



## Certificate of Review Process

A Certificate of Review (COR) is required for work on designated historic landmarks, properties and districts. The work includes any **exterior** alterations and new construction. The purpose of the Certificate of Review process is to assist owners of historic landmarks and owners in historic districts who plan to rehabilitate, restore or redevelop their property for contemporary use to achieve their goals while preserving the historic character, architecture and materials to the greatest extent possible. The HPC shall not review interior alterations but it shall consider the effect of such plans as they relate to the exterior. The design guidelines used by the Historic Preservation Commission (HPC) shall be the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and any additional standards adopted by the HPC. The HPC will consider:

- A. The effect of the proposed work on the property; and
- B. The relationship between such work and other buildings, structures, object or landscape elements on the site or other property in the historic district where applicable. In evaluating the effect and the relationship, the HPC shall consider historical or architectural significance, architectural style, design, arrangement, texture and materials.

The applicant should confer with the city to obtain information and guidance before entering into substantial expense in the preparation of plans surveys and other data.

Applications will be scheduled for the Historic Preservation Commission (HPC) when received at least **21 days** prior to the next meeting. Applicants should submit seven copies of all information required to the Planning and Community Development Department, City Hall, 2<sup>nd</sup> floor. The printed information size should be limited to 11" x 17". Notice of the proposed work will be advertised and mailed to all property owners within a 500' radius of the site. The HPC shall act upon an application within 60 days of receipt. The time limit may be waived upon mutual consent. Applications will be accepted when a completed application form is submitted together with the supplementary materials necessary to fully describe the proposed work.

The applicant or his/her representative must attend the HPC meeting and present his/her proposal to the HPC. The HPC decision shall be issued in writing and may typically direct one of the following actions:

1. Issuance of a Certificate of Review for the proposed work;
2. Issuance of a Certificate of Review with specified modifications and conditions;
3. Issuance of a Certificate of Review with recommendations for zoning required for the building's preservation which shall be placed on the agenda of the soonest possible Planning and Zoning Commission meeting;
4. Denial of the application;
5. Issuance of a Certificate of Review with a deferred effective date of up to 12 months in cases of demolition or moving of a significant building.

The HPC will take action on completed applications only. Decisions made by the HPC may be appealed to the City Commission no later than 15 days after the ruling is made. If there is no appeal or Commission action, the HPC decision shall be final.

For more information contact:

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