



# 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](mailto:emily.foster@lakelandgov.net) with any questions concerning this Application.

<b>PROPERTY OWNER INFORMATION</b>	
NAME: _____	
MAILING ADDRESS: _____	
EMAIL ADDRESS: _____	
TELEPHONE NUMBER: _____	
<b>APPLICANT/AGENT INFORMATION</b>	
<input type="checkbox"/> SAME AS ABOVE	
NAME: _____	
MAILING ADDRESS: _____	
EMAIL ADDRESS: _____	
TELEPHONE NUMBER: _____	

P R O J E C T  I N F O R M A T I O N	PROPERTY ADDRESS: _____
	PROJECT TYPE (check all that apply):
	<input type="checkbox"/> Maintenance, Repairs In-kind <input type="checkbox"/> Replacements to Existing Features (limited in scope to in-kind or similar materials) <input type="checkbox"/> Accessory Buildings (limited to 300 SF or less, rear yard only, not visible from street) <input type="checkbox"/> Decks (rear yard only, not visible from street) <input type="checkbox"/> Fences, Walls <input type="checkbox"/> Driveways, Walkways, Paving <input type="checkbox"/> Architectural Ornamentation (shutters, awnings, foundation skirting, etc.) <input type="checkbox"/> Signs <input type="checkbox"/> Mechanical Systems (solar panels, satellite dishes, electrical panel boxes, etc.) <input type="checkbox"/> Paint Colors (Munn Park / Commercial Buildings Only) <input type="checkbox"/> Other _____
	HISTORIC DISTRICT:
	<input type="checkbox"/> BEACON HILL <input type="checkbox"/> BILTMORE-CUMBERLAND <input type="checkbox"/> DIXIELAND <input type="checkbox"/> EAST LAKE MORTON <input type="checkbox"/> LAKE HUNTER TERRACE <input type="checkbox"/> SOUTH LAKE MORTON <input type="checkbox"/> MUNN PARK
CURRENT USE:	
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> 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
- Site plan or description indicating 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