

Major Review 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 Major Review process please contact the HPB Recording Secretary, 407.246.3416, to schedule a pre-application meeting. The Historic Preservation Officer will review the specific requirements and key dates at the pre-application meeting. These items must be uploaded unless waived at the pre-application meeting. Please ensure that your submission is complete and uploaded on time to avoid being deferred to the next posted board meeting.

This **Supplemental Sheet** and the **Application** must be uploaded to the **Documents** Folder.

Key Dates:	<ul style="list-style-type: none"> ▪ Pre-Application Meeting: _____ ▪ Application and fee due: _____ ▪ Electronic Plans due: _____ ▪ Public Poster displayed: _____ ▪ HPB Meeting: _____ ▪ City Council Meeting: _____ 	<input type="checkbox"/>
Application Fee	\$250 Major Review application fee	<input type="checkbox"/>
Photographs	Upload photographs to the Documents Folder	<input type="checkbox"/>
Surveys	Upload <i>existing property survey</i> and <i>proposed site plan</i> to the Drawings Folder	<input type="checkbox"/>
Elevations to scale	Upload all four (4) elevations to scale to the Drawings Folder. Elevations should include dimensions; height; roof pitch; and explanation of colors, materials, textures, etc.	<input type="checkbox"/>
Description of Materials	List proposed materials:	<input type="checkbox"/>
Floor plans	Upload Floor plans, to scale, to the Drawings Folder	<input type="checkbox"/>
Square footage	Existing Gross Square Footage: _____ Existing Living Square Footage: _____ Proposed Gross Square Footage: _____ Proposed Living Square Footage: _____	<input type="checkbox"/>
Demolition reports	If request is for demolition, provide substantiating reports from a registered structural engineer or architect stating structure's condition and listing all reasons why structure can not be repaired. This report shall be uploaded to the Documents Folder.	<input type="checkbox"/>
Impervious Surface Ratio (ISR) area	Existing ISR: _____ Proposed ISR: _____ * ISR not to exceed either 55% or 60% dependent upon your specific zoning district.	<input type="checkbox"/>
Accessory Structures*	Upload all elevations, site plans, and surveys to the Drawings Folder. *No accessory apartment shall exceed 40% of living area of the principal structure or 1,200 square feet, whichever is less. However, principal structures with living quarters less than 1,700 square feet may have an accessory cottage dwelling (ACD) up to 700 square feet.	<input type="checkbox"/>

OVERVIEW OF THE MAJOR REVIEW PROCESS

A Historic Preservation Board Major Review is conducted for alterations, construction, restorations, relocations, demolitions, or other significant changes to the appearance of a Historic Landmark or structure in an HP Overlay District which has a major impact on the significant historical, architectural, or cultural materials of the structure, and/or the district. The Major Review Application must be completed and submitted with the exhibits referenced on the attached Submittal Requirements Checklist. Failure to complete the application with the necessary documentation will result in deferral of your case.

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, at least one week prior to the submission deadline. A Pre-Application Meeting with the Historic Preservation Officer is required prior to the submission of a Major Review Application.
2. **Application Submission:** The application and payment are accepted electronically and due by 3:00 p.m. on the application deadline date.
3. **Plans Submission:** After the application fee is paid, the Recording Secretary will send a link to upload all the submission requirements. A confirmation will be sent to confirm completeness of the Major Review Application.
4. **Public Notices:** Mailed courtesy *Public Notices* will be sent to adjoining property owners approximately two (2) weeks prior to the Board meeting. A *Public Poster* will be created by Staff and shall be picked up by the Applicant to be displayed at the subject property no less than ten (10) days prior to the meeting date. The sign shall be posted in a place easily readable from the public right-of-way. Failure to timely post the sign may result in a deferral to the next monthly meeting. The sign will be made available at City Hall, 6th Floor, Planning Department, between the hours of 8:00 a.m. and 5:00 p.m.
5. **Staff Report and Agenda:** The Historic Preservation Officer will prepare a written recommendation to the Board addressing whether the proposal follows the criteria listed in Section 58.401 and Parts 2 and 7 of Chapter 62 of the City Code, as well as, in the ordinances that created the relevant district or landmark. Once staff has prepared and completed the *Staff Report* and meeting *Agenda*, copies will be forwarded to the applicant and posted online.
6. **Historic Preservation Board Meeting:** The Historic Preservation Officer will present his recommendation to the Board. It is recommended that the applicant and/or owner attend the meeting to answer any questions the Board may have. Any member of the public may also speak in favor or in opposition of the request.
7. **City Council Meeting:** Final approval is granted from the City Council. Please see the schedule of meeting dates.
8. **Certificate of Appropriateness and Permits:** A Certificate of Appropriateness will be issued following the HPB's and City Council's approval. A list of Conditions may be included. The Applicant is responsible to apply for all other needed permits or variances. The Applicant is also responsible for ensuring that all Conditionals of Approval are met prior to Staff sign-off on any permits.

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 City's Historic Preservation review guidelines are available online at <http://www.cityoforlando.net/city-planning/historic-preservation/> within City Code, Sections 58.401, 62.700, as well as, the ordinances for each relevant district or landmark.
- The City of Orlando permits a partial ***Ad Valorem property tax exemption*** for renovations, rehabilitations, and restorations to contributing properties within Historic Districts and to properties designated as Historic Landmarks. The tax exemption is for ten (10) years. To qualify, the improvements must equal or exceed 25% of the assessed value of the structure. The improvements can be on the inside and the outside, but either 15% or \$2,500, whichever is less, must be spent on the historic exterior of the structure. The Part 1: Preconstruction Application must be approved ***before*** the qualifying improvement project is initiated. Please review LDC 65.800—827 for qualification and process information. For an application form, please contact the Historic Preservation Office at 407.246.3416.