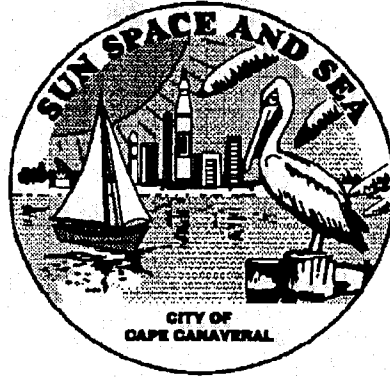


CITY OF CAPE CANAVERAL



COMMUNITY APPEARANCE BOARD

APPLICATION

INSTRUCTIONS

INFORMATION

BOARD DECISION

**CITY CODE OF ORDINANCES
CHAPTER 22, ARTICLE III**

GENERAL INFORMATION

All proposed projects "Which have an exterior visual impact or effect on the community" require approval of the Community Appearance Board prior to the issuance of a building permit by the Building Department.

The City Council has determined that this approval is necessary prior to any submittal for consideration of a site plan approval by the Planning & Zoning Board.

The application fees for the Community Appearance Board that are required by Section 22-42 of the Code of Ordinances have been divided into three levels:

LEVEL I

- **commercial & industrial projects 850 sq. ft. or less**
- **1-3 residential units**
- **all signs**
- **fences 1 to 3 residential units**
- **single family residential addition 850 sq. ft. or less**

LEVEL II

- **commercial & industrial projects over 850 sq. ft.**
- **4 or more residential units**
- **commercial fences**

LEVEL III

- **change of exterior building or roof color upon commercial buildings or structures within the C-1, C-2, and M-1 Zoning Districts on N. Atlantic Avenue & Astronaut Boulevard.**

The applicant may schedule a pre-application meeting with the Building Official or the designated representative prior to processing of the application by contacting the Building Department at (321) 868-1222.

Levels I, II, and III applications; and instructions for the concept plan are included with this packet.

The owner or applicant must be present at the Community Appearance Board meeting.

The Building Official may determine that the project is "minor or insignificant". If so determined, the Building Official may grant a building permit without the approval of Community Appearance Board.

APPLICATION FEE

The application fee must be paid to the City of Cape Canaveral prior to scheduling for the Community Appearance Board meeting (Section 96-32).

FEE SCHEDULE:

LEVEL I

- commercial & industrial projects 850 sq. ft. or less \$75.00
- 1-3 residential units \$75.00
- all signs \$35.00
- fences 1 to 3 residential units No Charge
- single family residential addition 850 sq. ft. or less \$35.00

LEVEL II

- commercial & industrial projects over 850 sq. ft. \$75.00
- 4 or more residential units \$75.00
- commercial fences \$75.00

LEVEL III

- change of exterior building or roof color upon commercial buildings or structures within the C-1, C-2, and M-1 Zoning Districts on N. Atlantic Avenue & Astronaut Boulevard. No Charge

MEETING DATES AND TIME

The Community Appearance Board meets as needed on the 1st and 3rd Mondays of each month at 7:00 P.M. at the City Hall Annex, 111 Polk Avenue, Cape Canaveral.

A completed application packet must be submitted no later than 5:00 p.m. on the Friday prior to the Board Agenda being published. (Please check with department staff for the last date to submit the complete packet.)

COMMUNITY APPEARANCE BOARD APPLICATION & GENERAL INFORMATION

TO BE COMPLETED BY APPLICANT

Type of Request: _____

Date Submitted: _____

Project Name (if Applicable): _____

Project Address: _____

Legal Description: Section _____, Township _____,
Range _____, Lot(s) _____, Block _____,
Parcel _____

Subdivision: _____

Name(s) of Property Owner(s): _____

Owner(s) Address: _____

Phone#: _____ Fax#: _____

Applicant Name: _____

Applicant Address: _____

Phone#: _____ Fax#: _____

(Office Use Only)

Is application complete: Yes/No

If no, date application returned to applicant: _____

Date/Time Board will consider request: _____

Application Fee: _____ Fee Paid: Yes/No

Application Reviewed by: _____

Date Reviewed: _____

LEVELS I & III

_____ **Commercial & industrial projects 850 sq. ft. or less**

_____ **1-3 residential units**

_____ **all signs**

_____ **fences (1 to 3 residential units)**

_____ **single family residential addition 850 sq. ft. or less**

_____ **change of exterior building or roof color upon commercial buildings or structures within the C-1, C-2, and M-1 Zoning Districts on N. Atlantic Avenue & Astronaut Boulevard.**

REQUIRED INFORMATION

	YES	NO
Vicinity Map locating all zoning classifications (10 Copies)	_____	_____
For new development of unimproved property, a concept plan locating improvements. (10 Copies)	_____	_____
Minimum of three color photographs of site and setting, including surrounding properties.	_____	_____
At least two elevations to scale. (10 copies) (Level I only)	_____	_____
Sample of actual materials, textures and colors. (may be presented at Board Meeting)	_____	_____

LEVEL II

- _____ **Commercial & industrial projects over 850 sq. ft.**
- _____ **4 or more residential units**
- _____ **Commercial fences and 4 or more residential units**

REQUIRED INFORMATION

	YES	NO
Vicinity Map locating all zoning classifications (10 Copies)	_____	_____
For new development of unimproved property, a rendered concept plan depicting, in detail, location of landscaping and all the elements on the site. (10 Copies)	_____	_____
All preliminary elevations. (10 copies)	_____	_____
Minimum of three colored photographs of site and setting, including surrounding properties.	_____	_____
Sample of actual materials, textures, and colors indicating location of colors. (Including: roofing, banding, buildings, walls, signs, garage doors, railings, trim, main entrance doors, awnings, and fencing/walls) (May be presented at the meeting. (10 copies)	_____	_____

CONCEPT PLAN REQUIREMENTS (LEVELS I & II)

(REQUIRED FOR THE NEW DEVELOPMENT OF UNIMPROVED PROPERTY)

1. Dimensions and orientation of the parcel.
2. Location, height and use of the building(s), structures and encroachments (existing and proposed).
3. Location and arrangement of man-made and natural ground cover.
4. Proposed ingress and egress facilities.
5. Preliminary landscaping plan.
6. Unusual grading or slopes, if any.
7. Height, materials, colors, and location of fences/walls.
8. Location, size and graphic content of proposed exterior signs, outdoor advertising or other constructed elements other than habitable space.
9. Such other architectural and engineering data as may be requested to clarify the presentation.
10. Size, height, number of units, and location of proposed and existing structures.
11. Dimensions.
12. Total gross area and percentage devoted to structures, parking and landscaping.
13. Number of parking spaces.
14. Traffic flow diagram.
15. Parking and/or driveway(s).

(continued on next page)

CONCEPT PLAN REQUIREMENTS (LEVELS I & II) - Continued:

16. Zoning districts of neighboring properties:
____North ____South ____East ____West
17. Location of parks, canals, waterways, boat slips, swimming pools, recreation, dumpster and type of dumper screening, dune crossover, fences/walls, and signs (as applicable).
18. Sidewalks: existing ____ proposed ____
19. Location and type of landscaping.
20. Total square footage of building areas including: living and under roof.
21. # of parking spaces_____# of handicap spaces _____.

BOARD DECISION OF REQUEST

CAB Request No. _____

Date(s) Request Considered by the Board: _____

BOARD ACTION TAKEN:

_____ Approved as Submitted and Presented.

_____ Approved with the following condition(s):

_____ Postponed for Additional Information.

_____ Denied.

Note:

Please refer to Section 22-43 (b) of the City code regarding Expiration of approval.

Please refer to Section 22-45 of the City code regarding Appeal of the Board's decision.

Signature of Chairperson