

APPLICATION INFORMATION:

The following information is required to complete the **Certificate of Appropriateness Application**:

- The property's address.
- Description of the proposed alteration, renovation, or demolition.
- Owner's information: name and mailing address
- Building information.
- Year built, style of building, use of building (residential, commercial, etc).
- Specify style and material of roof, siding, windows, and any other features to be added.
- Zoning Verification, if there is a proposed addition.
- Elevation drawings.
- Application Fee

APPLICATION SUBMISSION:

- The Historic Preservation Board meets the **last Wednesday of every month**.
- Applications must be submitted **at least three weeks prior to the meeting**.
- Approval of a Certificate of Appropriateness is required before a building permit can be issued.

**City of Mount Dora
Planning and Development
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CERTIFICATE OF APPROPRIATENESS



**CITY OF
MOUNT
DORA**

WHAT IS THE HISTORIC PRESERVATION BOARD?

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

WHEN IS A CERTIFICATE OF APPROPRIATENESS REQUIRED?

Certificates of Appropriateness are required for proposed demolition, new construction, exterior alterations, or renovations to buildings (residential or non-residential) that lie within the defined historic district or have received Historic Designation from the City. The streets included in the historic district are Helen Street, McDonald Street, Alexander Street, and Donnelly Street lying south of 11th Avenue; Baker Street, Tremain Street, Grandview Street, Gorham Street, Clayton Street, Johns Street and Highland Street lying between 11th Avenue and 1st Avenue; and, First Avenue through Tenth Avenue, inclusive, lying west of Highland Street.

- allowed unless they are secondary in appearance to the building and landscape and are an aesthetic asset to the building project and neighborhood.
- Exterior lighting may be used to illuminate a building and its grounds for safety purposes but in an aesthetic manner. Lighting is not to be used as a form of advertising in a manner that is not compatible to the neighborhood or in a manner that draws considerable more attention to the building or grounds at night than in the day. Lighting following the form of the building or part of the building will not be allowed if the overall effect will be garish or detrimental to the environment. All fixtures used in exterior lighting are to be selected for functional and aesthetic value.
- All exterior forms, attached or not attached to buildings, shall be in conformity to and secondary to the building. They shall be an asset both to the aesthetics of the site and the neighborhood.
- Guidelines: The following guidelines are intended to be general in nature to provide flexibility to the applicant in providing structure(s) which are in keeping with the architectural styles of the neighborhoods in which they are located:
- The following architectural factors shall be considered of primary importance when reviewing for consistency:
 - >Open air front or wrap around porches;
 - >Gable, hipped or mansard type roofs;
 - >Second story balconies;
 - >Decorative roof treatments, including but not limited to, pediments, dormers, ridge cresting, entablature, decorative bridgeboard, decorative shingles, etc.;
 - >Decorative window treatments, including but not limited to, louvered shutters, double-hung windows, arched windows, transoms, stained glass, etc.



MOUNT DORA LAND DEVELOPMENT CODE

6.11.5 Architectural standards

Facades and elevations.

- Buildings or structures which are part of a present or future group or complex shall have a unity of character and design. The relationship of forms and the use, texture and color of materials shall be such as to create a harmonious whole. Then the area involved forms an integral part of, is immediately adjacent to, or otherwise clearly affects the future of any established section of the city, the design, scale and location on-site shall enhance rather than detract from the character, value and attractiveness of the surroundings.
- Buildings or structures located along strips of land or on single sites and not a part of a unified multi-building complex shall strive to achieve visual harmony with the surroundings. If the buildings are in undeveloped areas, three primary requirements must be met: proper design concepts, honest design construction and appropriateness to surroundings.
- All facades visible to public or adjacent property shall be designed to create a harmonious whole. Materials shall express their function clearly and not appear as a material foreign to the rest of the building.
- It is not to be inferred that buildings must look alike to be of the same style or to harmonious. Harmony can be achieved through the proper consideration of scale, proportions, site planning, materials and color.
- Look-alike buildings are not allowed unless, in the opinion of the board, there is sufficient separation to preserve the aesthetic character of the present or evolving neighborhood. This is not to be construed to prohibit duplication of floor plans and exterior treatment in a planned development or developments which depend upon or are enhanced by the look-alike buildings and their relationship to each other.
- Buildings which are symbolic design for reasons of advertising and buildings which are not compatible to the surrounds will not be approved. Symbols attached to buildings will not be

Applications for Certificates of Appropriateness must be reviewed and approved by the Historic Preservation Board. The application form is attached to this packet. It is a good idea to meet with the Planning and Development staff prior to preparing drawings. If any type of addition is involved, a survey of the property indicating the existing building and proposed addition must be submitted for zoning approval prior to the COA application being accepted. The elevation drawings must be to scale with the dimensions. The proposed work must meet the zoning and building code requirements in addition to obtaining a Certificate of Appropriateness.



HOW DO I APPLY FOR A CERTIFICATE OF APPROPRIATENESS?

Applications for certificates are submitted prior to the application of a building permit. Elevation drawings are required for each side of the building that is affected by the proposed alteration or renovation. Demolition of a building requires elevation drawings for the proposed replacement building. The drawings must be to scale and must be labeled to show existing and proposed building features and materials. 11" x 17" size is preferred. Smaller sizes are accepted if they clearly illustrate what is proposed.

Applications for new buildings and materials on undeveloped property (infill development) must include elevations of the surrounding structures which influence or will be influenced by the new structure.

HOW ARE APPLICATIONS REVIEWED?

The Historic Preservation Board uses The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the City of Mount Dora Historic Preservation Design Guidelines to determine if a proposed alteration or addition is historically appropriate. A list of the general guidelines is included in this application packet. Copies of all or portions of the entire publication are available. The Board reviews the application materials at their meeting. Applicants or a representative are encouraged to attend the meeting in order to answer any questions from the board.

Decisions of the board regarding applications for Certificates of Appropriateness may be appealed by applying to city council on or before **five (5) calendar days** following the board's notification. The city council will then consider the board's decision and it's written explanation of the board's action and hold a hearing within a reasonable time following the filing of an appeal. At this hearing, the applicant may address the application and any supporting materials present to the board; however, no new material or evidence shall be presented or considered. The city council will vote upon the appeal and any approval or disapproval of the appeal must be approved by a majority vote of the city council (Mount Dora Land Development Code 3.6.4).



BEFORE



AFTER

THE FOLLOWING STANDARDS ARE TO BE APPLIED TO SPECIFIC REHABILITATION PROJECTS IN A REASONABLE MANNER, TAKING INTO CONSIDERATION ECONOMIC AND TECHNICAL FEASIBILITY.

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 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.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.