



Application for:

Historic Preservation Board Review

Project Information – Circle Project Type

Minor Review		Major Review	
• Alteration	• Reroof	• Addition	• Demolition
• Fence	• Signage	• Alteration	• New Construction
• Repairs	• Sidewalk Café	• Garage Apartment	• Landmark Nomination

Historic District/Landmark	
Property Address/Location	
Parcel Identification Number(s)	

Project Description:

To Be Completed by City Staff

Pre-application Meeting Verification (For Major Reviews Only)	Date	Case Number	Total Fee
			HPB Minor Application Fee: \$0
			HPB Major Application Fee: \$250
			Retro-Active Commercial: \$500
			Retro-Active Residential: \$100

Sent to ProjectDox Associated Cases: _____

Owner Information

Property Owner Name, Title

Company

Street Address

City State Zip

Phone Number

E-mail Address

Applicant Information

Applicant Name, Title

Company

Street Address

City State Zip

Phone Number

E-mail Address*

*All ProjectDox e-mails will be sent to this address. Please ensure this is the email address of the person who will be uploading plans.

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.

Applicant Signature

Date

Historic Preservation Board Review Procedure

1. **E-mail ONLY Application** to CityPlanning@CityOfOrlando.net
2. HPB Staff will e-mail the Applicant a Case Number and Billing Statement (for Major Reviews and retro-active cases)
3. A link to ProjectDox will be sent to upload any plans, surveys, etc., needed for review
4. **Minor Reviews** may take up to 10 business days. **Major Reviews** are determined by the HPB and City Council meeting schedules.