

# Landmark Nomination Supplemental Sheet

Please upload HPB Review application, this supplemental sheet, and the required items on this list to <http://plans.cityoforlando.net/ProjectDox>

To begin the Historic Preservation Local Landmark process please contact the HPB Recording Secretary, 407.246.3416, to schedule a pre-application meeting. The Historic Preservation Officer will review the specific landmark requirements and key dates at the pre-application meeting. These items must be uploaded unless waived at the pre-application meeting.

Key Dates:	<ul style="list-style-type: none"> <li>▪ Pre-Application Meeting: _____</li> <li>▪ Application and fee due: _____</li> <li>▪ Electronic Plans due: _____</li> <li>▪ Public Poster displayed: _____</li> <li>▪ HPB Meeting: _____</li> <li>▪ A 1<sup>st</sup> and 2<sup>nd</sup> Read of the Landmark Ordinance will go to the first available City Council meetings as scheduled.</li> </ul>	<input type="checkbox"/>
Check Landmark Criteria (check all that apply)	<p>A. Property is associated with events that have made a significant contribution to the broad patterns of our history; or</p> <p>B. Property is associated with the lives of persons significant in our past; or</p> <p>C. Property embodies the distinctive characteristics of a type, period or method of construction, or represents the work of a master or possesses high artistic values; or</p> <p>D. Property has yielded or may be likely to yield information important in prehistory or history.</p>	<input type="checkbox"/>          <input type="checkbox"/>
Photographs	Upload photographs to the <b>Documents</b> Folder. Photographs should include current conditions of property and any existing historical photographs.	<input type="checkbox"/>
Survey	Upload property survey to the <b>Drawings</b> Folder	<input type="checkbox"/>
List of all property owners	A list of the property owners and their addresses to the <b>Documents</b> Folder. <i>Consent to Landmark a property by all owners will be due prior to the First Read at City Council.</i>	<input type="checkbox"/>
Narrative	A written narrative providing information about events or persons that may have a significant relationship to the area and its past uploaded to the <b>Documents</b> Folder. The narrative should include a physical and historical description of the property.	<input type="checkbox"/>
Additional Information	Please include any additional documentation including location map, photographs, newspaper articles, floor plans, and/or historical surveys such as Florida Master Site File surveys or HABS report, if available.	<input type="checkbox"/>

# Overview of the Local Landmark Review Process

A Historic Preservation Landmark nomination reviews potential local landmarks. Nomination of these structures, landscapes, monuments, or statues must demonstrate significance in history, architecture, archaeology, engineering or culture and it possesses integrity of location, design, setting, materials, workmanship, feeling and association and meet one of the four criteria as outlined by the Sec. 65.720 of Orlando City Code. Ordinarily, properties that are not at least 50 years old shall not be considered eligible for Historic Landmark designation. However, such properties may qualify if in the judgment of the Historic Preservation Board a property has achieved special historical, architectural, environmental or archeological significance

## Timeline of Case Review:

1. **Pre-Application Meeting:** To begin the process, please schedule a *Pre-Application Meeting* with the Recording Secretary at 407.246.3416.
2. **Application Submission:** Applications for a Local Landmark can be submitted any time after the Pre-application meeting. Send the Historic Preservation Review Application and the Landmark Supplement sheet to the Historic Preservation Board Secretary.
3. **Plans Submission:** After the application is received, the Recording Secretary will provide you with a link to ProjectDox to upload the submission requirements.
4. **Staff Report and Agenda:** The Historic Preservation Officer will prepare a written recommendation for the board.
5. **Historic Preservation Board Meeting:** The Historic Preservation Officer will present his recommendation to the Board. As the applicant, it is suggested but not required, that you attend to answer any questions or present. Any member of the public may also speak in favor or in opposition of the request.
6. **City Council Meeting/HPB Minutes review:** City Council shall approve or deny the Landmark nomination by accepting or declining the HPB minutes.
7. **City Council Meeting/Ordinance/Public Hearing:** To formally adopt a new local landmark, an ordinance shall be written declaring it a landmark and granting it formal protection. This ordinance shall go to two City Council meetings and open for public discussion. The 1<sup>st</sup> read "accepts" the ordinance and the 2<sup>nd</sup> read "adopts" the ordinance. If adopted at the 2<sup>nd</sup> reading of the ordinance, then it is officially added to Orlando's Local Landmarks.

## Notes:

- **HPB Staff can be reached at 407.246.3416 or 407.246.3350**
- City staff may take photographs of the subject property prior to the board meeting as part of their review procedure. The photos will be used for a presentation to the Historic Preservation Board.
- The Historic Preservation Office staff can provide assistance and guidance on the HP Board's review process and are available to meet with property owners.
- The landmark process does not have a set timeline due to the extensive research a landmark nomination can require. Providing Staff with a bibliography and cited material may help expedite the process.
- More information about City landmarks can be found at <http://www.cityoforlando.net/city-planning/historic-preservation/historic-landmarks/local-landmarks/>