



Historic District Regulatory Board

**CERTIFICATE OF APPROPRIATENESS APPLICATION**  
City of Lake Wales Municipal Building, Planning & Development Department  
201 Central Ave. West, PO Box 1320, Lake Wales, FL 33859-1320  
Phone: (863) 678-4182 Ext. 714 - Fax: (863) 678-4050

**Please Print**

Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. Project Location:

\_\_\_\_\_ Street

Parcel ID Number: R-\_\_\_\_\_ T-\_\_\_\_\_ S-\_\_\_\_\_ Subdivision-\_\_\_\_\_ Parcel- \_\_\_\_\_

2. Type of Request:

- Addition     Exterior Renovation     Demolition     Signage     Fence     New Building

*Briefly explain project:* \_\_\_\_\_

3. Accompanying Material Required: See Lake Wales Code of Ordinances sec. 23-227.2.

- a. Project narrative, explaining project – required for all projects except signs.
- b. Full sized site plans (10 folded) – required for new buildings, additions and site development, such as construction of parking lots.
- c. Reduced site plan 8 1/2" x 11" (1 copy) requested for all projects
- d. Photos of project – prints or digital files of existing building or site. Required for all projects.
- e. Photos of adjacent buildings- prints or digital files required for all new building, additions, façade changes, and site development or alterations.
- f. Renderings of proposed work – required for all projects.
- g. Other information as requested by the Administrative Official as necessary to convey a clear understanding of the applicant's proposal.

4. Identification:

\_\_\_\_\_ Address

\_\_\_\_\_ Phone Number      \_\_\_\_\_ Fax Number      \_\_\_\_\_ Email Address

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Architect/Engineer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

The owner of this property and the undersigned agree to conform to all applicable laws of the City of Lake Wales and to all applicable Federal, State and County laws.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

If the owner of record for the property is an entity, such as a corporation, other than an individual (s), the legal representative must provide proof of authorization to act as the legal agent.

**Office Use Only:**

Review Fees: Per Table 23-242  
(Fees adjusted October 1, annually)

**Cashier Payment Memo**

Date: \_\_\_\_\_ 20\_\_\_\_

Check #: \_\_\_\_\_

Account Number:

001-341-510-0000-000 Planning and Development Fee

001-369-006-000-000 Public Notice Fee:

Code:

121 \$ \_\_\_\_\_

132 \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Office Use Only:**

Verified Complete: \_\_\_\_\_

Date: \_\_\_\_\_

HDRB Approval: \_\_\_\_\_

Planning and Development: \_\_\_\_\_

City Commission: \_\_\_\_\_