

# Memo

To: Community Appearance Board Applicants

Re: Site Plan Approval

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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**

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

<b>4) Light Poles</b>	<b>Description</b>	<b>N/A</b>
Type of Fixture		
Type of Illumination		
Material		
Color		
<b>5) Window Tint</b>	<b>Description</b>	<b>N/A</b>
Brown		
Grey		
Black		
Other		
<b>6) Monument Sign</b>	<b>Description</b>	<b>N/A</b>
Colors		
Materials		
Illumination		
<b>7) Window/Wall Sign</b>	<b>Description</b>	<b>N/A</b>
Colors		
Materials		
Illumination		
<b>8) Landscape</b>	<b>Description</b>	<b>N/A</b>
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: \_\_\_\_\_