

## Application Information

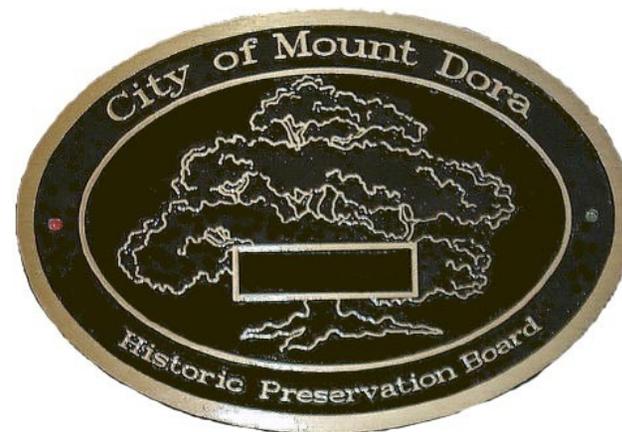
You must have the following information to complete the Historic Marker Program Application:

- The property's address
- The property's legal description (copy of the deed)
- Owner's information: name and mailing address
- Year built
- Style of building
- Use of building (residential, commercial, etc)
- Exterior material - roof, siding, window, etc.
- Name of building
- Important dates

## Application Submission

- Two (2) weeks before the Historical Preservation Board's monthly meeting
- Historical Preservation Board Monthly regular meeting is the last Wednesday of every month
- City Council Meeting: the 1st and 3rd Tuesday of every month

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# The Historic Marker Program



## What is the Historic Preservation Board?

The Historic Preservation Board is a volunteer group of seven (7) citizens, appointed by the Mayor and City Council that is involved in historic preservation issues as specified in the Mount Dora Land Development Code. The Board is made up of residents or business owners in Mount Dora who are interested in, and have a working knowledge of, historic preservation. Through the Certificate of Appropriateness process, they make recommendations to ensure the property owner a quality restoration or rehabilitation project, which will not only enhance his property, but the entire neighborhood as well. The Board also awards historic markers that designate locally significant historic buildings within the city.

## The Historic Marker Program

The City of Mount Dora Historic Marker Program identifies those buildings, structures, or sites of either historical or architectural significance. The purpose of the marker program is to illustrate our history and educate the public in that history and architecture. It also encourages the restoration and maintenance of historical properties located in the City of Mount Dora. An application is initiated by the property owner. There is no cost for this application. Once a property is designated, a plaque and a certificate are presented to the property owner and a resolution is recorded. The property and the structure located upon it are subject to the requirements for historic sites as set forth in the Land Development Code (see attached). The designation conferred runs with the property.

## Historic Marker Program Criteria

**One or more of the following criteria must be met to qualify:**

- The life or activities of a major person important in city, state or national history is associated in a significant way
- An historic event or major historic event occurred with a significant effect upon the city, state or nation
- Shows the historical, political, cultural, economic or social trends of the community in history
- A significant association with a past or continuing institution that has contributed substantially to the City

**For a building, structure, or site to be deemed to have architectural or aesthetic significance, one or more the following criteria must be met to qualify:**

- An era of history is characterized by one or more distinctive architectural styles
- Embodies distinguishing characteristics of an architectural style, period or method of construction
- Example of historic or outstanding work of a prominent architect, designer, landscape architect or builder
- Contains design, detail, material, or craftsmanship of outstanding quality or represents an innovation/ adaptation to the Central Florida environment at that time.

## Mount Dora Land Development Code 3.6.4

### Basic requirements.

#### *Certificate of appropriateness re-quired.*

No building, structure, appur-tenance, improvement or land-scape feature within the City of Mount Dora, which has been designated a historic site, will be erected, altered, restored, renovated, excavated, relocated, or demolished until a certificate of appropriateness regarding any exterior architectural features, landscape features, or site im-provements has been approved under the procedures in this section.

A certificate of appropriateness shall be required for the erection, alteration, restoration, renova-tion, excavation, relocation, or demolition of any building, structure or appurtenance within any historic district established by the City of Mount Dora under the procedures specified in this ordinance.

A certificate of appropriateness shall be required for any material change in existing walls, fences and sidewalks or construction of new walls, fences and sidewalks.

*Architectural features.* Architectural features include, but are not limited to, the architectural style, scale, massing, siting, general design and general arrangement of the exterior of the building or structure, including the type, style of roofs, windows, doors and appurtenances.

*Landscape features.* Landscape features and site improvements will include, but are not limited to, walls, fences, courtyards, signs, and exterior lighting.

*Plan approval required.* No certifi-cate of appropriateness will be approved unless the architectural plans for said construction, reconstruction, relocation, alteration, exca-vation, restoration, renovation, or de-molition are approved by the board.

*Relocation.* Relocation of a building or structure will include, but not be limited to, moving a building or structure into or within any historic district, and moving a historic building or structure within or out of the City of Mount Dora or any historic district.

*Certificate not required.* A certificate of appropriateness will not be required for general, occasional maintenance of any historic buildings, structure or site, or any building or structure within a historic district. General, occasional main-tenance will include, but is not limited to, lawn and landscaping care, painting and minor repairs that restore or maintain the historic site or current character of the building or structure. General, occasional maintenance will not include any of the activities described and defined in paragraphs 1. through 5. of this subsection, nor will it include an addition or change of awnings, signs, or alterations to porches and steps. A certificate of appropriate-ness will not be required for any interior alteration, construction, reconstruction, restoration, renova-tion or demolition. General, oc-casional maintenance and repair shall also include any ordinary maintenance which does not require a building permit for the city.

## How Do I Research The History Of My Building?

As described in the Historic Marker Program Criteria, certain historic information is necessary to evaluate an application for a historic marker. How does one obtain this historical information? Fortunately, the Historic Preservation Board has conducted research and documented the historic significance of over 400 buildings in the oldest parts of the city. In most cases, these documents provide all the information required in the historic marker application. If your property has not been researched, detailed instructions on how to obtain historic information on your building is attached at the end of this brochure.



## What's In A Name?

Usually the history of the building or property. A building's name is typically stated in the City's historic buildings survey. Names given to a building usually are those of the original resident, or for that person or persons who lived there the longest, or both. When researching your property make sure you note all names associated with the building as well as when they owned or resided at the property.

