

Memo

To: Community Appearance Board Applicants
Re: Site Plan Approval

In order to submit an application package for the Community Appearance Board, the application **MUST** have **All** of the following:

- 1. Sixteen identical color Photographs (must be either 35 mm or digital) of the site mounted on a sheet that is at least 8 1/2" x 11", maximum 11" x 17".
- 2. Sixteen site plans, with at least one (1) page of the new site in color. The page must be at least 8 1/2" x 11", maximum 11" x 17".
- 3. Sixteen samples of the Materials to be used (e.g. paint chips, canvas material, etc)
- 4. Property Owner notarized affidavit approving the application
- 5. Payment- One application is \$50.00, each additional application for the same business is \$25, plus all legal notification fees.

CITY OF LIGHTHOUSE POINT, FLORIDA

COMMUNITY APPEARANCE BOARD

PLEASE TYPE OR USE **BOLD** PRINT

1. NAME OF APPLICANT: _____
 2. BUSINESS NAME (located in LHP): _____
 3. ADDRESS OF BUSINESS (located in LHP): _____
 4. TYPE OF BUSINESS PROPOSED: _____
 5. PHONE NUMBER: _____ FAX NUMBER: _____
 6. HAS A HEARING BEFORE THE COMMUNITY APPEARANCE BOARD, PLANNING AND ZONING BOARD, OR CITY COMMISSION BEEN HEARD ON THIS PROPERTY FOR THIS PROPOSAL?
 YES _____ NO
 date
 6. WILL ALL OR ANY PORTION OF THE BUILDING(S), INCLUDING INTERIORS, BE DEMOLISHED? YES NO
 7. STATE PROPOSAL IN FULL (PAINT AND SITE PLANS):

 8. TOTAL FLOOR AREA OF BUILDING: _____ SQUARE FEET

A COMMUNITY APPEARANCE BOARD APPLICATION WILL NOT BE ACCEPTED UNLESS ALL THE REQUIRED INFORMATION (i.e. PHOTOGRAPHS, PAINT CHIPS, SITE PLANS, ETC) ARE RECEIVED.

AN APPLICATION WILL NOT BE ACCEPTED WITHOUT PAYMENT OF THE FEE.
MAKE THE CHECK PAYABLE TO: CITY OF LIGHTHOUSE POINT

ALL SUPPORTING DATA AND EXHIBITS SUBMITTED WITH THIS APPLICATION
BECOME A PERMANENT PART OF THE RECORDS OF THE COMMUNITY
APPEARANCE BOARD.

PHOTOGRAPHS OF THE EXISTING SITE
(ONLY 35MM OR DIGITAL PHOTOGRAPHS WILL BE ACCEPTED)

Complete one or more of the following that relates to your request. Print name and circle the correct choice when indicated.

Tenant or Owner Affidavits
(If tenant, then owner must sign the owner affidavits listed below)

I, _____, being first duly sworn, depose and say that I am the owner/tenant of the property described herein and which is the subject matter of the proposed meeting; that all the answers to the questing in this application and all supplemental data attached to and made part of the application are honest and true to the best of my knowledge and belief.

Signature

Sworn to and subscribed to before me this ____ day of _____ by _____ who is () personally known to me or () has produced _____ as identification.

Notary Public

Commission expires: _____

Corporation Affidavits

I, _____, being first duly sworn, depose and say that we are the President/Vice President, and Secretary/Ass't Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application and all supplemental data attached to and made a part of this application are honest and true to the best of our knowledge and belief, that said corporation is the owner/tenant of the property described herein and which is the subject matter of the proposed meeting.

Signature

Sworn to and subscribed to before me this ____ day of _____ by _____ who is () personally known to me or () has produced _____ as identification.

Notary Public
Commission expires: _____

Owner/Power of Attorney Affidavit

I, _____, being duly sworn, depose and say that I am the Owner of the described real property and that I am aware of the nature and effect the request for _____ relative to my property, which is hereby made by me or I am hereby authorizing _____, to be my legal representative before the Community Appearance Board.

Signature

Sworn to and subscribed to before this ____ day of _____ by _____ who is () personally known to me or () has produced _____ as identification.

Notary Public
Commission expires: _____

**COMMUNITY APPEARANCE BOARD
APPLICATION CHECKLIST**

Applicant				
Address				
Type of Business				
Site Plan**		Landscape		Lighting
Paint Colors		Building Renovation		Exterior Furniture
Sign		Railing		Fence
Monument Sign		Awning		Other
1) Paint Colors	Description			N/A
Walls				
Trim				
Window Frames				
Doors				
Sconces/Hardware				
2) Wall Surfaces	Description			N/A
Smooth				
Textured				
Stone				
Metal				
Other				
3) Building Lighting	Description			N/A
Type of Fixture				
Type of Illumination				
Color of Illumination				

4) Light Poles	Description	N/A
Type of Fixture		
Type of Illumination		
Material		
Color		
5) Window Tint	Description	N/A
Brown		
Grey		
Black		
Other		
6) Monument Sign	Description	N/A
Colors		
Materials		
Illumination		
7) Window/Wall Sign	Description	N/A
Colors		
Materials		
Illumination		
8) Landscape	Description	N/A
Pervious Space Provided	25% Required /	
Trees Required/ Provided		
Shrubs Required/ Provided		
Enhanced Landscape		

9) Miscellaneous	Description	N/A
Awning		
Fence		
Railing		
Furniture		
Other		

**Applicant must provide elevations reflecting the actual colors, architectural features, lighting, windows, doors, building improvements, signage, and proposed landscaping for a site plan.

Applicant: _____