

PART 1: PRECONSTRUCTION APPLICATION

Instructions: Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. If additional space is needed, attach additional sheets.

A. GENERAL INFORMATION (To be completed by all applicants)**1. Property identification and location:**

Parcel ID number _____

Attach legal description of property.

Street address of property: _____

 Orlando Historic Landmark Contributing structure in a locally designated historic district

Name of historic district _____

2. Owner Information:

Name and address of individual(s) or organization owning the property:

3. Owner Attestation:

I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above or that I am legally the authority in charge of the property. Further, by submission of this Application, I agree to allow access to the property by representatives of the City of Orlando Historic Preservation Office, for the purpose of verification of information provided in this Application. I also understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the City of Orlando granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption.

Printed Name_____
Signature_____
Date

Complete the following if signing for an organization or multiple owners:

Owner's Title_____
Organization name

B. ELEVATION OF PROPERTY

4. Description of current physical appearance:

Date of Construction: _____ Dates of Alterations: _____

Has the building been moved? () Yes () No If so, when?

5. Project Narrative:

6. Photographs and Maps:

Please attach photographs and maps to application

7. Property Use:

- Use(s) before improvement: _____
- Proposed use(s) after improvement: _____

C. DESCRIPTION OF PROJECT

List each proposed improvement, project, new construction, and alteration:

- **Propose Project No:** _____

Describe proposed work:

Describe existing condition:

Attachments: Photo no. _____ Drawing no. _____

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Describe existing condition:

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Describe proposed work:

Describe existing condition:

Attachments: Photo no. _____ Drawing no. _____

PRECONSTRUCTION APPLICATION REVIEW
For Historic Preservation Office Use Only

Parcel ID _____

Street address of property _____

The Historic Preservation Officer has reviewed Part 1 (Preconstruction Application) of the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

- **Historic Resource Review:**

() Certifies that the above referenced property qualifies as a historic property consistent with the provisions of s. 196.1997 (11), F.S.

() Certifies that the above referenced property does not qualify as a historic property consistent with the provisions of s. 196.1997 (11), F.S.

- **Proposed Tax Exemption qualifying project review:**

() Determines that improvements to the above referenced property are consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Orlando Land Development Code and the criteria set forth in Chapter 1A-38, F.A.C.

() Determines that improvements to the above referenced property are not consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Orlando Land Development Code and the criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Guidelines and criteria is identified in the Review Comments. *Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, Guidelines and criteria are provided in the Review Comments.*

- **Review Comments:**

Signature _____ Date: _____

Typed or printed name _____