



HISTORIC DESIGN REVIEW APPLICATION - CERTIFICATE OF APPROPRIATENESS

<b>PROPERTY OWNER(S)</b>	<b>Applicant Name(s):</b>			
	<b>Mailing Address:</b>			
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
	<b>Location of Property:</b>			
	<b>Parcel Number:</b>		<b>Zoning:</b>	
	Historic District <input type="checkbox"/> YES <input type="checkbox"/> NO			
	Gateway Overlay <input type="checkbox"/> YES <input type="checkbox"/> NO			
	<b>Contact Phone Number:</b>			
	<b>Email Address:</b>			
	<b>SITE LOCATION:</b> (street address / lot #):			
<b>SUBJECT PROPERTY</b>	<b>PROJECT:</b> Please provide a short description of proposed project.			
	<b>Project Type:</b>	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL		
	<b>Historic Style:</b>			
<b>REQUESTED SERVICES</b>	<i>Please select one per application:</i>		<b>Fee</b>	<b>Date Received</b>
	<input type="checkbox"/> Design Consultation Meeting		<b>\$150.00 *</b>	
	<input type="checkbox"/> Preliminary Design Review for Board Consideration		<b>\$175.00 *</b>	
	<input type="checkbox"/> Final Design Review for Board Consideration		<b>\$175.00 *</b>	
	<input type="checkbox"/> Final Built Design Inspection - Prior to C.O.		<b>\$200.00</b>	

\*over 2 hours will be charged an additional \$75.00 per hour

\_\_\_\_\_  
Signature of Applicant or Phone Representative

\_\_\_\_\_  
Date

For more information or assistance visit lakehelen.com or contact Historic Design Review Consultant (HDRC) or City Clerk to set up an appointment to discuss the process, designs and applications: Phone: (386) 228-2121 or (386) 228-4279. Email questions and concept drawings prior to meetings to: [afaith@lakehelen.com](mailto:afaith@lakehelen.com)



GATEWAY HISTORIC STYLE OVERLAY  
 CERTIFICATE OF APPROPRIATENESS  
 DESIGN REVIEW APPLICATION

PLEASE FILL OUT ALL INFORMATION AND ATTACH ALL SUPPORTING INFORMATION. IF NOT APPLICABLE TO YOUR PROJECT PUT N/A.

**PROPERTY INFORMATION**

Location of property (address)	
Parcel Number	
Applicant Name	
Applicant Type	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> DESIGN PROFESSIONAL <input type="checkbox"/> OTHER:
Applicant Address	
Applicant Phone Number	
Applicant Email Address	
Property Owner	
Property Owner Address	
Property Owner Phone Number	

**PROJECT INFORMATION**

Project Type:	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> DEMOLITION <input type="checkbox"/> *OTHER (DESCRIBE)
Description of Work	

**DESIGN INFORMATION**

Historic Design Style	<input type="checkbox"/> CLASSICAL REVIVAL <input type="checkbox"/> COLONIAL /GREEK REVIVAL <input type="checkbox"/> GOTHIC REVIVAL <input type="checkbox"/> MEDITERRANEAN REVIVAL <input type="checkbox"/> QUEEN ANNE <input type="checkbox"/> ITALIANATE <input type="checkbox"/> SHINGLE <input type="checkbox"/> BUNGALOW <input type="checkbox"/> FRAME VERNACULAR <input type="checkbox"/> *OTHER (Describe and Provide Precedents for Appropriateness of Style)
Design Narrative	



**BUILDING INFORMATION CONCEPT DESIGN**

BUILDING ELEMENTS	INFORMATION REQUESTED	PROVIDE ADDITIONAL INFORMATION
Overall Building Height	Specify:	
Number of Stories	Specify:	
Habitable Floors	Specify:	
Living Area Square Foot	SF:	
Porches and Other Square Foot	SF:	
Other Building Square Foot	SF:	
Garage Square Foot	SF:	<b>Total Square Feet:</b>
First Finish Floor Height	Specify:	Above Finish Grade:
Main Wall Bearing Height	Specify:	
Garage Wall Bearing Height	Specify:	
Materials and Cladding Details	Specify:	Style:
Exterior Main Entry Doors	Size:	Style:
Exterior Doors Other(s)	Size(s):	Style:
Exterior Garage Door(s)	Size(s):	Style:
Exterior Windows	Size(s):	Style:
Ext. Door and Window Trim	Size(s):	Provide Finish Trim Recess Detail
<b>PROPOSED PAINT – STAIN COLORS</b>		
Main Building Body Color	Specify:	Provide Actual Paint Color chips
Entry Door(s) Color	Specify:	
Garage Door Color	Specify:	
Exterior Trim 1 Color	Specify:	
Exterior Trim 2 Color - Other	Describe:	
<b>ADDITIONAL BUIDING DESIGN ELEMENTS</b>		
Porch Columns	Style:	Provide Columns Trim Detail(s)
Porch Posts	Style:	Provide Post Trim Detail(s)
Porch Entablature or Beam	Finish Beam Depth:	Provide Finish Detail
Porch Railing	Style:	Height:
Window Shutters	Style:	Hardware:
Accent features:	Describe features:	Provide detail
<b>ROOF DESIGN - COMPONENTS</b>		
Roofing Materials Specifications	Type:	Style:



Roof Pitch	Specify:	Show on Roof plan
Eave Fascia Type	Specify:	Include Finish Detail
Porch Eave Fascia Type	Specify:	Include Finish Detail
<b>SITE DESIGN ELEMENTS - LOT PLAN</b>		
Elevation of Main Floor	Specify:	FF 24" above Finish Grade
Exterior Lighting	Style:	Show Location on Site plan
Detached Garage (or Shed)	Rear of Lot	Show Location on Site plan
Garage Attached W Roof	Breezeway (Min 8 ft)	Show Dimension from Face of Main House
Garage Attached W Roof	Connector Element	Show Dimensions of Connector:
Garage Attached (Side Loaded in Main Roof system of house)		Show Location on Site plan
Driveway	Dimensions:	Show Location on Site plan
Front Porch	Dimensions:	Dimensions:
Side Porch	Dimensions:	Dimensions:
Patio or Outdoor Living Area	Dimensions:	Dimensions:
Pool Design	Show Location on Site plan	Provide Pool Design Drawings
Pool area (including Pool Deck)		Square Ft
Fencing	Style:	Show Location on Site plan
Gate(s)	Style:	Show Location on Site plan
Fence and Gate Finish	Type:	Color:

Signature of Applicant / Owner \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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### Historic Preservation Board

Meeting Date	Agenda Item Submission Due Date	Reviewed by City Commission
Tuesday, March 3, 2020	Tuesday, February 11, 2020	Thursday, March 12, 2020
Tuesday, March 31, 2020	Tuesday, March 10, 2020	Thursday, April 9, 2020
Tuesday, April 28, 2020	Tuesday, April 7, 2020	Thursday, May 14, 2020
Tuesday, May 26, 2020	Tuesday, May 12, 2020	Thursday, June 11, 2020
Tuesday, June 23, 2020	Tuesday, June 9, 2020	Thursday, July 9, 2020
Tuesday, July 28, 2020	Tuesday, July 7, 2020	Thursday, August 13, 2020
Tuesday, August 25, 2020	Tuesday, August 11, 2020	Thursday, September 10, 2020
Tuesday, September 22, 2020	Tuesday, September 8, 2020	Thursday, October 8, 2020
Tuesday, October 27, 2020	Tuesday, October 6, 2020	Thursday, November 12, 2020
Tuesday, November 24, 2020	Tuesday, November 10, 2020	Thursday, December 10, 2020