



CITY OF SANFORD HISTORIC PRESERVATION BOARD
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

P.O. Box 1788, Sanford, FL 32772-1788
Phone: 407.302.5805 Fax: 407.330.5679

TO: THE HISTORIC PRESERVATION BOARD OF THE CITY OF SANFORD, FLORIDA

- Downtown Commercial Historic District** **Residential Historic District**
- This application is filed in response to a notice from the Code Enforcement Department**

ADDRESS OF PROPERTY: _____

Property Owner

Signature: _____ Print Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Applicant/Agent

Signature: _____ Print Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

I certify that all information contained in this application is true and accurate to the best of my knowledge.

Applicant/Owner: _____ Date: _____

Please use the attached criteria checklist as a guide to completing the application. Incomplete applications cannot be reviewed and will be returned to you for more information. You are encouraged to contact the preservation planner at 407-330-5672 to make sure your application is complete.

Description of Proposed Work/Application Category: (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Site Improvements/driveway/walkway | <input type="checkbox"/> Storage shed | <input type="checkbox"/> Moving structures |
| <input type="checkbox"/> Replacement windows or doors | <input type="checkbox"/> Underskirting | <input type="checkbox"/> Awnings |
| <input type="checkbox"/> New construction/additions | <input type="checkbox"/> Signs | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Roofs/gutters/downspouts | <input type="checkbox"/> AC/Mechanical | <input type="checkbox"/> Fences/Gates/Pergolas |
| <input type="checkbox"/> Replacement siding/flooring/porch | <input type="checkbox"/> Paint | <input type="checkbox"/> Other |

Completely describe the entire scope of work: all changes in material, color or location to the exterior of the building, where on the property the work will occur and how the work will be accomplished. For large projects, an itemized list is recommended. Attach additional pages if necessary.

A Certificate of Appropriateness is valid for six months unless otherwise noted

OFFICIAL USE ONLY

Historic Preservation Board Meeting Date: _____ Staff Review Date: _____

Application is Approved _____ Approved with Conditions _____ Denied _____

Conditions: _____

Signed: _____ Date: _____

*****This Certificate must be prominently displayed on the building when work is in progress*****

Requirements for Certificate of Appropriateness Application
City of Sanford, Florida

The Historic Preservation Board Meets on the fourth Thursday of every month at 5:30 PM in the City Commission Chambers, 1st floor, 300 N. Park Avenue, Sanford, Florida. Applications reviewed by the Board must be submitted a minimum of 10 business days prior to the meeting.

Any exterior work, including repairs, on a Historic Landmark or on a structure or property located in the Downtown Commercial Historic District or the Residential Historic District must receive a Certificate of Appropriateness before the work begins. In addition to a Certificate of Appropriateness, a building permit may be required. Check with the Building Department at 407.330.5660. A Certificate of Appropriateness may be required for projects that do not require a building permit.

In order to be reviewed by either the staff or the Historic Preservation Board, applications must be complete. The documentation listed below must be submitted with the application form. **Seven (7) copies of all drawings larger than 11" X 17" and seven (7) copies of all photos must be submitted for projects that will be reviewed by the Historic Preservation Board.**

1. **Paint**

- Color samples of all colors must be submitted.

2. **Fences/Gates/Pergolas/Sheds**

- A site plan of the property showing the location of the fence, gates and/or pergola. The plan must show the property's dimensions.
- A picture of the proposed structure. This can be an elevation drawing, sketch, brochure or photo of an existing shed, fence, gate or pergola provided that the dimensions are included.
- A description of the materials that will be used in the project.
- Photo of the yard(s) in which the structure will be placed.

3. **New Construction/Additions**

- Elevation drawings to scale of each façade indicating proposed alterations or additions. Drawing must clearly depict the existing building and the proposed changes.
- Site plan showing lot dimensions, location and dimensions of existing building, location and dimensions of proposed addition, location of all exterior ground and roof mounted equipment.
- Description and/or samples of materials to be used.
- Where applicable, drawings and site plan of other improvements such as fences, walkways, lighting, decks, etc.
- Photos (7) of existing structure.

4. **Awnings/Signs**

- Sketch or elevation drawing of the building façade with proposed sign/awning.
- Dimensioned drawing of awning/sign.
- Sample of colors.
- Photo of building.

5. **Site Improvements/Driveway/Walkway/AC/Mechanical**

- Site plan showing lot dimensions, location and dimensions of existing building, location and dimensions of proposed improvements.
- Description and/or samples of materials to be used.
- AC/Mechanical equipment must be screened by shrubs.

6. **Replacement Windows/Doors**

- Photos (7) of building facades where replacement will occur.
- Photos (7) of each deteriorated windows/doors.
- Dimensions of all replacement windows and doors and the existing dimensions of the openings.
- Pictures (brochures or photos) of the proposed windows/doors.
- Completed Window Survey.

- Composition of proposed replacement windows/doors.
 - Written reason for replacement. Explanation of how the proposed replacement complies with Secretary of Interior's standard: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. **Replacement Siding/Flooring/Porch**
- Photo of existing deteriorated materials.
 - Description of replacement materials.
 - Written reason for replacement. Explanation of how the proposed replacement complies with Secretary of Interior's Standard: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
8. **Underskirting/Roofs/Gutters/Downspouts**
- Photo of building facades impacted by improvements.
 - Description and/or sample of building materials to be used.
9. **Moving Structures**
- Provide a reason for the relocation.
 - Explain what will be moved, where, why and any proposed changes.
 - Include photos (7) of the existing site and structure to be moved and the proposed relocation site.
 - Provide a dimensioned site plan of the new site showing the location and dimensions of the structure.
 - Describe any site features which will be altered as a result of the placement of the structure.
10. **Demolition of Structure**
- See section 11.0 of Schedule S, Historic Preservation of the Sanford Land Development Regulations.
11. **Application Fee**
- Application for Minor Review (staff approval) - \$0.00
 - Application for Major Review (HPB approval):
 - Single Family Residential - \$10.00
 - All Other Applications - \$200.00
 - Application after the fact - Minor or Major:
 - Single Family Residential - \$200.00
 - All Other Applications - \$400.00
 - 2nd Application after the fact (same owner, within one year) - \$1,000.00
 - Variance to Schedule S - \$100.00