



HISTORIC DESIGN REVIEW APPLICATION - CERTIFICATE OF APPROPRIATENESS

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

*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



**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:	Total Square Feet:
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
PROPOSED PAINT – STAIN COLORS		
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:	
ADDITIONAL BUIDING DESIGN ELEMENTS		
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
ROOF DESIGN - COMPONENTS		
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
SITE DESIGN ELEMENTS - LOT PLAN		
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 _____

For more information or assistance visit lakehelen.com or contact Historic Design Review Consultant (DRC) 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 to: afaith@lakehelen.com