

**CITY OF CAPE CANAVERAL
COMMUNITY APPEARANCE BOARD APPLICATION PACKET**



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CITY OF CAPE CANAVERAL

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Instruction Sheet

A pre-application meeting with the Community Development Department is required prior to completion and submittal of a Community Appearance Review application.

The Community Appearance Review Application shall be prepared in compliance with the requirements of Chapter 22, Article III, Sections 22-36 thru 22-47 of City Code. To access the Code, visit www.cityofcapecanaveral.org, click on **City Government** tab ⇒ click on **City Code of Ordinances** (scroll down left side of page).

This application packet must be completed, legible and submitted with all required documents referred to herein, to the City of Cape Canaveral, Community Development Department, 100 Polk Avenue, PO Box 326, Cape Canaveral, FL 32920. You and/or your representative are required to attend the meetings in which your request will be considered. You will be notified of the date(s) and time(s) of meetings. Meetings are held at the City Hall, Council Chambers, 100 Polk Avenue, Cape Canaveral, FL 32920, unless otherwise stated.

Review levels and application requirements:

Level 1 review. (Commercial, residential subdivisions, four or more multifamily residential units, industrial, and mixed-use):

1. Vicinity map locating all zoning classifications, including orientation of all color photographs;
2. For new development of unimproved property, a rendered conceptual plan depicting, in detail, location of landscaping and all the elements on the site;
3. All preliminary elevations;
4. Materials, texture and color boards depicting locations of colors; and
5. Minimum of three (3) color photographs of site and setting (surrounding area).

Level 2 review. (Change of exterior building or roof color upon commercial or mixed-use buildings or structures within the C-1, C-2, M-1, or overlay zoning districts or Accent Lighting):

1. Vicinity map locating all zoning classifications, including orientation of all color photographs;
2. Materials, texture and color board depicting location of colors; and
3. Minimum of three (3) color photographs of site and setting (surrounding area).

For accent lighting: please submit types of lights, pictures and locations of lights, hours of lighting operations and colors or lights.

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Instruction Sheet (continued)

Conceptual plan requirements:

All conceptual plans submitted for consideration under this article for the new development of unimproved property shall indicate the following sufficiently:

1. Dimensions and orientation of the parcel;
2. Location, height and use of buildings, structures and encroachments both existing and proposed;
3. Location and arrangement of manmade and natural ground cover;
4. Proposed ingress and egress facilities;
5. A conceptual preliminary landscape plan
6. Unusual grading or slopes, if any;
7. Location, size and graphic content of proposed exterior signs, outdoor advertising or other constructed elements other than habitable space, if any;
8. Such other architectural and engineering data as may be requested to clarify the presentation.

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Information Sheet

Description of Request: (Be sure to note specific Code sections of the zoning ordinance that allow and support your request). If necessary, attach separate sheet.

Level of Request (refer to page 2): Level I Level II (check one)

Address of Request: _____

Name of Project (if applicable): _____

Legal Description:

Lot(s): _____ Block: _____ Subdivision: _____

Section: _____ Township: _____ Range: _____

Statement of Fact:

I, _____, being duly sworn, depose and say that:

I am the property owner.

I am the owner(s) designated agent. (Attach notarized letter of authorization).

Owner(s) Name: _____

Mailing Address: _____

Phone Number(s): _____

Email: _____

Designated Agent Information (if applicable):

Owner(s) Name: _____

Mailing Address: _____

Phone Number(s): _____

Email: _____

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Submittal Checklist

1. Completed Information Sheet.
2. Payment of Application Fee.
3. Vicinity map depicting zoning classifications of surrounding properties.
4. For new developments of unimproved property, a Conceptual Plan showing the location of improvements, proposed landscaping and all elements on the site. Ten copies (see page 4 for more details).
5. Elevations to scale; two elevations minimum (10 copies).
6. Samples of materials, textures and colors of the buildings, walls, roofs, banding railings, trim, garage doors, main entrance doors, shutters, awnings, fencing/walls, gates, screening for alleys and dumpsters and signage.
7. Photographs of the site and setting, including surrounding properties (three minimum).
8. Site Plan indicating landscape type/location and parking (10 copies).
9. Information for Accent Lighting only.

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Application Fee Sheet

Date: _____

Project Name: _____

Project Address: _____

Name of Applicant: _____

1. Level I	Amount
a. Commercial and industrial projects 850 square feet or less ...	75.00
b. One to three residential units ...	75.00
c. All signs ...	35.00
d. Fences 1—3 residential units ...	0
e. Single-family residential addition 850 square feet or less ...	35.00
f. Wall mural ...	75.00
g. Accent lighting ...	50.00
2. Level II	
a. Commercial and industrial projects over 850 square feet ...	750.00
b. Four or more residential units ...	750.00
c. Commercial fences ...	75.00

Total Application Fee: \$ _____