



City of Parkland

Planning and Zoning Department

6600 University Drive
Parkland, FL 33067

Phone (954) 753-5040
Fax (954) 341-5161

STAFF USE ONLY

Intake Date: _____ By _____

Fee Paid: _____ Receipt # _____

Case #: _____

[] Administrative review only (sec.22-204H.)

[] Commission review only (sec.22-199 J.2.)

[] Full review process (sec. 22-199 J.1)

COMMUNITY APPEARANCE BOARD APPLICATION

INSTRUCTIONS TO APPLICANT:

1. Please complete all sections of this application. If not applicable, indicate with N/A
2. Provide required attachments as shown on the attached checklist.
3. Pay a filing fee in the amount of two thousand five hundred dollars (\$2,500.00) and one escrow in the amount of four hundred dollars (\$400.00) for advertisement fees and one escrow in the amount of one thousand dollars (\$1,000.00) for professional fees. (Please note that each escrow must maintain a minimum balance of \$500.00 at all times.) Since advertising and professional costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper and professional contractors. **NOTE:** All cost recovery accounts must be current prior to any public hearing before the City Commission.

Type of Request:

Check the appropriate box: New Application Repainting Architectural Design
 Amending Prior Approval Sign Design Uniform Sign Plan

I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record:

Address: _____ City: _____ ST: _____ ZIP: _____

Phone: _____ E-Mail Address: _____

Applicant (if other than owner):

Address: _____ City: _____ ST: _____ ZIP: _____

Phone: _____ E-Mail Address: _____

Agent:

Address: _____ City: _____ ST: _____ ZIP: _____

Phone: _____ E-Mail Address: _____

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

II. COMMUNITY APPEARANCE BOARD REQUEST

The application is a request for: _____

III. PROPERTY LOCATION

A. Is the subject property located within one mile of another municipality? yes no

If 'yes' please specify: _____

B. Folio Number: If additional folios, list on a separate sheet and attach to the application.

Folio: [] [] - - [] [] - - [] [] - - [] [] - - [] [] [] - - [] [] [] []

C. Section: _____ Township: _____ Range: _____ Total Acreage of Subject Property: _____

D. Project Name: _____

E. Project Address: _____

F. General Location Description (proximity to closest major intersection in miles or fractions thereof): _____

IV. LAND USE AND ZONING INFORMATION

A. Zoning Designation: _____ Future Land Use Designation: _____

B. Existing Use(s) on Property: _____

C. Proposed Use(s): _____

V. PROJECT HISTORY

(List in sequence from first application to most recent – attach additional page if necessary):

Petition Number	Request	Action	Date	Resolution / Ordinance Number

OWNER ACKNOWLEDGEMENT

I/We: _____, do hereby swear/affirm that I/We am/are the owner(s) of the property referenced in this application.

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/We understand that this application, attachments and fee become part of official record of the Planning and Zoning Department of the City of Parkland and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City of Parkland in order to process this application.

I/We further consent to the City of Parkland to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s)

Print Name(s) _____

CONSENT STATEMENT Owner to complete if using agent/representative

I/We, the aforementioned owner(s), do hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent, me/us at all meetings and public hearings pertaining to the request(s) and property I/We own described in the attached application. Furthermore, as owner(s) of the subject property, I/We hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s)

Print Name(s) _____

NOTARY

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ . He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

(Signature of Notary) My Commission Expires: _____

(NOTARY'S SEAL OR STAMP)

(Name – Must be typed, printed, or stamped)



COMMUNITY APPEARANCE BOARD SUBMITTAL CHECKLIST

PLEASE CHECK

YES NO N/A

I. GENERAL

Provide the requisite number of hard copies indicated below, and a CD-ROM with all of the information required below.

- a. A completed application signed by owner, agent and/or applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner.
- b. Required application fees.
- c. One (1) copy of a warranty deed including property control number or folio number and legal description of the property.
- d. Three (3) copies of a completed written report indicating how the proposed project meets the community appearance standards. The report shall provide a separate response for Code of Ordinances Sections 75-20 through 75-210.
- e. Letter of intent/code criteria compliance.
- f. Ten (10) copies of an approved or proposed site plan in compliance with Section 40-10 of the Code of Ordinances.
- g. Five (5) copies of completed elevations of all proposed construction and related elevations of existing structures including but not limited to: scale, building(s), depiction of the kind, color and texture of all primary materials to be used, clear depictions of all major/special architectural design features and treatments, lighting fixtures and standards and signs and/or sign band areas.
- h. Five (5) copies of samples for all major materials.
- i. Perspective/multi-dimensional drawing of the entire site.
- j. Three (3) copies of any prior City or Broward County approvals (i.e: resolutions, staff reports).
- k. For mixed use projects – description of how it meets supplementary design standards as outlined in Section 75-210.

PLEASE CHECK

YES NO N/A

- l. For commercial developments provide a uniform sign program.*
- m. Three (3) copies of lighting plans including scale, north arrow, address of site, property and street pavement lines, proposed ingress/egress to the site with parking area(s), parking stalls and adjacent streets, existing landscaping that will be retained and proposed landscaping, location of all existing (to remain and proposed buildings on site, location of all existing (to remain) and proposed lighting standards, illumination levels generated by the proposed lighting per the requirements of the section 75-150 of the Code.*
- n. Five (5) Scaled drawing of the proposed lighting standards including but not limited to all size/height fixtures, types of lighting fixtures, information on lighting intensity, materials, colors and ground or wall anchorage details.*



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THE COMMUNITY APPEARANCE BOARD PROCESS

