

Historic Preservation Program

Procedure Guide

This information will provide homeowners and contractors with a basic understanding of the guidelines used in evaluating the appropriateness of proposed projects involving historic buildings as well as new structures in a historic district. These guidelines are intended to encourage collaboration between the historic district's property owners, members of the building industry, and County staff to preserve the architectural heritage of the historic district.

Lee County Historic Preservation Ordinance

Properties within the historic district are designated under the [Lee County Historic Preservation Ordinance](#). In general, improvements to properties designated as contributing properties will be evaluated for compliance with the U.S. Secretary of Interior's Standards of Rehabilitation; and improvements to properties designated as non-contributing will be evaluated for compliance with the specific historic district's guidelines.

Properties that are individually designated rather as part of a district are evaluated as contributing properties. Contributing properties in historic districts that have been completely demolished by hurricanes or for other reasons are evaluated as non-contributing properties.

STEP 1: Pre-Application Conference

The applicant should contact the Lee County Planning Division and request a pre-application conference while a project is still in a conceptual stage. Because historic homes and vacant lots in a historic district may not conform to many current county regulations, an owner wishing to rehabilitate a historic building or to build a new building should take advantage of the opportunity afforded by the pre-application conference. The pre-application conference, an informal meeting with county staff, is not required but is highly recommended.

A pre-application meeting can be scheduled with the Historic Preservation staff by emailing podzoning@leegov.com.

STEP 2: Special Certificate of Appropriateness

A Special Certificate of Appropriateness (SCA) is issued for any alteration, demolition, relocation, reconstruction, excavation or new construction that would result in a change to the original appearance of the resource. An SCA is issued after a public hearing before the Historic Preservation Board.

An applicant must obtain a [Special Certificate of Appropriateness](#) (SCA) prior to applying for a building permit. It is a requirement that an approved SCA accompany all building permit applications for properties designated under the Lee County Historic Preservation Ordinance.

[Special Certificate of Appropriateness Process Flow Chart](#)

STEP 3: Historic Relief for Designated Historic Resources

Once the SCA is issued, an applicant can apply for administrative relief (as allowed by county regulations) by submitting a [Historic Relief for Designated Historic Resources](#) application to deal with some specific problems associated with the proposed project.

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STEP 4: Development Order Process

Applicants doing larger projects may be subject to the [Development Order Process](#).

STEP 5: Building Permit

After obtaining a SCA and any other necessary documentation, the applicant can [apply for a building permit](#).