



ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION APPLICATION FOR CERTIFICATE OF APPROVAL

SUBMITTAL REQUIREMENTS FOR STAFF REVIEW

<ul style="list-style-type: none"> A PRELIMINARY STAFF REVIEW IS DONE TO DETERMINE IF A PROJECT REQUIRES A FULL BOARD REVIEW. THE PRELIMINARY STAFF REVIEW WILL NEED A COMPLETED ARHP APPLICATION AND THE FOLLOWING LISTED DOCUMENTS. THE ARHP APPLICATION MAY BE SUBMITTED PRIOR TO A BUILDING PERMIT APPLICATION OR AT THE SAME TIME AS THE BUILDING APPLICATION. 		STAFF
PHOTOGRAPHS	PROVIDE PHOTOGRAPHS OF EXISTING SITE; TAKEN WITHIN 60 DAYS (3 SETS AND 1 ELECTRONIC COPY (CD OR DVD))	<input type="checkbox"/>
SURVEY /SITE PLAN	(A) PROVIDE AN EXISTING PROPERTY SURVEY (3 REDUCED SETS ON 11" X 17" OR SMALLER); (B) PROVIDE A PROPOSED SITE PLAN (3 REDUCED SETS ON 11" X 17" OR SMALLER). (C) ELECTRONIC COPY (DVD OR CD).	<input type="checkbox"/>
ELEVATIONS TO SCALE	ALL FOUR (4) ELEVATIONS TO SCALE. (1 ELECTRONIC COPY (CD OR DVD) 3 REDUCED SETS ON 11" X 17" OR SMALLER). PLEASE INDICATE; A) DIMENSIONS; B) HEIGHT; C) ROOF PITCH, ETC; D) EXPLAIN THE TYPES OF COLORS, MATERIALS, TEXTURES, ETC. PROPOSED (I.E., FENCE: WROUGHT IRON; NEW ROOF: WEATHERWOOD ARCHITECTURAL SHINGLES; STUCCO: SMOOTH FINISH; WINDOWS: CASEMENT W/PROTRUDING MUNTINS).	<input type="checkbox"/>
DEMOLITION REPORT(S)	IF REQUEST WILL INCORPORATE DEMOLITION A DEMOLITION APPLICATION MUST BE SUBMITTED WITH SUBSTANTIATING REPORT(S) FROM A REGISTERED STRUCTURAL ENGINEER STATING STRUCTURE'S CONDITION.	<input type="checkbox"/>
FEE	NO FEE REQUIRED WITH APPLICATION SUBMITTAL FEE WILL BE DETERMINED UPON COMPLETION OF REVIEW	

SUBMITTAL REQUIREMENTS FOR BOARD REVIEW

<ul style="list-style-type: none"> UPON COMPLETION OF A PRELIMINARY STAFF REVIEW AND IT IS DETERMINED THAT THE PROJECT REQUIRES A FULL BOARD REVIEW THE FOLLOWING DOCUMENTS ARE REQUIRED IN ADDITION TO THE ONES SUBMITTED FOR STAFF REVIEW. 		STAFF
PHOTOGRAPHS	ADDITIONAL COPIES (3 SETS) AND 1 ELECTRONIC COPY (CD OR DVD)	<input type="checkbox"/>
SURVEY /SITE PLAN	(A) ADDITIONAL COPIES - PROVIDE AN EXISTING PROPERTY SURVEY (3 REDUCED SETS ON 11" X 17" OR SMALLER); (B) ADDITIONAL COPIES - PROVIDE A PROPOSED SITE PLAN (3 REDUCED SETS ON 11" X 17" OR SMALLER). (C) ELECTRONIC COPY (DVD OR CD).	<input type="checkbox"/>
ELEVATIONS TO SCALE	ADDITIONAL COPIES ALL FOUR (4) ELEVATIONS TO SCALE. (3 REDUCED SETS ON 11" X 17" OR SMALLER AND 1 ELECTRONIC COPY (CD OR DVD).	<input type="checkbox"/>
SECTIONS	PROVIDE DETAILS (EXTERIOR WALL SECTIONS, DETAILS AND MATERIALS)	<input type="checkbox"/>
FLOOR PLANS	FLOOR PLAN(S) TO SCALE (3 REDUCED SETS ON 11" X 17" OR SMALLER AND 1 ELECTRONIC COPY (CD OR DVD)).	<input type="checkbox"/>
SQUARE FOOTAGE	(A) PROVIDE EXISTING, TOTAL SQUARE FOOTAGES; (B) PROVIDE PROPOSED TOTAL SQUARE FOOTAGES.	<input type="checkbox"/>
FEE	APPLICATION FEE (REQUIRING BOARD REVIEW) 1) RESIDENTIAL A) MINIMUM (TO BE DETERMINED) B) HOME ADDITIONS / NEW CONSTRUCTION \$50.00 C) WITH WAIVERS \$100.00 2) COMMERCIAL A) MODIFY EXISTING BUILDING \$100.00 B) NEW CONSTRUCTION \$200.00 C) WITH WAIVERS \$300.00	<input type="checkbox"/>



ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION APPLICATION FOR CERTIFICATE OF APPROVAL

OWNER OF RECORD:

NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FACSIMILE: _____
CELLULAR: _____ EMAIL: _____

APPLICANT/CONTACT PERSON: (IF DIFFERENT THAN OWNER OF RECORD)

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FACSIMILE: _____
CELLULAR: _____ EMAIL: _____

Only the primary contact as indicated by the Applicant/Contact Person will receive all correspondence from the City.

Do not send your revisions and documents incrementally, as this will delay staff's review time and/or incremental submittals will be refused. Final plat submittals must be coordinated between your staff, lawyer, and surveyor. If any documents were given to our attorney by your attorney, we must receive a copy, as other staff will need to review these documents.

IF OWNER IS A CORPORATION:

NAME OF PRESIDENT: _____
NAME OF SECRETARY: _____
STATE OF INCORPORATION: _____ FEIN: _____

PROJECT INFORMATION:

PROJECT NAME:

YES NO CONTRIBUTING STRUCTURE?

PROJECT/SITE ADDRESS: _____

LEGAL DESCRIPTION: _____

TAX FOLIO # (PARCEL ID#): _____

PROJECT TYPE:

YES NO IS THIS A RETROACTIVE REQUEST?

YES NO IS THIS A CODE ENFORCEMENT ACTION?

ADDITION

ALTERATION

NEW CONSTRUCTION

RELOCATION

PROJECT DESCRIPTION:

1. EXISTING CONDITIONS & MATERIALS:

2. PROPOSED PROJECT:

3. PROPOSED MATERIALS:

RESPONSIBLE PARTY:

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT I (WE) HAVE REVIEWED CHAPTER 98 OF THE CITY OF WINTER GARDEN CODE OF ORDINANCES AND AGREE TO PROVIDE AN APPLICATION FEE FOR USE IN ACCORDANCE WITH CHAPTER 98. IN ADDITION THE UNDERSIGNED HEREBY AGREES TO PAY FOR ANY AND ALL DIRECT COSTS, EXPENSES AND FEES INCURRED BY THE CITY OF WINTER GARDEN RELATING TO THE REVIEW, PROCESSING, INSPECTION OR REGULATION OF THE ENCLOSED APPLICATION, INCLUDING BUT NOT LIMITED TO, LEGAL, ENGINEERING AND SURVEYING FEES, AS WELL AS COSTS ASSOCIATED WITH THE ADVERTISING OF THE REQUEST, INCLUDING POSTAGE FOR NOTICES TO ADJACENT PROPERTY OWNERS, AND FOR NEWSPAPER ADVERTISING AS REQUIRED BY THE FLORIDA STATUTES AND THE CITY CODE. I ALSO UNDERSTAND THAT IF THIS PROJECT PROPERTY IS SOLD, I OR MY COMPANY WILL BE RESPONSIBLE TO ENSURE THAT THE NEW OWNER WRITES A SIMILAR LETTER ACCEPTING ALL THE RESPONSIBILITY TO PAY FOR ANY AND ALL REASONABLE LEGAL, ENGINEERING, OR SURVEYING FEES INCURRED BY THE CITY OF WINTER GARDEN IN THE PROCESS OF REVIEWING THIS PROJECT FROM THE DATE THE PROPERTY IS SOLD.

THE UNDERSIGNED, BEING THE OWNER (OR DULY AUTHORIZED AGENT OF THE OWNER) OF THE PROPERTY WHICH IS THE SUBJECT OF THE ENCLOSED APPLICATION, FURTHER ACKNOWLEDGES THAT THE FAILURE TO COMPLY WITH CHAPTER 99 AND PAY AMOUNTS DUE MAY RESULT IN A LIEN BEING PLACED ON THE PROPERTY RELATED TO THE APPLICATION AND FORECLOSURE THEREOF. AND FURTHER ACKNOWLEDGES THAT THE UNDERSIGNED SHALL PROVIDE PROMPT WRITTEN NOTICE TO THE CITY IN THE EVENT OF A CHANGE IN OWNERSHIP OF ALL OR A PORTION OF A LOT, TRACT OR PARCEL OF REAL PROPERTY RELATED TO THE ENCLOSED APPLICATION.

AN APPLICANT SHALL PROVIDE PROMPT WRITTEN NOTICE TO THE CITY MANAGER IN THE EVENT OF A CHANGE IN OWNERSHIP OF ALL OR A PORTION OF A LOT, TRACT, OR PARCEL OF REAL PROPERTY WITH THE RESPECT TO WHICH AN APPLICATION, OR PROJECT IS PENDING BEFORE THE CITY.

PLEASE INITIAL RECOGNIZING YOUR AGREEMENT OF THE ABOVE REQUIREMENT:

INITIALS: _____

ALL INVOICES FOR THE COSTS ASSOCIATED WITH THIS PROJECT SHOULD BE SENT TO:

PROJECT NAME OR ADDRESS:

COMPANY NAME: _____

ATTENTION: _____

MAILING ADDRESS: _____

CITY _____ STATE _____ ZIP _____

TELEPHONE: _____ Ext.: _____

FACSIMILE: _____

CELLULAR: _____

EMAIL: _____

SIGNATURE OF OWNER:

I/WE HEREBY CERTIFY THAT I/WE ARE THE OWNER(S) OF THE REAL PROPERTY WHICH IS THE SUBJECT FOR THIS PETITION AND THAT THE FOREGOING INFORMATION ON THIS PETITION IS TRUE AND COMPLETE.

OWNER SIGNATURE

DATE

PRINT NAME

NOTARIZATION:

STATE OF **FLORIDA**

COUNTY OF _____

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____,

20 _____, BY _____, AS _____

OF _____, WHO IS PERSONALLY KNOWN TO ME OR WHO PRODUCED

_____ AS IDENTIFICATION.

_____ MY COMMISSION EXPIRES: _____

NOTARY PUBLIC SIGNATURE

PRINT NAME

To BE COMPLETED BY STAFF

PROJECT INFORMATION

ARC PROJECT No.: _____

- YES NO CONTRIBUTING STRUCTURE
- YES NO STAFF REVIEW SUFFICIENT (NO CERTIFICATE OF APPROVAL ISSUED)
- YES NO LEVEL I (ROUTINE ALTERATIONS / NO PERMIT REQUIRED / EXEMPT FROM ORDINANCE)
- YES NO LEVEL II (ROUTINE ALTERATIONS / NO PERMIT REQUIRED/SUBJECT TO CONDITIONS OF ORDINANCE)
- YES NO LEVEL III (ROUTINE ALTERATIONS / NO PERMIT REQUIRED / EXEMPT FROM ORDINANCE)
- YES NO STAFF REVIEW (CERTIFICATE OF APPROVAL REQUIRED)
- YES NO LEVEL IV (ROUTINE ALTERATIONS / PERMIT REQUIRED / EXEMPT FROM ORDINANCE)
- YES NO ARCHITECTURAL REVIEW & HISTORIC PRESERVATION BOARD (ARHPB) APPROVAL REQUIRED
- YES NO DEVELOPMENT REVIEW COMMITTEE (DRC) APPROVAL REQUIRED

TECHNICIAN FEES PAID

Date Received STAMP

STAFF APPROVAL / DENIAL (LEVEL I, II, AND III ONLY)

APPROVAL
CONDITIONS OF APPROVAL

APPROVAL W CONDITIONS

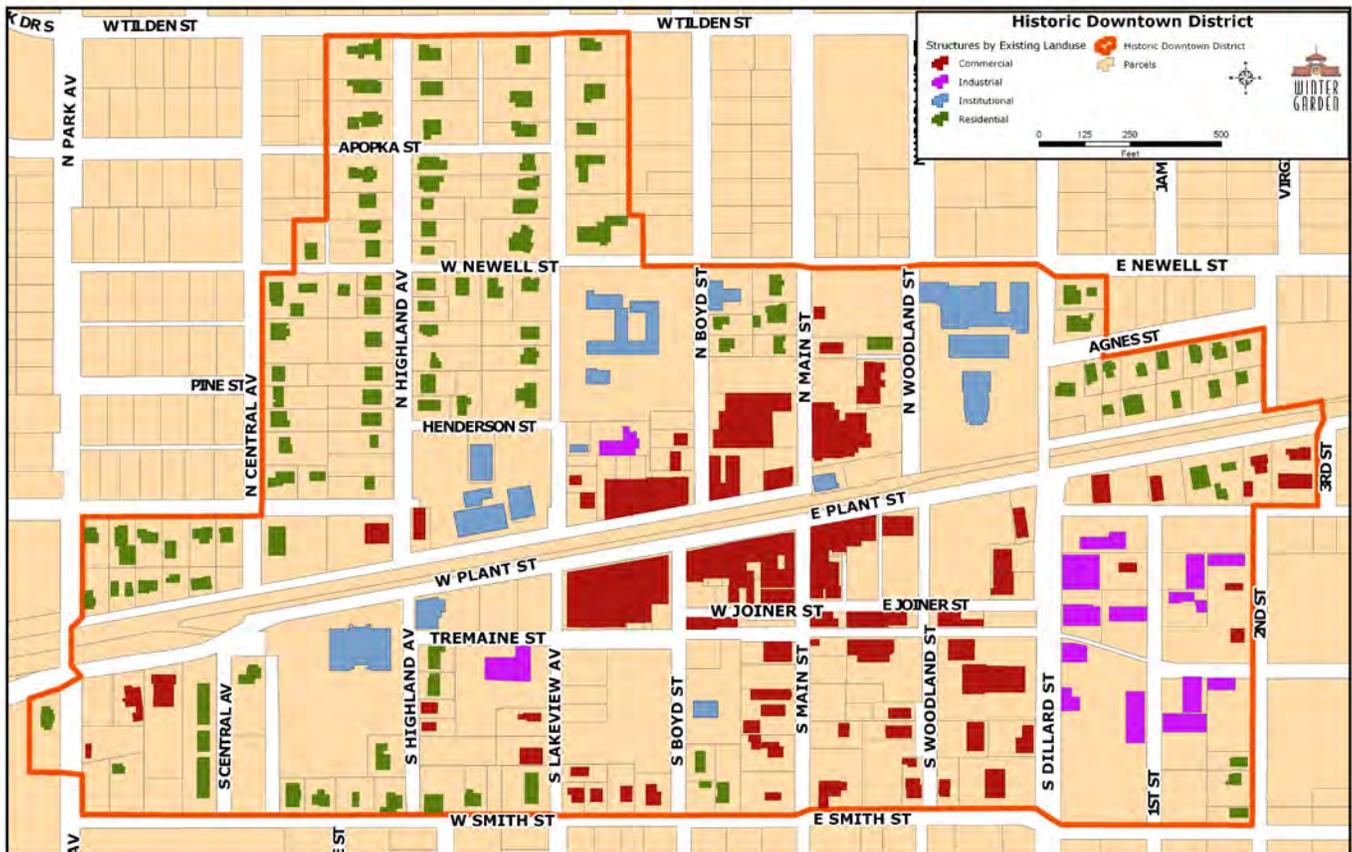
DENIAL

BUILDING OFFICIAL/
AUTHORIZED REPRESENTATIVE
SIGNATURE

DATE

COPIES FORWARDED TO: CITY CLERK CITY MANAGER COMMUNITY DEVELOPMENT DEPARTMENT
 APPLICANT 3 – COPIES ATTACHED TO BUILDING PERMIT

WINTER GARDEN – HISTORIC DOWNTOWN DISTRICT



CHAPTER 98 – ARTICLE VII – SECTION 98-192:**SEC. 98-192. APPLICATION REQUIREMENTS.**

- (1) WITH THE APPLICATION FOR CERTIFICATE OF APPROVAL, THE APPLICANT SHALL SUBMIT THE FOLLOWING DOCUMENTS. ALL PLANS TO BE SUBMITTED ON A MINIMUM 11"X 17"- PLANS DRAWN TO SCALE. THE ADMINISTRATIVE OFFICIAL MAY WAIVE ANY OF THESE REQUIREMENTS IF NOT APPLICABLE TO THE SPECIFIC APPLICATION.
 - (a) AN ACCURATE SURVEY, COMPLETED BY A SURVEYOR REGISTERED IN THE STATE OF FLORIDA. SURVEYS ARE REQUIRED FOR NEW CONSTRUCTION INCLUDING, BUT NOT LIMITED TO, THE CONSTRUCTION OF FENCES, WALLS, ACCESSORY STRUCTURES AND ADDITIONS.
 - (b) FOR NEW CONSTRUCTION, ADDITIONS OR RENOVATIONS: A SITE PLAN SHOWING THE COMPLETE PROPERTY WITH DIMENSIONS OF THE EXISTING AND PROPOSED BUILDINGS, SPACING, ALL SETBACKS, INDIVIDUAL PARKING SPACES, ACCESS DRIVES FENCES AND ACCESSORY STRUCTURES. THE SITE PLAN WILL BE REVIEWED BY THE CITY'S DEVELOPMENT REVIEW COMMITTEE (DRC), WHILE THE ARCHITECTURAL ELEVATIONS WILL BE REVIEWED BY THE ARCHITECTURAL REVIEW COMMITTEE (ARC) AND THEN TO THE BOARD AS APPROPRIATE.
 - (c) A FLOOR PLAN OF THE PROPOSED IMPROVEMENTS, IF THERE IS AN ANTICIPATED IMPACT ON THE EXTERIOR OF THE BUILDING.
 - (d) ELEVATIONS OF THE EXTERIOR FACADES, IF ANY CHANGES ARE PROPOSED TO THE FACADES.
 - (e) SIGN PLAN AND INDIVIDUAL DIMENSIONED SIGN DRAWINGS SHALL SPECIFY PROPOSED MATERIALS AND COLORS, AND SHALL SHOW LOCATION OF SIGNS ON SITE PLANS AND BUILDING ELEVATION.
 - (f) PICTURE/BROCHURE AND DIMENSIONS OF ANY FENCE(S) TO BE INSTALLED.
 - (g) PAINT SAMPLES (FOR INFORMATIONAL PURPOSES).
 - (h) RECENT PHOTOGRAPHS OF THE BUILDING/BUILDING FEATURES TO BE MODIFIED – NO POLAROID PHOTOGRAPHS SHALL BE ALLOWED.
- (2) APPROVAL BY THE BOARD. BOARD APPROVAL IS REQUIRED FOR ALTERATIONS, CONSTRUCTION, RELOCATION, DEMOLITION OR OTHER CHANGES TO THE APPEARANCE OF A HISTORIC LANDMARK OR PROPERTY IN A HISTORIC DISTRICT THAT HAVE A MAJOR IMPACT ON THE SIGNIFICANT HISTORICAL, ARCHITECTURAL, OR CULTURAL MATERIALS OF THE HISTORIC LANDMARK, OR PROPERTY IN A HISTORIC DISTRICT. BOARD REVIEW MAY ALSO OCCUR AT THE REQUEST OF AN APPLICANT.
 - (a) REVIEW CRITERIA. DECISIONS REGARDING THE APPLICATION SHALL BE BASED ON A FINDING OF FACT STATING WHETHER THE PROPOSED ALTERATION, DEMOLITION, ETC. IS CONSISTENT WITH THE STANDARDS AND CHARACTERISTICS OF THIS OVERLAY DISTRICT.
 - (b) PUBLIC MEETING. THE BOARD SHALL HOLD A PUBLIC MEETING, AND BASED UPON THE APPLICATION AND THE REQUIREMENTS OF THIS SCHEDULE, THE BOARD SHALL APPROVE, DENY OR APPROVE WITH CONDITIONS. IF THE APPLICATION IS APPROVED WITH CONDITIONS, THE CERTIFICATE OF APPROVAL SHALL BE ISSUED WITH THE CONDITIONS NOTED, AND THE APPLICANT MUST MEET ALL SUCH CONDITIONS. FAILURE TO COMPLY WITH ALL CONDITIONS MAY EITHER VOID THE ARCHITECTURAL APPROVAL OR ELICIT A CODE ENFORCEMENT VIOLATION.
 - (c) POSTING. PUBLIC NOTICE IN THE FORM OF A PROPERTY POSTING SHALL ONLY BE REQUIRED IF THE BOARD IS CONSIDERING A REQUEST FOR DEMOLITION, RELOCATION, OR A VARIANCE (OR DEVIATION) FROM THESE REQUIREMENTS. NOTICE MUST BE POSTED BY THE APPLICANT WITH A SIGN FOR TEN (10) CONSECUTIVE DAYS PRIOR TO THE BOARD MEETING.

Development Review Costs

By signing this Application, the Applicant acknowledges and agrees that Applicant has read Chapter 88, City of Winter Garden Code Ordinances ("Chapter 88") and understands and agrees to accept Applicant's responsibilities and obligations to pay the City for all fees, costs, and expenses incurred by the City in the review, processing, inspection, and regulation of this Application, including but not limited to: (i) those charges associated with the time City staff and City consultants (including, without limitation engineers, architects, planners, attorneys, paralegals, surveyors, construction inspection professionals and any other professional or technical consultants) spend on the review, processing, inspection, and regulation of the Application or development; (ii) any expenses directly related thereto, including but not limited to notices, advertising, postage, surveying, inspection, legal and engineering costs; and (iii) those charges associated with the time City staff and City consultants spend concerning administrative proceedings, quasi-judicial proceedings, trial court proceedings and appellate court proceedings relating to the consideration, review or challenge of all or part of the Application or any development order or permit issued as the product of the Application or a similar application by the Applicant. However, Chapter 88 does not require the Applicant to pay the City's attorneys' fees and litigation expenses in proceedings or litigation where the City and Applicant are direct adverse parties, except in matters where the City is enforcing the requirements of Chapter 88 against Applicant as specified in § 88-10, City of Winter Garden Code of Ordinances. Applicant understands and agrees that the aforesaid fees, costs and expenses will be invoiced and shall be paid by the Applicant whether or not the Application is successful.

Applicant shall provide prompt written notice to the City's City Manager and Community Development Director within ten (10) calendars days of the occurrence of a change in ownership of all or a portion of a lot, tract, or parcel of real property that is the subject of the Application. Such written notice shall comply with the provisions of § 88-11, City of Winter Garden Code of Ordinances.

Invoices from the City shall be paid within ten (10) calendar days of the date appearing on the invoice. Full payment is a requirement for City's final approval of the Application or any similar application by the Applicant, and as such, the failure to pay such amount jeopardizes the effectiveness of any development order or permit issued prior to full payment of such amounts by Applicant. If nonpayment occurs, the City shall have all remedies at law and in equity against the Applicant and the property owner(s) of the Property subject to this Application, including without limitation, the right to cease development review and processing of the Application, revoke, rescind or place a stop work order on development orders and permits issued at the request of the Applicant, and those other remedies specified in Chapter 88. The provisions of Chapter 88 are incorporated herein by this reference, and the agreements contained herein are supplemental to the Applicant's and the property owner(s)' requirements and obligations under Chapter 88.

No Reliance

Applicant acknowledges and agrees that it is spending funds at its own risk in an attempt to obtain development orders, permits and/or approvals from the City or to otherwise develop the Property, and the City is not liable for reimbursing Applicant for such costs and expenses. Individual City employees, City consultants, City appointed officials and elected officials (including city commissioners) have no actual or apparent authority to bind the City on Application approvals and development matters, except for certain very limited matters that are expressly authorized by the City of Winter Garden Code of Ordinances to be determined by the City's Community Development Director or the City's City Manager. Applicant shall not rely on and has no basis to rely on, any written or oral statements of the City's employees, consultants, or elected or appointed officials, except for the actual development order(s) or permit(s) issued after final action is taken by the City on the Application pursuant to the standard applicable review and approval process. Often for development matters, prior to final action being taken by the City, the City must conduct quasi-judicial public hearing(s) where decisions on development applications must be based on the evidence presented in the record at such hearing(s), including testimony and evidence presented by the Applicant, City staff and consultants, and other interested parties. Moreover, often it is the case that multiple types of development orders and permits must be issued before a development can proceed, so the issuance of one or more development orders and permits, should not be relied upon by the Applicant for the likelihood that other required development orders, permits and approvals will be issued. Further, the final actions and/or development orders or permits of the City on development matters can often be challenged; thus, the Applicant should consult with its own legal counsel as to the reliability of final actions of the City and development orders and permits issued by the City.

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