



CITY OF ORMOND BEACH

v3.2013

Planning Department

22 South Beach Street, Ormond Beach, FL 32174

Tel: (386) 676-3238

www.ormondbeach.org

comdev@ormondbeach.org

HISTORIC LANDMARK AND ARCHAEOLOGICAL SITE DESIGNATION - GUIDANCE NOTES

PURPOSE

An historic district, historic landmark, or landmark/archaeological site designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, architectural or cultural significance to the City, such as historic structures or sites, which:

1. Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community.
2. Are identified with historic personages or with important events in national, state or local history.
3. Embody the distinguishing characteristics of an architectural type specimen, inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship.

PROCESS

The applicant shall submit a written request and the required application form to the Planning Department. The request shall provide studies, documentation or other evidence regarding the historical significance of the proposed landmark, site or feature. If the applicant is someone other than the property owner, the applicant shall send to the property owner, by certified mail and return receipt requested, a copy of the written request, a letter indicating intention to pursue the historic landmark designation from the City Commission and a copy of all evidence demonstrating the historical or archaeological significance of the site. The applicant shall provide to the Planning Director a copy of the certified mail receipt indicating that the information has been received by the property owner. If the applicant is someone other than the property owner, the Planning Director shall wait 14 days from the date of the certified mail receipt to receive a response from the property owner. After such time has expired, the Planning Director shall proceed with review of the request as follows.

The request will be scheduled for public hearings before the Historic Landmark Preservation Board (HLPB), Planning Board and the City Commission, and prepare a draft ordinance. The Planning Director shall send, by certified mail and return receipt requested, notification of the public hearing to the property owner. Said notification shall be postmarked at least 10 days prior to the public hearing. The City Commission may adopt the ordinance with or without amendments following the public hearing.

Any request to remove a historic landmark from the City's historic landmark list shall follow similar procedures as a request to place a landmark on said list.