



# HISTORIC PRESERVATION PROGRAM APPLICATION FOR SPECIAL CERTIFICATE OF APPROPRIATENESS

Project Name: \_\_\_\_\_

Summary of Request: \_\_\_\_\_  
\_\_\_\_\_

1. **Name of Applicant or Agent:** \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. **Relationship of Applicant to owner (check one):**  
 Applicant is the sole owner of the property.  
 Applicant has been authorized by the owner(s) to represent them for this action.  
(provide [Affidavit of Authorization](#) form)

3. **Property owner(s):**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. **Property Information:**  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
STRAP Number(s): \_\_\_\_\_  
\_\_\_\_\_

5. **Historic District (if applicable)** \_\_\_\_\_

6. **Designation of Property**     Contributing                       Non-Contributing  
    Individual Designation             Not Historic

7. **Project Description (check all that apply)**     Alteration                       Demolition                       New Construction  
    Reconstruction                       Rehabilitation                       Relocation

8. **Change In Use**                                       No     Yes  
If yes, Explain: \_\_\_\_\_

9. **Does this project require a variance or special exception pursuant to Chapter 33 or Chapter 34 of the Land Development Code?**     No     Yes  
If yes, Explain: \_\_\_\_\_

10. **Has a development order or building permit application been filed prior to or concurrent with this application?**     No     Yes    If yes, provide case number: \_\_\_\_\_

## SUBMITTAL REQUIREMENT CHECKLIST

*Clearly label your attachments as noted in bold below.*

<input type="checkbox"/>	<b>Completed Application Form</b>
<input type="checkbox"/>	<b><u>Affidavit of Authorization</u> Form (if applicable)</b>
<input type="checkbox"/>	<b>Existing Conditions Plan (Legible at 11" x 17"):</b> Provide a graphic illustration of the property that is clearly legible and drawn at a scale sufficient to adequately show and identify the existing conditions of the property.
<input type="checkbox"/>	<b>Request Statement:</b> Provide a narrative statement explaining the nature of the request and how the proposed project is consistent with the Secretary of Interior's Standards for Rehabilitation (for Contributing buildings and properties within a district or individually-designated resources) or the applicable design guidelines for the subject historic district (for Non-Contributing buildings and properties within a district). The request statement should discuss the design of the proposed project, proposed construction methods, and the impact of the proposed project on the historic features of the property and historic district. If demolition is proposed, the request statement must address the criteria for demolition established by Section 22-104 of the Land Development Code. If moving is proposed, the request statement must address the criteria for moving of historic resources established by Section 22-105 of the Land Development Code.
<input type="checkbox"/>	<b>Proposed Site Plan (Legible at 11" x 17"):</b> Provide a graphic illustration of the property that is clearly legible and drawn at a scale sufficient to adequately show and identify the proposed improvements.
<input type="checkbox"/>	<b>Architectural Elevations (Legible at 11" x 17"):</b> Provide architectural elevations that depict side-by-side elevations of the existing and proposed conditions for each façade of the building(s) impacted by the proposed project.
<input type="checkbox"/>	<b>Architectural Floor Plans:</b> Provide architectural floor plans for each existing or proposed building(s) or structure(s) that are impacted by the proposed project.
<input type="checkbox"/>	<b>Materials Description:</b> Provide a description of the construction materials and colors proposed to be utilized for the project. The materials description must note where each material will be utilized within the proposed project.
<input type="checkbox"/>	<b>Site and Building Photographs:</b> Provide photographs of the subject property and all buildings and structures thereon. Photographs must be sufficiently captioned to note the location of the photograph or may correspond to a map depicting the location and direction from from which each photograph was taken.
<input type="checkbox"/>	<b>Materials Samples (optional)</b>
<input type="checkbox"/>	<b>Other Materials that may assist the Historic Preservation Board in evaluating the request (optional)</b>

## ADDITIONAL SUBMITTAL ITEMS FOR ARCHAEOLOGICAL SITES

<input type="checkbox"/>	<b>Area of Work:</b> Provide a graphic illustration of the property indicating areas of work that might impact the surface or subsurface of the archaeological site or sites.
<input type="checkbox"/>	<b>Mitigation Measures:</b> Provide a narrative statement describing the proposed mitigation measures to limit impacts to archaeological resources resulting from the proposed project.
<input type="checkbox"/>	<b>Archaeological Surveys (if applicable):</b> Provide archaeological surveys, if required by the Historic Preservation Board, including the disturbance of human burials.

All information submitted with the application becomes a part of the public record and will be a permanent part of the file. Department staff will review this application for compliance with requirements of the Lee County Land Development Code. The applicant will be notified of any deficiencies.

Zoning relief from certain provisions of the Lee County Land Development Code may be required to permit development approved by a Special Certificate of Appropriateness. The application for zoning relief is a separate application process. Please see: <https://www.leegov.com/dcd/zoning/apps> or contact the Zoning Section for assistance.