



**City of Winter Park
 Planning & Zoning Department
 Historic Preservation Board
 401 South Park Avenue
 Winter Park, Florida 32789
 407-599-3440**

Certificate of Review Application

1. _____
 Building address

 Owner's name(s) Address Telephone

2. Please indicate the work you propose to undertake:
 ___ Minor alteration ___ New construction ___ Addition ___ Demolition ___
 Rehabilitation
 ___ Variance request (additional information required) ___ Other:

3. Proposed project narrative: *(attach additional page if necessary)*

4. The following supplementary information shall be provided as applicable to describe the proposal:
 ___ Site plan ___ Floor plan(s) ___ Elevations(s) ___ Photo(s) ___ Survey
 ___ Material and product information ___ Setback/Coverage worksheet

5. I, _____, as owner of the property described above, do hereby authorize the filing of this application on my behalf.

 Owner's Signature Date

<i>Historic Preservation Commission Office Use</i>		
<i>Date received:</i> _____	<i>HPC Meeting:</i> _____	<i>Case File No</i> _____
<i>Historic name of building (if any)</i>		<i>Historic district name (if any)</i>
<i>Parcel Identification Number</i>	<i>Year built</i>	
___ <i>historic landmark</i> ___ <i>historic building/structure</i> ___ <i>district contributing element</i> ___ <i>district non-contributing element</i>		

Certificate of Review Process

A Certificate of Review (COR) is required for work on designated historic landmarks, properties and districts. The work includes any **exterior** alterations and new construction. The purpose of the Certificate of Review process is to assist owners of individual historic resources and landmarks, and owners in historic districts who plan to rehabilitate, restore or redevelop their property for contemporary use to achieve their goals while preserving the historic character, architecture and materials to the greatest extent achievable. The Historic Preservation Board (HPB) does not review interior alterations. The design guidelines used by the HPB shall generally be the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and any additional standards adopted by the HPB. The HPB will consider:

- A. The effect of the proposed work on the property; and
- B. The relationship between such work and other buildings, structures, objects or landscape elements on the site or other property in the historic district where applicable. In evaluating the effect and the relationship, the HPB shall consider historical or architectural significance, architectural style, design, arrangement, texture and materials.

The applicant should confer with the city staff to obtain information and guidance before entering into substantial expense in the preparation of plans surveys and other data.

Applications will be scheduled for the Historic Preservation Board when received at least **24 days** prior to the next meeting. Applicants should submit one copy of all information required to the Planning and Zoning Department, City Hall, 2nd floor and also submit the same information electronically. The printed information size should be limited to 11" x 17". Notice of the proposed work will be advertised and mailed to all property owners within a 500' radius of the site. The HPB shall act upon an application within 60 days of receipt. The time limit may be waived upon mutual consent. Applications will be accepted when a completed application form is submitted together with the supplementary materials necessary to fully describe the proposed work.

The applicant or his/her representative should plan to attend the HPB meeting and present his/her proposal to the HPB. The HPB decision shall be issued in writing and may typically direct one of the following actions:

1. Issuance of a Certificate of Review for the proposed work;
2. Issuance of a Certificate of Review with specified modifications and conditions;
3. Issuance of a Certificate of Review with recommendations for zoning required for the building's preservation which shall be placed on the agenda of the soonest possible Planning and Zoning Board meeting;
4. Denial of the application;
5. Issuance of a Certificate of Review with a deferred effective date of up to 12 months in cases of demolition or moving of a significant building.

The HPB will accept only completed applications. Decisions made by the HPB may be appealed to the City Commission no later than 15 days after the ruling is made. If there is no appeal or Commission action, the HPB decision shall be final.

For more information contact:
Planning and Zoning Department
401 Park Avenue, South
Winter Park, FL 32789
(407) 599-3440

