

## CONTINUE YOUR HISTORIC PRESERVATION REVIEW

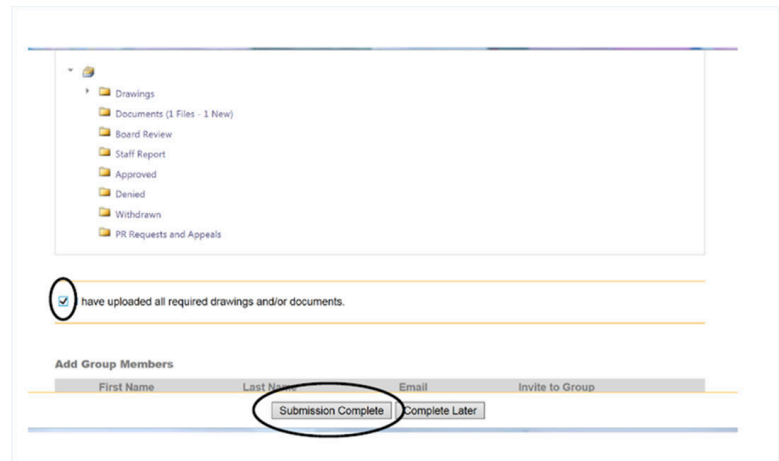
Thank you for your Historic Preservation Board Minor Review application. Staff has processed your application. Read and follow the next steps:

### 1. UPLOAD YOUR PLANS TO PROJECTDOX:

- The applicant listed on the application will receive emails from ProjectDox with instructions on how to upload the documents.
- Once logged in to ProjectDox, your task will show in blue text.
- Click the 'Applicant Upload Task' for your case number. A new window will open.
- Upload all relevant pictures, surveys, product examples or plans for staff to review.
- Required documents are shown on the next page.

### 2. SUBMIT YOUR PLANS FOR REVIEW:

- Once you have completed the uploads, YOU MUST SUBMIT the plans to us.
- In the Applicant Upload windows, check the box next to "I have uploaded all required drawings and/or documents."
- Click the button marked "Submission Complete."
- This will alert staff that you have completed your uploads and the plans are ready for review.



The screenshot shows a ProjectDox interface. At the top, there is a folder tree with the following items: Drawings, Documents (1 Files - 1 New), Board Review, Staff Report, Approved, Denied, Withdrawn, and PR Requests and Appeals. Below the folder tree is a form with a checked checkbox and the text "I have uploaded all required drawings and/or documents." Below this is a section titled "Add Group Members" with a table. The table has columns for "First Name", "Last Name", "Email", and "Invite to Group". At the bottom of the table, there are two buttons: "Submission Complete" and "Complete Later".

### 3. REVIEW PROCEDURE and TIMELINE:

- Minor Reviews may take up to 10 days for a review once all items have been submitted.
- If staff requires additional documentation, the applicant will be contacted.
- Once a determination is made, a Certificate of Appropriateness (COA) will be uploaded to the "Approval Folder".
- The applicant will receive an email from ProjectDox notifying that the project is approved.

### 4. PERMITTING REVIEW

- The COA should be provided to Permitting Services as proof that the HPB has reviewed and approved the project. If conditions were added, please update your plans prior to submitting to Permitting Services to reflect all HPB conditions.

#### Contact Staff for assistance or information:

For ProjectDox assistance: [Ronald.Waitekus@orlando.gov](mailto:Ronald.Waitekus@orlando.gov)

For Review or required documentation information: [Jennifer.Fritz-Hunter@orlando.gov](mailto:Jennifer.Fritz-Hunter@orlando.gov)

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Scope of Work:	Picture of existing	Picture of Proposed	Survey/ Site Plan	Material	Height	Specification from Manufacturer	Drawings	ISR	Other
Reroof	X	X		X					Note manufacturer, product line and color
Fences & Gates		X	X	X	X				Vinyl fencing is restricted
Awnings		X		X	X				Note elevation above grade
Small Signs		X		X	X	X	X		Note elevation above grade
Driveways	X		X	X				X	Note setback from lot lines
Walkway/Steps	X		X	X			X	X	
Mechanical/Irrigation	X		X						Show screening (if located in side yard)
Small Accessory Structures			X	X	X	X	X	X	
Paint Color	X								Paint chips and their locations
Paving Materials		X	X	X				X	Note setbacks from lot lines
Artificial Turf			X					X	Must not be visible to the street
Siding Replacement	X	X		X		X			Inspection required by HPO
Foundation Skirting	X	X		X					
Structural Stabilization						X	X		
Exterior Lighting	X	X		X	X				Elevations showing locations
Doors	X	X		X					
Garage Doors	X	X		X					
Solar Installations		X				X	X		Must not be visible to the street
Sidewalk Café		X	X	X	X	X	X		
Pool			X					X	Fencing may require a separate review