



HISTORIC DESIGN REVIEW APPLICATION - CERTIFICATE OF APPROPRIATENESS

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

\*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](mailto:afaith@lakehelen.com)



**GATEWAY HISTORIC STYLE OVERLAY  
CERTIFICATE OF APPROPRIATENESS  
PRELIMINARY AND FINAL REVIEW APPLICATION**

**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)
Design Narrative	



**BUILDING INFORMATION**

Information Requested	Included in Design	Information
Overall Building Height		
Number of Stories		
Habitable Floors		
Living Area Square Foot		
Garage Square Foot		
Porches and Other Square Foot		
Total Square Feet		
First Finish Floor Height above Grade		
Main Wall Bearing Height		
Roof Pitch		
Additional Design Elements		
Accent features	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Describe features		
Shutters	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Site		
FF 24" above Finish Grade	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Garage Attached	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Garage Behind Façade Zones	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Driveway Dimension shown	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Front Porch	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Front Porch Dimensions		
Side Porch	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Side Porch Dimensions		
Patio or Outdoor Living Area	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Patio or Outdoor Living Area Dimensions		
Pool Design	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Pool area (including Pool Deck)		
Proposed Paint – Stain Colors	Main Body Color	
	Entry Door Color	
	Trim 1 Color	
	Trim 2 Color	



**CONCEPT DESIGN ITEM CHECK LIST**

Items Included	Attached	Additional Information	For HPB Use Style Specific
Historic Precedents	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Conceptual Site plan	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Building Elevations	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Roof plan	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Roofing Materials Specifications	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Materials and Cladding Details	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior Cladding Materials Specifications	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Eave Fascia Details	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior Eave Details			
Exterior Windows	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Window Trim and Recess Detail	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior Main Entry Doors	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior Doors Other(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior Door Trim Recess Detail	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Garage Door(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Specialty Features	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Shutters	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Columns	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Railing	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Posts	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Fencing	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior Lighting	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Patio Design	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO
Pool Design	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO

\_\_\_\_\_  
Signature of Applicant / Owner

\_\_\_\_\_  
Date

Printed Name \_\_\_\_\_



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For City Admin only:

Received on Date \_\_\_\_\_

STAFF COMMENTS:

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Historic Design Review Report Attached to Agenda Packet  YES  NO

NOTES FROM HISTORIC PRESERVATION BOARD PRELIMINARY REVIEW MEETING:

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If applicable

NOTES FROM HISTORIC PRESERVATION BOARD FINAL REVIEW MEETING:

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If applicable

NOTES FROM PLDRC SITE REVIEW MEETING:

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If applicable

NOTES FROM CITY COMMISSION MEETING:

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If applicable