

Requirements for Certificate of Appropriateness Application

Any exterior work, including repairs, new construction or site work on a Historic Landmark or on a structure or property located in the Downtown Commercial Historic District or the Residential Historic District must receive a Certificate of Appropriateness (COA) before the work begins. In addition to a Certificate of Appropriateness, a building permit may also be required.

There are two types of review: Minor and Major. Staff review minor applications and major reviews come to the Historic Preservation Board to consider in public meeting. The Historic Preservation Board meets on the third Wednesday of every month at 5:30 P.M. in the City Commission Chambers, 1st floor, 300 N.

Park Avenue, Sanford, Florida. Applications reviewed by the Board must be submitted by the 1st of each month. Standards for review are included in *Schedule S, Historic Preservation*.

Minor reviews include:

- Roofs and gutters
- Fences and gates
- Awnings
- Signs
- Replacement of same or like material
- Replacement of drives, walks, patios, decks, stairs, screening fences and walls
- Mechanical systems including heat and cooling equipment
- One accessory structure under 100 square feet in the back yard.
- Paint
- Exterior lighting
- Decks not visible from the street

In order to be reviewed by either the staff or the Historic Preservation Board, applications must be complete. The documentation listed below must be submitted with the application form.

For all submittals upload one photo showing the entire front of the building.

Paint

- Color samples of all colors must be submitted, and description of where applied (body, trim, etc.)

Fences/Gates/Pergolas/Sheds

- A site plan of the property showing the location of the fence, gates and/or pergola. The plan must show the property's dimensions.
- A picture of the proposed structure. This can be an elevation drawing, sketch, brochure or photo of an existing shed, fence, gate or pergola provided that the dimensions are included.
- A description of the materials that will be used in the project.
- Photo of the yard(s) in which the structure will be placed.

New Construction/Additions

- Elevation drawings to scale of each façade indicating proposed alterations or additions. Drawing must clearly depict the existing building and the proposed changes.
- Site plan showing lot dimensions, location and dimensions of existing building(s), location and dimensions of proposed addition, location of all exterior ground and roof mounted equipment.
- Description and/or samples/product specifications of materials to be used.
- Where applicable, drawings and site plan of other improvements such as fences, walkways, lighting, decks, etc.
- Photos of existing structure.

Awnings/Signs

- Sketch or elevation drawing/photo of the building façade with proposed sign/awning.
- Dimensioned drawing of awning/sign.
- Sample colors.
- Photo of building

Site Improvements/Driveway/Walkway/AC/Mechanical

- Site plan showing lot dimensions, location and dimensions of existing building, location and dimensions of proposed improvements.
- Description and/or samples of materials to be used.
- Indicate if AC installation will require new pads or re-use existing

Replacement Windows/Doors

- Photos of building facades where replacement will occur.
- Photos of each deteriorated windows/doors.
- Dimensions of all replacement windows and doors and the existing dimensions of the openings.
- Pictures (brochures or photos) of the proposed windows/doors.
- Completed Window Survey.
- Composition of proposed replacement windows/doors.
- Written reason for replacement. Explanation of how the proposed replacement complies with Secretary of Interior's standard: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Replacement Siding/Flooring/Porch

- Photo of existing deteriorated materials.
- Description of replacement materials.
- Written reason for replacement. Explanation of how the proposed replacement complies with Secretary of Interior's Standard: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Underskirting/Roofs/Gutters/Downspouts

- Photo of building facades impacted by improvements.
- Description and/or sample of building materials to be used. (Include roof color)

Moving Structures

- Provide a reason for the relocation.
- Explain what will be moved, where, why and any proposed changes.
- Include photos (7) of the existing site and structure to be moved and the proposed relocation site.
- Provide a dimensioned site plan of the new site showing the location and dimensions of the structure.
- Describe any site features which will be altered as a result of the placement of the structure.

Demolition of Structure

- See section 11.0 of Schedule S, Historic Preservation of the Sanford Land Development Regulations.

How to get started:

1. Visit www.citizenserve.com/sanford
2. Create an account (if you have not already created one).
3. Once your account has been created and you logged in, select '**Services**' and then select '**Development & Zoning**'.
4. Please choose '**Certificate of Appropriateness**' as an Application Type and file out the required fields below.

If you have any questions or concerns, please contact our office at 407.688.5183