

UPDATE TO ARCOM SUBMITTAL REQUIREMENTS – June 16, 2016

Please note that for all ARCOM submittals, the following must be included in your application, record and presentation files/folders:

- Dimensioned details (including cross sections) for all eaves, cornices, columns, windows, entries, loggias, shutters, chimneys, etc.
- Paint details on the plans/elevations that state the name of the color, manufacturer, and manufacturer number.
- All elevations must include scale figures.
- For projects that have been previously deferred by the Commission, elevations that include “previously proposed” over “currently proposed.” If the structure is existing and alterations are proposed, then elevations must be provided that include “existing” over “previously proposed” over “currently proposed.”



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 S. County Rd.
 Palm Beach, FL 33480

APPLICATION FOR PROJECT REVIEW BY THE ARCHITECTURAL REVIEW COMMISSION

Application Number: _____ Date: _____

Application Type:

<input type="checkbox"/>	Major	<input type="checkbox"/>	Combination*
<input type="checkbox"/>	Minor	<input type="checkbox"/>	Minor with notice

*If Town Council review required, include Zoning Application Number: _____

I. PROJECT ADDRESS: _____

II. DESCRIPTION OF THE REQUEST: The exact wording in this section will appear on the ARCOM Agenda. Please include a comprehensive summarized description of the proposed project.

Number of Stories: _____ Roof Material (type): _____

Const. Type: CBS: _____ Frame: _____ Colors: Building: _____ Roof: _____

Trim: _____ Shutters: _____ *this information to be included on the cover sheet of the ARCOM plans

III. DESIGN PROFESSIONAL(S):

<input type="checkbox"/>	Architect	<input type="checkbox"/>	Design Consultant
<input type="checkbox"/>	Landscape Architect	<input type="checkbox"/>	Engineer
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<i>Check if you are an ARCOM member and this project will result in a voting conflict for you.</i>

Name of Professional: _____ License #: _____

Phone number: _____ Email address: _____

IV. OWNER/AGENT INFORMATION:

Property Owner's Name: _____

Owner's Address (if different from Subject Address): _____

_____ Phone number: _____

Signature (**owner or owner's legally authorized agent***): _____

*if signed by a legally authorized agent, **must** be accompanied by a Power of Attorney or statement from the property owner authorizing the signer to sign on the owner's behalf.

(printed name and title) _____



ARCOM # _____

NOTICE AFFIDAVIT

STATE OF FLORIDA
COUNTY OF PALM BEACH

BEFORE ME THIS DAY PERSONALLY APPEARED _____
WHO BEING DULY SWORN, DISPOSES AND SAYS THAT:

- 1) He/She is the owner, or the owner's authorized agent*, of the real property legally described in the Architectural Commission Application.
- 2) The accompanying Property Owners List is, to the best of his/her knowledge, a complete and accurate list of all property owners' mailing addresses and property control numbers dated no later than 90 days prior to the Architectural Commission hearing at which the subject application will be heard, and as recorded in the last official tax rolls for the subject property and all other properties within **two hundred fifty (250) feet** of the real property as described in the Application for Architectural Review, or all property within **two hundred fifty (250) feet** of all contiguous property owned wholly or in part by the owner of the real property described in the Application for Architectural Review.
- 3) A copy of the ARCOM application, a Notification to Property Owners and a single page graphic depiction showing a building and landscaping elevation of the intended project will be included in each envelope mailed to surrounding property owners, and will be mailed **at least 30 days prior** to the ARCOM meeting using the labels provided by the Property Appraiser's Office (unless this is a combo notice).

FURTHER AFFIANT SAYETH NOT.

The foregoing instrument was acknowledged before me this ____ day of _____, by
Month/Year

_____ who is personally known to me or who has produced
(Name of person acknowledging)

_____ as identification.
(type of identification)

Applicant's (or Agent's*) Signature

Applicant's (or Agent's) Printed Name

Notary as to Owner or to Authorized Agent

Applicant's (or Agent's*) Address

My Commission Expires: _____

***If Agent, you must attach a Power of Attorney or Authorization from the Property Owner.**



**Town of Palm Beach
Notification to Property Owners**

Architectural Review Commission Project Notice

TO BE HEARD BY THE ARCHITECTURAL REVIEW COMMISSION ON _____
AFTER 9:00 A.M., in the Town of Palm Beach Council Chambers located on the 2nd floor, 360 South County Road, Palm Beach. Pursuant to Section 18-202 (1) of the Town Architectural Review Ordinance, this application is being sent to all property owners within 250' radius of the location of the subject application.

All interested persons may appear and be heard at said Public Hearing and may likewise submit written statements prior to and at said Public Hearing. If any person decides to appeal any decision made by the Architectural Review Commission with respect to this matter, he/she will need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based. Please be advised that the Town does not enforce private covenants or deed restrictions.

ARCOM#: _____

Address: _____

Applicant: _____

Project Description: _____

This notification is not to solicit approval or disapproval. It is a required notification to surrounding property owners. The plans for the project are on file in the Planning, Zoning & Building Department and are available for review Monday through Friday between 8:30 a.m. and 4:30 p.m. or may be available via the Town's website at www.townofpalmbeach.com/index.aspx?NID=676. Please note that the applicant may submit revised plans and materials up to 15 days prior to the meeting date; therefore, if you are an interested party, you will need to contact the Town using the information below to verify if revisions have or have not been submitted.

If you would like to be automatically informed of changes to the ARCOM Agenda and Back-up Material, please visit our website www.townofpalmbeach.com and click on the "Stay Informed" button on the main page and follow the instructions provided and select Architectural Commission (ARCOM).

If you need further information relative to this project, please contact John Lindgren, Planning Administrator at 561-227-6414 or jlindgren@townofpalmbeach.com.



**Town of Palm Beach
Notification to Property Owners**

Architectural Review Commission/Town Council Combination Project Notice

Please be advised the Town Architectural Review Commission will consider the following matter at its meeting to be held at 9:00 a.m. on _____. This project will be scheduled for review by the Town Council at 9:30 a.m. on _____. All meetings will be held in the Town Council Chambers, 2nd Floor, Town Hall, 360 S. County Road, Palm Beach.

ARCOM#: _____ **ZONING #:** _____

Address: _____

Applicant: _____

Project Description: _____

This notice is being provided in conjunction with the review policy which allows the Architectural Review Commission to provide input to the Town Council for use during the Town Council's review of this item. The Town's ordinance provides that property owners within a three hundred (300) foot radius of the subject property shall be notified by mail of any proposed new structures, or major alterations to structures, on subject property.

This notification is not to solicit approval or disapproval. It is a required notification to surrounding property owners. The plans for the project are on file in the Planning, Zoning & Building Department and are available for review Monday through Friday between 8:30 a.m. and 4:30 p.m. or may be available via the Town's website at www.townofpalmbeach.com/index.aspx?NID=676. Please note that the applicant may submit revised plans and materials up to 15 days prior to the meeting date; therefore, if you are an interested party, you will need to contact the Town using the information below to verify if revisions have or have not been submitted.

Please be advised that the Town does not enforce private covenants or deed restrictions.

If you would like to be automatically informed of changes to the ARCOM Agenda and Back-up Material, please visit our website www.townofpalmbeach.com and click on the "Stay Informed" button on the main page and follow the instructions provided and select Architectural Commission (ARCOM).

If you need further information relative to this project, please contact John Lindgren, Planning Administrator at 561-227-6414 or jlindgren@townofpalmbeach.com.

TOWN OF PALM BEACH ARCOM APPLICATION CHECKLIST AND INSTRUCTIONS

Please use the checklist to ensure that your application is complete. Incomplete applications may cause a deferral of the request. Please contact John Lindgren, 561-227-6414, jlindgren@townofpalmbeach.com or Kelly Churney, 561-227-6408, kchurney@townofpalmbeach.com for an ARCOM Case Number and for any questions regarding the requirements for submittal.

SUBMISSION DEADLINES:

- Major Projects: by **12:00 p.m. Noon** – 35 days prior to the meeting, or as listed on the Town’s Architectural Commission Meeting Dates and Filing Deadlines list available at www.townofpalmbeach.com
- Combination Projects: by **12:00 p.m. Noon** – on the same day as the Town Council project is due, which falls on the Friday following the third Tuesday of the month.
- Minor Projects: by **12:00 p.m. Noon** – Two weeks prior to the next scheduled meeting.
- Minor Projects with Notice: by **12:00 p.m. Noon** – 35 days prior to the meeting, or as listed on the Town’s Architectural Commission Meeting Dates and Filing Deadlines list
- Deferrals: by **12:00 p.m. Noon** – 15 days prior to the scheduled meeting (with changes clouded).
- Revisions: by **12:00 p.m. Noon** – 15 days prior to the scheduled meeting (with changes clouded), together with a written narrative that succinctly details the changes made.
- Presentations: by **12:00 p.m. Noon** – 15 days prior to the scheduled meeting (include 14 mini-sets*). The applicant should be prepared to present to the Commissioners by using the submitted digital PRESENTATION file, which will be loaded onto a laptop in the Council Chambers.

APPLICATION SUBMISSION WILL INCLUDE THE FOLLOWING:

Fee:	Major projects (with or without landscape/hardscape):	\$750.00
	Landscape/Hardscape/Site Lighting:	\$750.00
	Minor projects (Awnings, signs, fenestrations)	\$250.00
	Deferred projects/Revisions	No Charge
	Payment of all applicable fees is due upon submission of the application	

Notice: If your project requires notice (Major or Minor with Notice) the surrounding property owners will need to be receive notice regarding the project at least **30 days** in advance of the meeting (after submitting the application and sample envelope to the Town). The envelopes to be mailed are to contain a copy of the application, the appropriate notice form, and a single page graphic depiction showing a building and landscaping elevation of the intended project. Envelopes are to be mailed to all property owners within a 250 ft. radius (300 ft. radius if a combination project) from the subject property. A list of owners shall be obtained from the Palm Beach County Property Appraiser’s Office, Mapping Department, 301 N Olive Ave., Fifth Floor, West Palm Beach, (561) 355-2881. Please provide a property identification number (aka property control number or folio number) of the subject property to obtain the list. Allow 10 days to receive this list once ordered. The return address label should read as follows:

Town of Palm Beach
Planning, Zoning & Building Department
360 S. County Rd.
Palm Beach, FL 33480
PROJECT # (EXAMPLE B-007-2016)

MAJOR PROJECT AND MINOR PROJECT WITH NOTICE CHECKLIST:

Once you have received your ARCOM #, on or by the Application submittal deadline, submit 1 CD (titled with the ARCOM # and property address) that includes the following pdf files:

APPLICATION: File name to be titled as in this example: B-076-2016 319 SEASPRAY AVE APPLICATION

This APPLICATION file (in 1 rolling pdf format) shall include the following:

- The 1 page ARCOM application
- Plans (minus any plans that contain floor plans). *Note: this pdf file with the ARCOM application and plans will be placed on the web prior to the meeting for public viewing.

RECORD: File name to be titled as in this example: B-076-2016 319 SEASPRAY AVE RECORD

This RECORD file (in 1 rolling pdf format) shall include the following:

- The 1 page ARCOM application
- Notice Affidavit
- Tax map identifying 250-foot radius and subject property
- List of all property owners within 250-foot radius that will be notified
- Sample Envelope and its contents *see **NOTICE**
- Full demolition report (if applicable)
- Photographic archive (interior and exterior) of the building to be demolished (if applicable)
- Photographs (at least 4" x 6") of adjacent facades within 200 feet of the proposed construction
- Plans (legend on right side)
- Any associated correspondence

PRESENTATION: File name to be titled as in this example: B-076-2016 319 SEASPRAY AVE PRESENTATION

This PRESENTATION file (to be submitted no later than **Noon, 15 days** prior to the meeting) shall include a pdf or PowerPoint file containing all documents to be used for the presentation. Please be advised that the PRESENTATION should include all documents, plans, photographs (without panoramic or fish eye lenses), reports, etc. which the applicant elects to present to the Commission and to the public during the ARCOM meeting. It will be on the basis of these documents, plans, photographs, reports, etc. together with the applicant's verbal presentation that the Commission shall render a decision. The responsibility for a complete presentation rests with the applicant. It is strongly encouraged that a 3-D rendering done in full color be included. Plans are to include scale figures and to include details (see first page, dated 6/16/16).

MINI-SETS:

Along with the PRESENTATION disc, 14 sets of 11" x 17" plans must be submitted. Plans must match most current documents on file in PZB (same revision dates on plans). Mini-sets for demolition projects must include interior and exterior photos of the building.

Please note: If the project is **DEFERRED**, another presentation disc and mini-sets will need to be submitted for the following month's meeting, no later than 15 days prior to that meeting. (A succinct written narrative describing the changes must accompany all revised plans). Elevations will need to include "previously proposed" over "currently proposed". If a structure is existing and alterations are proposed, elevations must be provided to include "existing" over "previously proposed" over "currently proposed". This revised submittal must be titled as in this example: B-007-2016 500 S COUNTY RD PRESENTATION REV 1

EXAMPLE: B-007-2016 500 S COUNTY RD PRESENTATION REV 1

If the application or plans are **REVISED** after the submission date, a complete revised "RECORD" file will need to be submitted, at least 15 days prior to the meeting date. The new RECORD file will include the same information as before and must include the new plans (with changes clouded) and must include a detailed letter describing the changes. This revised submittal must be titled as in this example: B-007-2016 500 S COUNTY RD RECORD REV 1

MINOR PROJECT CHECKLIST (PROJECTS NOT REQUIRING NOTICE):

Once you have received your ARCOM #, on or by the Application submittal deadline, submit 1 CD (titled with the ARCOM # and property address) that includes the following pdf files:

APPLICATION: File name to be titled as in this example: B-076-2016 319 SEASPRAY AVE APPLICATION

This APPLICATION file (in 1 rolling pdf format) shall include the following:

- The 1 page ARCOM application
- Plans (minus any plans that contain floor plans). *Note: this pdf file with the ARCOM application and plans will be placed on the web prior to the meeting for public viewing.

RECORD: File name to be titled as in this example: B-076-2016 319 SEASPRAY AVE RECORD

This RECORD file (in 1 rolling pdf format) shall include the following:

- The 1 page ARCOM application
- Photographs (at least 4" x 6") of adjacent facades within 200 feet of the proposed construction
- Plans (legend on right side)
- Any associated correspondence

PRESENTATION: File name to be titled as in this example: B-076-2016 319 SEASPRAY AVE PRESENTATION

This PRESENTATION file (to be submitted no later than **Noon, 15 days** prior to the meeting) shall include a pdf or PowerPoint file containing all documents to be used for the presentation. Please be advised that the PRESENTATION should include all documents, plans, photographs (without panoramic or fish eye lenses), reports, etc. which the applicant elects to present to the Commission and to the public during the ARCOM meeting. It will be on the basis of these documents, plans, photographs, reports, etc. together with the applicant's verbal presentation that the Commission shall render a decision. The responsibility for a complete presentation rests with the applicant. It is strongly encouraged that a 3-D rendering done in full color be included. Plans are to include scale figures and to include details (see first page, dated 6/16/16).

MINI-SETS:

Along with the PRESENTATION disc, 14 sets of 11" x 17" plans must be submitted. Plans must match most current documents on file in PZB (same revision dates on plans). Mini-sets for demolition projects must include interior and exterior photos of the building.

Please note: If the project is **DEFERRED**, another presentation disc and mini-sets will need to be submitted for the following month's meeting, no later than 15 days prior to that meeting. (A succinct written narrative describing the changes must accompany all revised plans). Elevations will need to include "previously proposed" over "currently proposed". If a structure is existing and alterations are proposed, elevations must be provided to include "existing" over "previously proposed" over "currently proposed". This revised submittal must be titled as in this example: B-007-2016 500 S COUNTY RD PRESENTATION REV 1

If the application or plans are **REVISED** after the submission date, a complete revised "RECORD" file will need to be submitted, at least 15 days prior to the meeting date. The new RECORD file will include the same information as before and must include the new plans (with changes clouded) and must include a detailed letter describing the changes. This revised submittal must be titled as in this example: B-007-2016 500 S COUNTY RD RECORD REV 1