



## Community Appearance Committee – Application

**DEADLINE:** Initial paper submission and fee must be received by 5:00 PM on the day of the deadline. *Electronic file submission must be provided on a USB with the submittal.* Refer to the Department Meeting Schedule & Submittal Deadline” document provided on the City’s website for submission deadlines. **To ensure quality submittal, this project will only be added to the agenda when a complete submission has been provided. If a complete submission is not uploaded by the deadline, the application will be notified via email with an itemized list of outstanding items and/or corrections.**

### Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
<b>Single-Family / Duplex Projects</b>	DRC Review	Development Order from the P&Z Department		
<b>Multi-Family Projects</b>	Pre-Application Meeting (Required Prior to DRC Submittal)	Review by the Community Appearance Committee (AKA: DRC)	Development Order from the P&Z Department	
<b>Non-Residential Projects</b>				

**APPLICATION SUBMISSION PROCESS:** Upon reception of the **PAPER SUBMISSION** (see below) by Staff. Staff will review to ensure a complete submittal with 5 business days.

### SUBMISSION: The following paper documents must be submitted:

PAPER	One (1) completed application with original signatures (All Owners of Record must sign)	
	One (1) Affidavit (must be completed by the Landowner)	
	One (1) Letter of Authorization (signed by the Landowner), <i>if the Applicant is not the Landowner</i>	
	One (1) Letter of Authorization from the Condominium Association, <i>if the property is a condominium</i>	
	Application Fee as established by the City Commission. Refer to Chapter 6 – Section. 6-10 – Enumeration of permit fees, regulations and inspection fees. Checks must be made payable to the “City of Lauderhill.”	
	Copy of Deed or Contract to Purchase	
	<b>Changes to the Facia and other improvements:</b>	
	Five (5) copies of the property survey indicating the existing conditions	
	Site plans, sketches or drawings showing the elevation of the proposed construction Five (5) sets for Multi-Family & Non-Residential Projects   Five (5) sets for Single-family & Duplex Projects	
	Site plans, sketches or drawings showing the landscape improvements with the proposed construction Five (5) sets for Multi-Family & Non-Residential Projects   Five (5) sets for Single-family & Duplex Projects	
	<b>Change of Paint Color – Only (Multi-Family and Non-Residential Developments):</b>	
	Two (2) 8½” x 11” color renderings or photos showing the building(s) to be painted with the existing color(s)	
	Two (2) 8½” x 11” color renderings or photos showing the building(s) with the proposed color(s)	
	A chart indicating the paint manufacturer, color names, numbers, and indicating to which parts of the building they will be applied.	
	Two (2) sets of paint chips/ samples of all proposed colors.	
Single-Family projects must submit: Site Plan, Floor plans, Landscape Plan, Roof Plans, Landscape Plans. Two (2) sets signed & sealed by the appropriate design professional (24” x 36”) and three (3) sets (11” x 17”)		
USB	One (1) electronic version of the site plan package.	



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### Applicability

#### Article IX – Community Appearance Committee

##### Section 3. Permit applications:

As a condition precedent to issuing a permit, the Community Appearance Committee shall review all permit applications subject to this section for the purpose of determining that the elevation, architecture, landscaping and aesthetic appearance of the proposed construction shall conform with that of the neighborhood in which the project is to be constructed. The committee shall have the right to approve the application, disapprove the application or approve the application with conditions specified in writing and will permit resubmission of the application upon completion thereof. Approval by the committee shall be by a majority vote which shall be recorded in written form. All disapprovals or conditional approvals shall require a written statement setting forth the conditions of the disapproval or the conditional approval.

##### Section 3.2. – Renewable energy readiness.

3.2.1. Solar energy. This paragraph provides for the design, construction, installation, alteration and repair of equipment and systems using solar energy to provide space heating or cooling, hot water heating and swimming pool heating. All new single family homes, if not installed with a complete solar energy system at that time of construction, must incorporate in their building plan sets the following in order to allow for the later installation of a solar energy system for heating domestic potable water and generation of electricity for on-premises use:

- A. Two (2) insulated pipes and a conduit of suitable size for at least two (2) pairs of wires for monitoring and control purposes penetrating the roof and ceiling adjacent to the water heater storage area location or a sleeve or conduit of sufficient size to accommodate the above without bends or angles penetrating the roof and ceiling adjacent to the water heater storage areas. All exposed conduit shall be capped and provided with adequate flashing. The conduit shall not be located on or in the direction of a north-facing roof and shall be located where a minimum four (4) hours of direct sunlight can be achieved.
- B. A roof plan showing the location of the solar panels and oriented in a manner that is not visible from a primary frontage and facing a direction where a minimum four (4) hours of direct sunlight can be achieved.
- C. The water heater storage area shall be designed so that there is space for an eighty (80) gallon water heater, an expansion tank and a heat exchanger as well as a one hundred twenty (120) volt electrical receptacle in close proximity to the water heater and a circuit with a minimum fifteen (15) amp circuit breaker.
- D. The installation shall conform with all other applicable codes.

3.2.2. Electric vehicle supply equipment. This paragraph provides for the design, construction, installation, alteration and repair of electric vehicle supply equipment. All new single family homes, if not installed with electric vehicle supply equipment at that time of construction, must incorporate electric vehicle supply equipment in their building plan sets. When siting such equipment in a residential garage, the following shall be depicted on the plans:

- A. The location where the vehicle typically will be parked; and
- B. The location of charge inlet located on the vehicle; and
- C. The location of the Level 2 charging station; and
- D. Electrical plans showing addition of new circuit, panel schedules and routing; and
- E. Whether additional meter requirements are applicable and, if so, the location of the meter; and
- F. The length of the electric vehicle's charge cord; and
- G. Demonstrate the equipment is compliant with the National Electric Code and with SAE J1772, as may be amended from time to time.

3.2.3. Electric Vehicle Parking requirements. All new development in mixed-use, multi-family, and non-residential zoning districts shall contain electric vehicle charging stations as outlined in Article III Section 6.5.1. of these Land Development Regulations.

3.2.4. Electric Vehicle Parking Required for Existing Developments. Redevelopment, or expansion of any facility in a mixed-use, multi-family, or non-residential zoning district resulting in an increase of at least twenty (20) or more required off street parking spaces shall be subject to the electrical vehicle parking standards outlined in Article III Section 6.5.1 of these Land Development Regulations.



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### Type of Development Review (Check all that apply)

Proposed Changes to the Site / Building			
<b>Multi-Family &amp; Non-Residential</b>		<b>Changes to Fascia</b>	<b>Paint</b>
<b>Single-Family &amp; Duplexes</b>	<b>Addition</b>	<b>Window or Door Replacement</b>	
<b>Carport Enclosure</b>	<b>Garage Enclosure</b>	<b>Other (Describe):</b>	

Property Description		
<b>Street Address:</b>	<b>Folio Number(s):</b>	
<b>Nearest Cross Street:</b>		
<b>Subdivision:</b>	<b>Block:</b>	<b>Lot:</b>

Applicant, Owner's Representative or Agent	Landowner (Owner of Record)
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b>	<b>Print Name and Title:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Mailing Address:</b>	<b>Mailing Address:</b>
<b>City, State &amp; Zip:</b>	<b>City, State &amp; Zip Code:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Email:</b>

**All communication will be sent to the Landowner (Owner of Record) and Applicant, unless otherwise requested. Indicate who should be provided with copies of written correspondence:**

<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer	<input type="checkbox"/> Attorney	<input type="checkbox"/> Other
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Architect	Engineer
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b>	<b>Print Name and Title:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Mailing Address:</b>	<b>Mailing Address:</b>
<b>City, State &amp; Zip:</b>	<b>City, State &amp; Zip Code:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Email:</b>

Attorney	Other
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b>	<b>Print Name and Title:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Mailing Address:</b>	<b>Mailing Address:</b>
<b>City, State &amp; Zip:</b>	<b>City, State &amp; Zip Code:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Email:</b>



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Site Data	
<b>Development / Project Name:</b>	
<b>Explain how the elevation, architecture, landscaping and/or aesthetic appearance of the proposed improvement(s) conforms with that of the surrounding neighborhood:</b>	

Additional Information		
<b>Have any other applications been submitted for this site?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If so, list the other applications &amp; provide reference to the Meeting Date/ Results:</b>		
<b>Pre-Application Conference Date:</b>		



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**AFFIDAVIT**

I AM THE LANDOWNER OF RECORD (OR I HAVE FURNISHED THE CITY OF LAUDERHILL WITH A NOTARIZED LETTER FROM THE LANDOWNER AUTHORIZING ME TO SUBMIT THIS APPLICATION ON THEIR BEHALF), AND DO HEREBY SWEAR OR AFFIRM THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**Landowner’s Name:** \_\_\_\_\_  
*(or Authorized Official – Owner’s Authorization Letter required if not the Owner of Record)*

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**(City) (State) (Zip Code)**

\_\_\_\_\_  
**Signature of Owner or Authorized Representative**

**SWORN AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by means of  
 physical presence or  online notarization.

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

\_\_\_\_\_  
(Name of Notary Public: Print, stamp, or Type as Commissioned.)

Personally know to me, or  
 Produced identification: \_\_\_\_\_  
(Type of Identification Produced)