

Historic Landmark Designation



Meet with Planning staff

Contact the Planning Department for appointment:
Telephone: (386) 676-3238 or E-mail at
comdev@ormondbeach.org

Submit application documents

Submittal requirements:

1. Application.
2. Copy of deed/proof of ownership.
3. Property owner authorization.
4. Evidence regarding the historic significance of property and/or structure.
5. No application fee.
6. See Historic Landmark Preservation Board and Planning Board submittal calendars.

City staff review and preparation of staff report (See Section 2-71(c) of the Land Development Code)

Historic Landmark Preservation Board

Advertising

City staff responsibility:

*Advertisement in newspaper at least 10 days prior to the Historic Landmark Preservation Board meeting.

Planning Board

Advertising

City staff responsibility:

*Advertisement in newspaper at least 10 days prior to the Planning Board meeting.

City Commission Ordinance 1st reading

City Commission Ordinance 2nd reading

Advertising

City staff responsibility:

*Advertisement in newspaper at least 10 days prior to the second City Commission meeting.

Ordinance approved or denied

Denied

Denied

Appeal to Circuit Court

Approved

Ordinance sent to Municode

Section 2-71(k) of the Land Development Code is amended