



For Office Use Only
Application No. _____
Submittal Date: _____

ATTACHMENT B COMMUNITY APPEARANCE BOARD (CAB)

Pursuant to Code *Chapter 78 Community Appearance Board*

**COMPLETE ALL SECTIONS OF APPLICATION LEGIBLY.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

REQUIRED SUBMITTALS

All of the following must be submitted to be deemed a complete application (*for applications requiring approval by City Commission, documentation may be provided with the development plan application requirements in Attachment A*):

- Complete Application** (Including Development Application Form)
- Processing Fee** (See Fee Schedule)
- Agent Authorization Letter** if applicable, authorizing the applicant/agent to act on all property owners' behalf.

Development Projects:

Once direction is received from Planning Staff, submit site plan, site plan details, architectural plans/elevations, landscape and photometric plans, color samples/chips and color renderings.

5 Copies in 11" x 17" format to be provided once staff has notified applicant the project will be scheduled for an upcoming CAB meeting.

Applicant may present a material board and/or PowerPoint presentation at the CAB meeting. Any meeting presentations must be provided to Planning Staff a day prior to the meeting.

Repainting/Paint Change of Existing Structures (multi-family or commercial/industrial):
5 Copies of the following in collated and stapled sets:

1. Photos of the existing building conditions for all four elevations with labels
2. Photos of the proposed building colors for all four elevations with labels and identify the location of the proposed colors (for example: roof, walls, trim, shutters/awnings, columns, railings, fascia, windows)
3. Actual color chips/swatch from the paint manufacturer for all colors to be proposed

All photos are to be labeled "**Existing**" & "**Proposed**" and labeled by the direction they face: North, South, East, West.

Master Signage Plans:

Complete this Application (Attachment B) and the Master Signage Plan Application Packet for review by Planning Staff.

Requirements for submittal and number of copies are listed in Master Signage Application Package. Once staff determines application complies with Code requirements, the applicant will be notified and the application will be scheduled for an upcoming CAB meeting.



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COMMUNITY APPEARANCE BOARD (CAB) APPLICATION

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (TYPE OR PRINT LEGIBLY)

Section One: Development/Project Information

Development/Project Name: _____

Development/Project Address: _____

Description of Work: _____

Development Permit

Paint Change:

Master Signage Plan:

Section Two: Applicant Information

Agent/Representative Name: _____
(APPLICANT, AGENT, OR ASSIGNED REPRESENTATIVE – YOUR ATTENDANCE AT THIS MEETING IS REQUIRED)

Phone: _____ E-Mail: _____

Address: _____

Property Owner Name: _____

Address: _____

Phone: _____ E-Mail: _____

Section Three: Action of the Board (For Office Use Only)

APPROVED: _____ APPROVED W/STIPULATIONS: _____ TABLED: _____ DENIED: _____
Date Date Date Date

COMMENTS/STIPULATIONS: _____

