



City of Mandeville
HISTORIC PRESERVATION DISTRICT

FOR OFFICE USE ONLY
DATE RECEIVED:
ACCEPTED BY:
MEETING DATE:
CASE NUMBER:
HD SURVEY DESIGNATION:

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: _____



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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

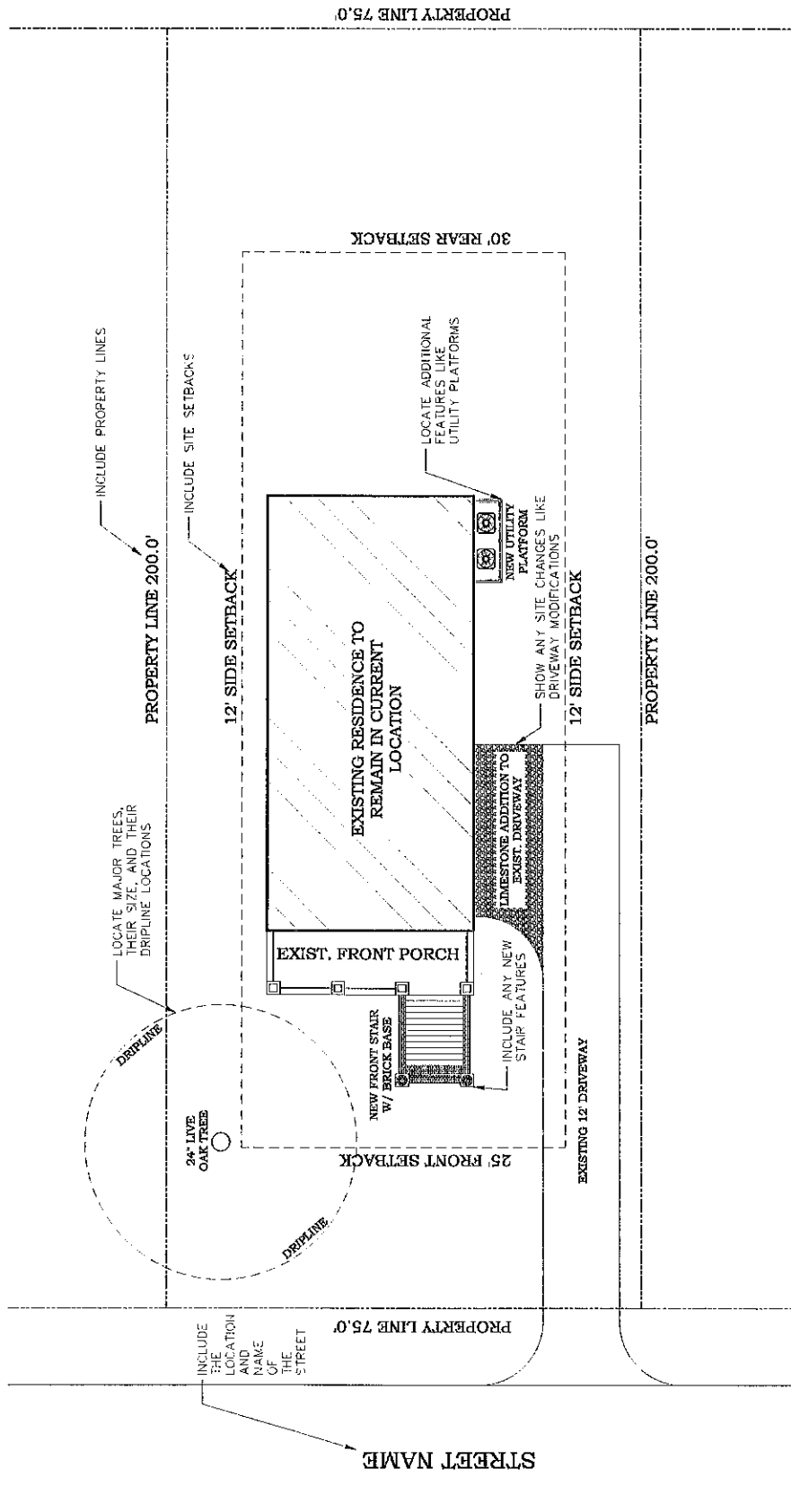
Examples of Drawings with Details Below

EXAMPLE DRAWINGS FOR CITY OF MANDEVILLE BUILDING ELEVATION PROJECTS

DATE

PAGE

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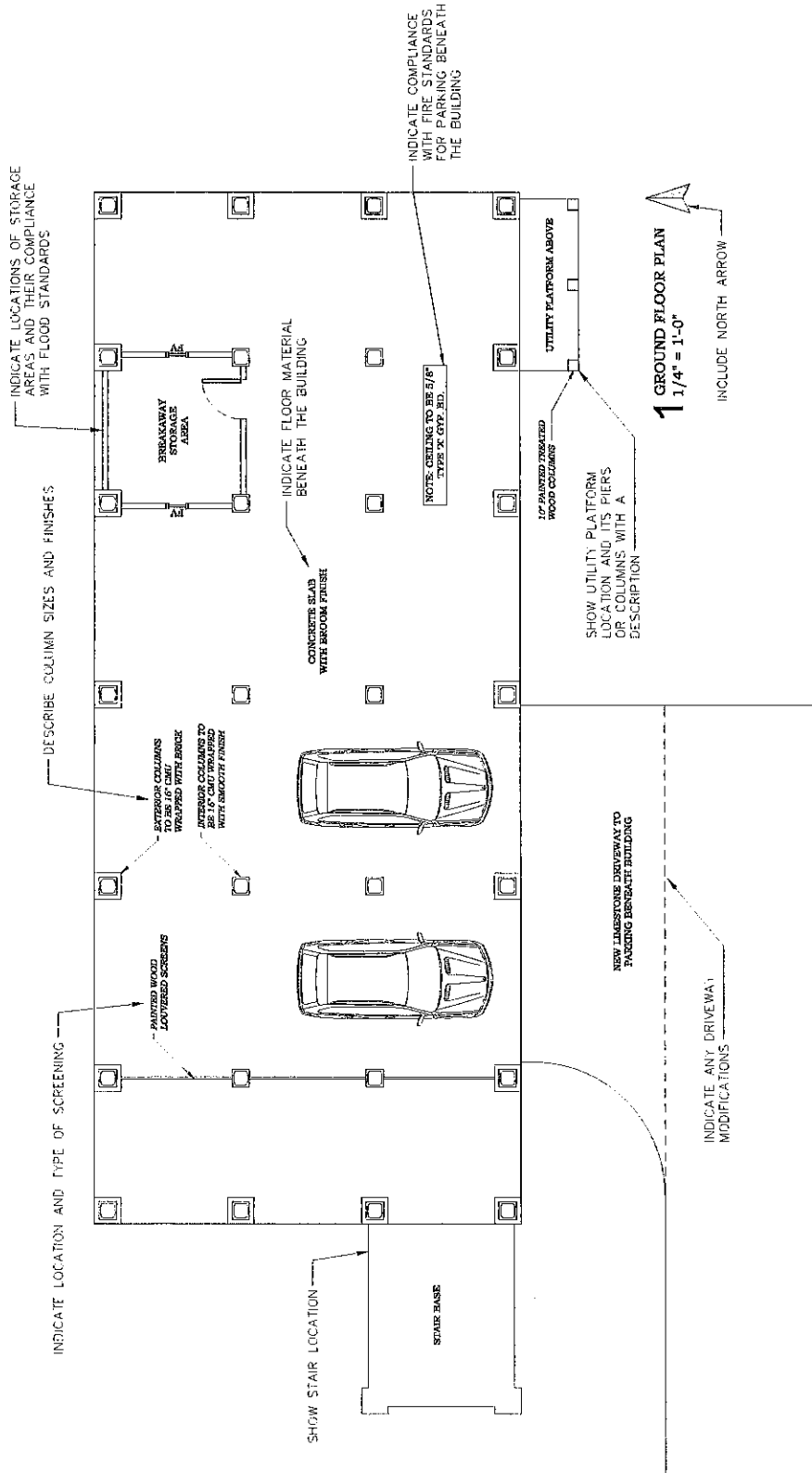


1 SITE PLAN
1/8" = 1'-0"

INCLUDE NORTH ARROW

STREET NAME

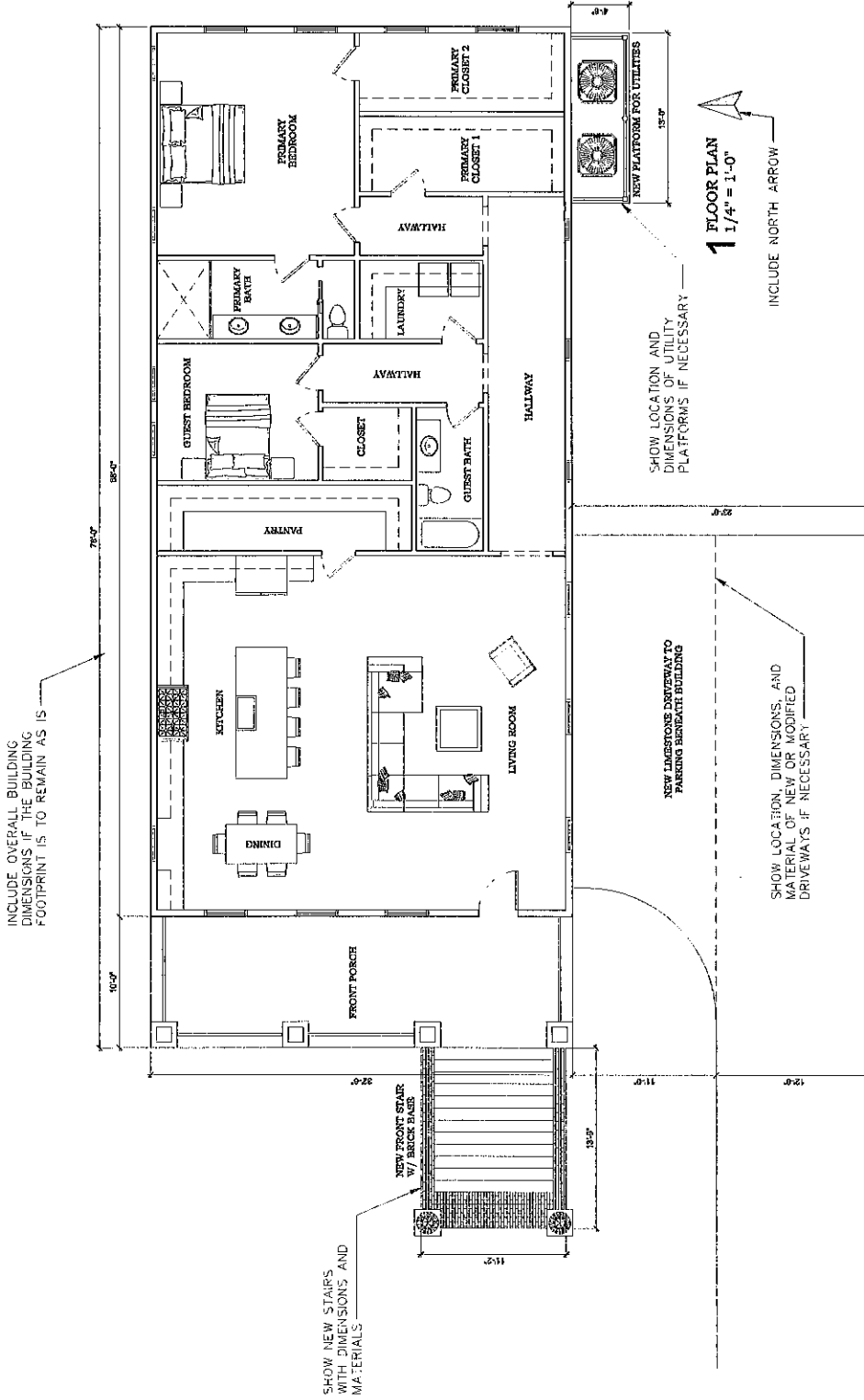
INCLUDE THE LOCATION AND NAME OF THE STREET



EXAMPLE DRAWINGS FOR CITY OF MANDEVILLE BUILDING ELEVATION PROJECTS

DATE

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INCLUDE OVERALL BUILDING DIMENSIONS IF THE BUILDING FOOTPRINT IS TO REMAIN AS IS

SHOW NEW STAIRS WITH DIMENSIONS AND MATERIALS

SHOW LOCATION AND DIMENSIONS OF UTILITY PLATFORMS IF NECESSARY

1 FLOOR PLAN
1/4" = 1'-0"

INCLUDE NORTH ARROW

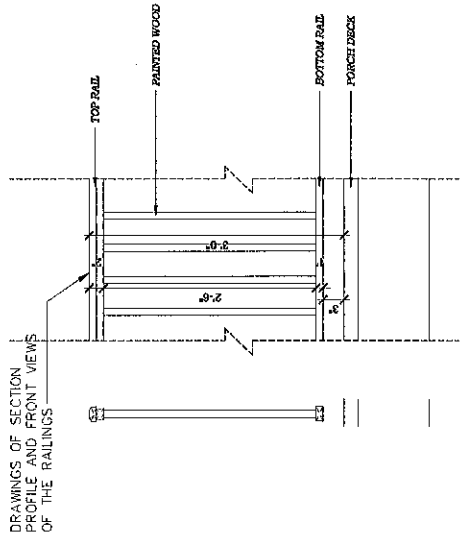
NEW DIMENSIONED DRIVEWAYS TO EXISTING BENCHMARK BUILDING

SHOW LOCATION, DIMENSIONS, AND MATERIAL OF NEW OR MODIFIED DRIVEWAYS IF NECESSARY

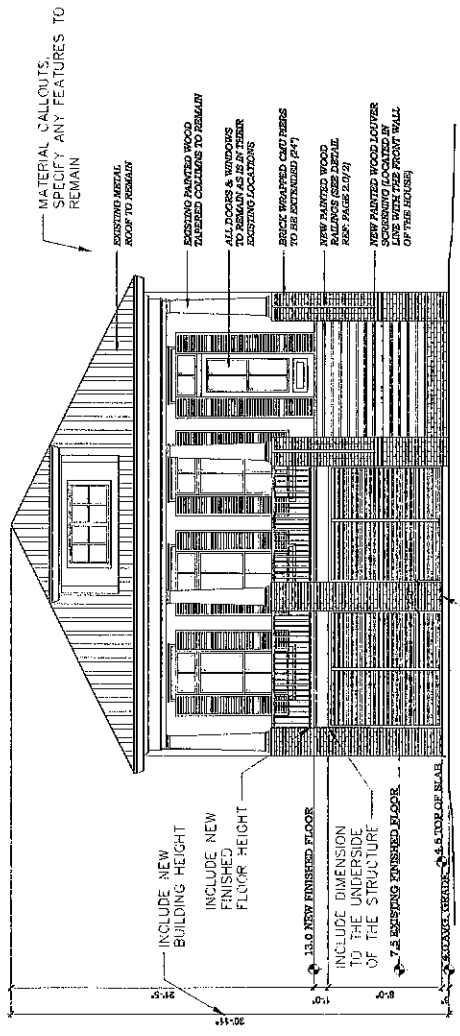
EXAMPLE DRAWINGS FOR CITY OF MANDEVILLE BUILDING ELEVATION PROJECTS

DATE

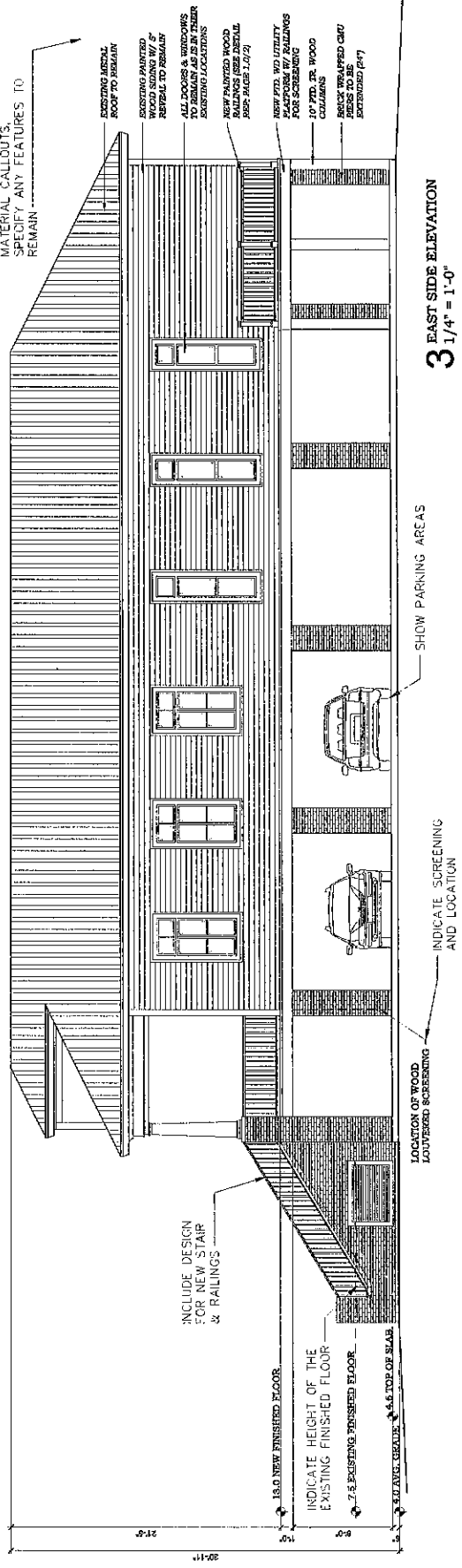
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2 RAILING DETAIL
1-1/2" = 1'-0"
INCLUDE DETAILS OF THE DESIGN FOR ANY NEW STAIRS AND RAILINGS



1 NORTH SIDE ELEVATION
1/4" = 1'-0"
INCLUDE BUILDING ELEVATIONS OF ALL FOUR SIDES OF THE BUILDING



3 EAST SIDE ELEVATION
3/4" = 1'-0"



MANDEVILLE
A Historic Lakefront Community

City of Mandeville
HISTORIC PRESERVATION DISTRICT

Revised 10.3.2019

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CASE NUMBER:

HPDC PLAN REVISION APPLICATION

PROPERTY INFORMATION	
PROPERTY LOCATION:	
PROPERTY TYPE:	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL
TYPE OF CONSTRUCTION:	
<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> RENOVATION <input type="checkbox"/> ELEVATION <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION	
DESCRIPTION OF CHANGES:	
DATE/DESIGNER OF APPROVED PLANS TO BE CHANGED:	
CONTACT INFORMATION	
<input type="checkbox"/> APPLICANT OWNER NAME:	<input type="checkbox"/> APPLICANT DESIGN PROFESSIONAL:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
EMAIL:	EMAIL:

SUBMITTAL REQUIREMENTS

ADDITIONAL INFORMATION MAY BE REQUESTED

- SCALE DRAWINGS SHOWING PROPOSED CHANGE
- DESCRIPTION OF MATERIALS

2025 HPDC Submittal Deadlines and Meeting Dates

Application Deadline Fridays @ 4PM *unless noted	Work Session	Public Hearing
December 6, 2024	January 16, 2025	January 30, 2025
January 10, 2025	February 6, 2025	February 20, 2025
February 7, 2025	March 6, 2025	March 20, 2025
March 7, 2025	April 3, 2025	April 17, 2025
April 4, 2025	April 30, 2025*	May 15, 2025
May 9, 2025	June 5, 2025	June 18, 2025*
June 6, 2025	July 9, 2025*	July 31, 2025
July 11, 2025	August 7, 2025	August 21, 2025
August 8, 2025	September 4, 2025	September 18, 2025
September 5, 2025	October 2, 2025	October 16, 2025
October 10, 2025	November 6, 2025	December 4, 2025
November 7, 2025	December 4, 2025	January 1, 2026

All meetings are Thursday unless denoted*

Lauren
Application



