



City of Mandeville
HISTORIC PRESERVATION DISTRICT

FOR OFFICE USE ONLY

DATE RECEIVED:

ACCEPTED BY:

MEETING DATE:

CASE NUMBER:

HD SURVEY DESIGNATION:

Revised 12.12.23.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY INFORMATION

PROPERTY LOCATION:

PROPERTY TYPE:

☐ COMMERCIAL

☐ RESIDENTIAL

TYPE OF CONSTRUCTION:

☐ NEW CONSTRUCTION

☐ RENOVATION

☐ RESTORATION/PRESERVATION

☐ ELEVATION

☐ ADDITION

☐ DEMOLITION

Description of Request:

CONTACT INFORMATION

☐ OWNER OF RECORD:

☐ DESIGN PROFESSIONAL:

ADDRESS:

ADDRESS:

PHONE:

PHONE:

EMAIL:

EMAIL:



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SUBMITTAL DOCUMENTS REQUIRED

ADDITIONAL INFORMATION MAY BE REQUESTED

HISTORIC PRESERVATION COMMISSION APPLICANT CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

Per CLURO Ord. 15-11 Section 7.6.4 Historic Preservation Standards for Certificate of Appropriateness

Application Procedure prior to the commencement of any work, the owner shall file an application for a Certificate of Appropriateness with the Permit Office. The application shall contain drawings, photographs, plans and documentation as may be required by the Director of Planning or Commission. Typical requirements shall include:

- ☐ **SURVEY /SITE PLAN (Scaled/placement of structure on lot)**
- ☐ **OWNERSHIP VERIFICATION (Deed or Cash Sale)**
- ☐ **SCALED ELEVATION/DETAILED DRAWINGS OF FRONT, SIDE AND REAR OF STRUCTURE** (Plans must include specifications such as roofing, siding, windows, shutters, columns, railing, decking, stairs)
- ☐ **PHOTOS OF EXISTING CONDITIONS & STREETScape** (Historic Photos are also helpful)
- ☐ **APPLICANT "LETTER OF INTENT"**
- ☐ **DESCRIPTION OF MATERIALS – Façade Materials: Foundation, walls, trim, windows, doors, finishes, railing, reveal.**
- ☐ **Referenced "Design Guidelines" on the City Website prior to starting your Project Design**

**** No Building Permit shall be issued for such proposed work until Certificate of Appropriateness has first been issued by the Historic District Commission. ****

The Historic District Commission meetings are held on the 1st and 3rd Thursday of each month. Please see the Department of Planning and Development for Deadline Dates.

I have read and understand the Historic Preservation District Design Guidelines and have submitted the above required documents. I further understand that additional information may be required during design review or request from the Historic District Commission.

Property Owner Name/Date: _____

Property Owner Signature/Date: _____

Design Professional Signature/Date: _____

2024 HPDC Submittal Deadlines and Meeting Dates

Application Deadline Fridays @ 4PM *unless noted	Work Session	Public Hearing
December 8, 2023	January 4, 2024	January 18, 2024
January 5, 2024	February 1, 2024	February 15, 2024
February 9, 2024	March 7, 2024	March 21, 2024
March 8, 2024	April 4, 2024	April 18, 2024
April 5, 2024	May 2, 2024	May 16, 2024
May 10, 2024	June 6, 2024	June 20, 2024
June 7, 2024	July 2, 2024	July 18, 2024
July 5, 2024	August 1, 2024	August 15, 2024
August 9, 2024	September 5, 2024	September 19, 2024
September 6, 2024	October 3, 2024	October 17, 2024
October 11, 2024	November 7, 2024	December 5, 2024
November 8, 2024	December 5, 2024	January 7, 2025



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Application Toolkit

The tool kit will include samples and graphical illustrations that explain the application and submittal requirements.

This need will enable staff to work with applicants to develop complete packages for the review which will streamline the process.



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The Mandeville Historic Preservation District Commission was formed in 2013 to preserve and enhance the architectural and cultural assets of the City of Mandeville. A Certificate of Appropriateness issued by the HPDC is required before receiving a building permit from the Department of Planning & Development. After an application is submitted to the permit office, Mandeville's Design Review team serves as a technical review board and guides applicants in a workshop setting, offering architectural advice free of charge. The Historic District Commission meetings are held on the 1st and 3rd Thursday of each month. Please see the Department of Planning and Development for Deadline Dates for Design Review and the Historic Commission Meetings.

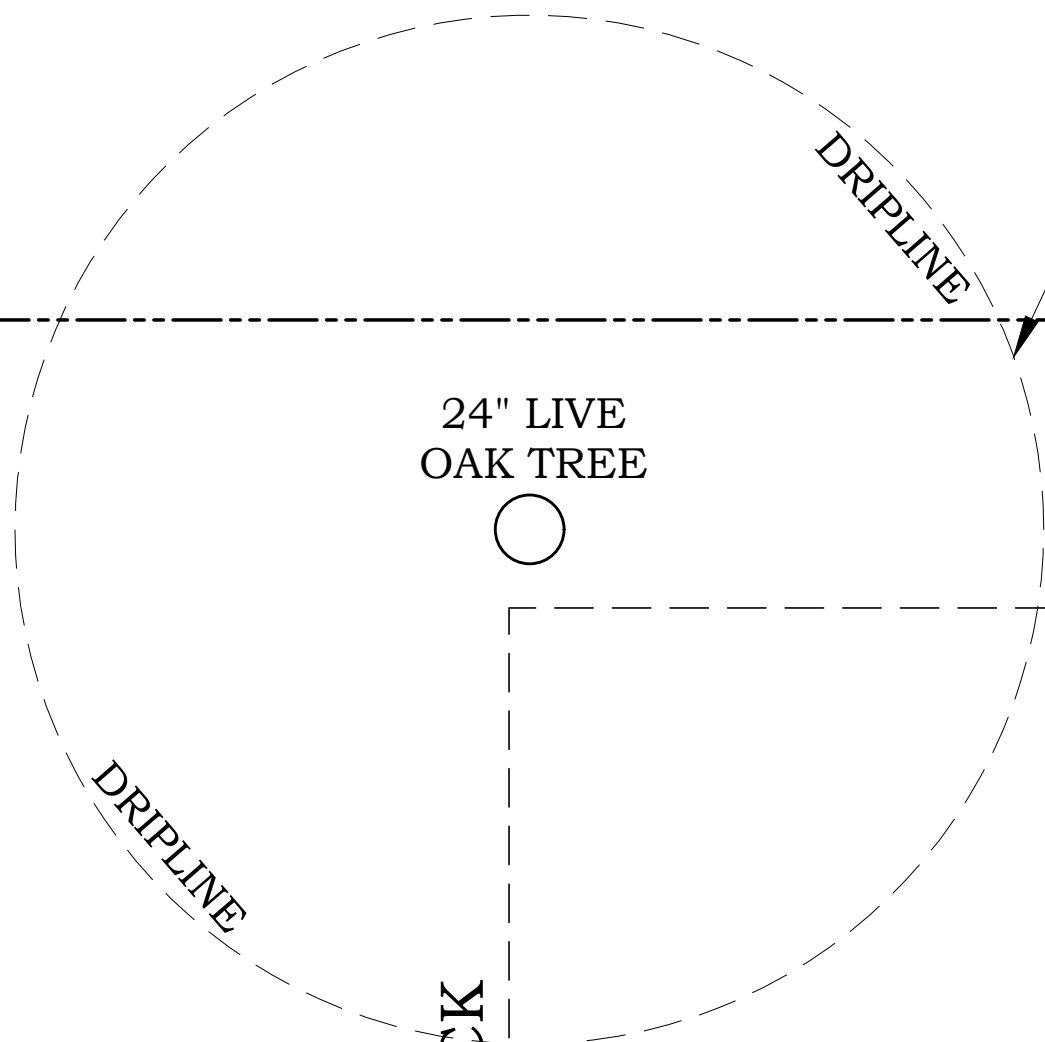
- ❖ Scaled Site Plan: 1" = 10' OR 1" = 20" LEGIBLE at scale submitted to City
 - Dimensions of Structure(S)- Proposed & Existing
 - Dimensions and Setbacks of Parcel
- ❖ Current Legal Description of Property (Deed or Cash Sale)
- ❖ Scaled Elevation/detailed drawings of front, side and rear of structure
 - (Plans must include specifications such as roofing, siding, windows, shutters, columns, railing, decking, stairs)
- ❖ Description of Materials
 - Façade: Siding (reveal size), Trim, Windows, Doors, Finishes
 - Foundation height
 - Stairs and Railing detailing
- ❖ Letter of Intent by Applicant
 - Name and Address of Applicant
 - Location and Description of development and/or proposed establishment
 - Signature of Applicant

Examples of Drawings with Details Below

STREET NAME

INCLUDE THE LOCATION AND NAME OF THE STREET

PROPERTY LINE 75.0'



LOCATE MAJOR TREES, THEIR SIZE, AND THEIR DRIPLINE LOCATIONS

PROPERTY LINE 200.0'

INCLUDE PROPERTY LINES

INCLUDE SITE SETBACKS

12' SIDE SETBACK

25' FRONT SETBACK

NEW FRONT STAIR W/ BRICK BASE

EXIST. FRONT PORCH

EXISTING RESIDENCE TO REMAIN IN CURRENT LOCATION

INCLUDE ANY NEW STAIR FEATURES

LIMESTONE ADDITION TO EXIST. DRIVEWAY

SHOW ANY SITE CHANGES LIKE DRIVEWAY MODIFICATIONS

NEW UTILITY PLATFORM

LOCATE ADDITIONAL FEATURES LIKE UTILITY PLATFORMS

30' REAR SETBACK

PROPERTY LINE 75.0'

EXISTING 12' DRIVEWAY

12' SIDE SETBACK

PROPERTY LINE 200.0'

1 SITE PLAN
1/8" = 1'-0"

INCLUDE NORTH ARROW

