



# 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 our or has produced \_\_\_\_\_ as identification and did/did not take an oath.

My Commission Expires: \_\_\_\_\_  
(Signature of Notary)

(NOTARY'S SEAL OR STAMP)

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



**COMMUNITY APPEARANCE BOARD SUBMITTAL CHECKLIST**

| <b>PLEASE CHECK</b>      |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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**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.

| <b>PLEASE CHECK</b>      |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 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.*



# CITY OF PARKLAND

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# THE COMMUNITY APPEARANCE BOARD PROCESS

