/planning/cityplanning/cphist.htm>. For an application form, please contact the Historic Preservation Office at 407-246-3350 or (407) 246-2269.

# HPB ANNUAL SCHEDULE

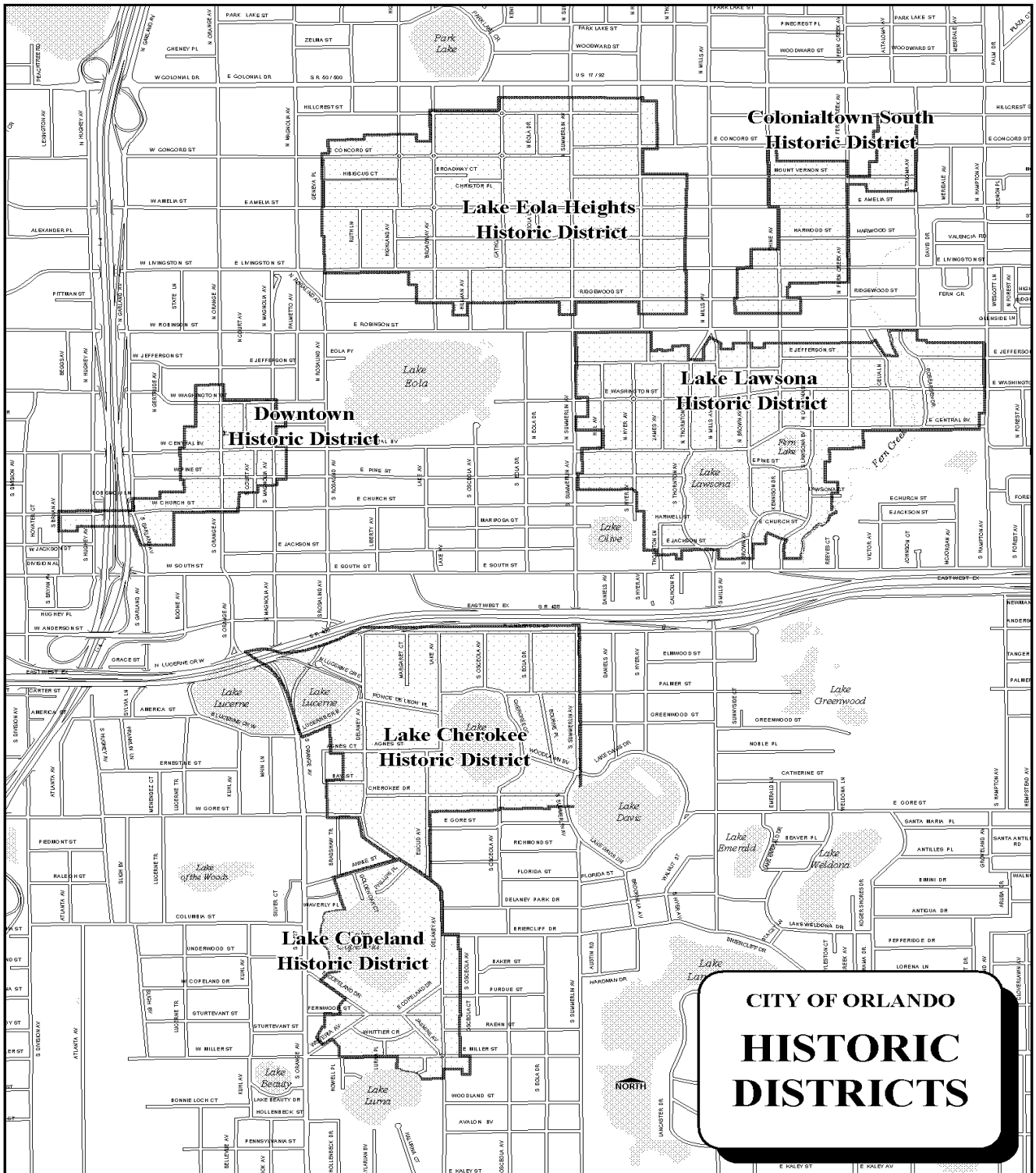
- City Planning Division ▪ Economic Development Dept.
- City of Orlando

## HISTORIC PRESERVATION BOARD 2010 SCHEDULE

<b>Application Deadline (3:00 p.m.)</b>	<b>Staff Reports Completed (5:00 p.m.)</b>	<b>HPB Meeting (4:00 p.m.)</b>	<b>Appeal Deadline (5:00 p.m.)</b>	<b>City Council* (2:00 p.m.)</b>
November 30, 2009	December 29, 2009	January 6, 2010	January 13, 2010	January 25, 2010
December 31, 2009	January 26, 2010	February 3, 2010	February 10, 2010	February 22, 2010
January 29, 2010	February 23, 2010	March 3, 2010	March 10, 2010	March 22, 2010
February 26, 2010	March 30, 2010	April 7, 2010	April 14, 2010	April 26, 2010
April 2, 2010	April 27, 2010	May 5, 2010	May 12, 2010	May 24, 2010
April 30, 2010	May 25, 2010	June 2, 2010	June 9, 2010	June 21, 2010
May 28, 2010	June 29, 2010	July 7, 2010	July 14, 2010	July 26, 2010
July 2, 2010	July 27, 2010	August 4, 2010	August 11, 2010	August 30, 2010
July 30, 2010	August 31, 2010	September 1, 2010	September 8, 2010	September 20, 2010
August 27, 2010	September 28, 2010	October 6, 2010	October 13, 2010	November 1, 2010
October 1, 2010	October 26, 2010	November 3, 2010	November 10, 2010	December 6, 2010
October 29, 2010	November 30, 2010	December 1, 2010	December 8, 2010	January 10, 2011

\*City Council meeting will be held at 2:00 p.m. on these dates. Call 407-246-2269 for location.

# HISTORIC DISTRICTS



**CITY OF ORLANDO  
HISTORIC  
DISTRICTS**