



*Life's Just Better Here*

## **FACADE IMPROVEMENT APPLICATION**

### **GENERAL PROCEDURES FOR FILING A FACADE IMPROVEMENT SUBMITTAL APPLICATION:**

- ❖ Faade Improvement submittal applications may be obtained at the Community Development Services Department and may be initiated by the owner of the property involved or his legally designated representative.
- ❖ Applicants for facade improvement approval are required to arrange a pre-application conference prior to submittal to discuss their requests with a member of the Community Development Services Department staff. You may arrange an appointment by calling 954-390-2180.
- ❖ An application for facade improvements together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Development Services Department following the pre-application conference.
- ❖ The Community Development Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Development Services Department has determined that the application and support documents are complete Planning and Zoning Board.
- ❖ The Community Development Services Department shall place the facade improvement application upon the next most appropriate Planning and Zoning Board agenda for public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Development Services Department.
- ❖ The applicant will receive an agenda and staff report concerning the proposed facade improvement and staff recommendations prior to the Planning and Zoning Board meeting.
- ❖ The initial application submittal shall be accompanied by fifteen (15) copies of the facade improvement and other required plans and documents (see attached checklist). All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Development Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws;

# FACADE IMPROVEMENT APPLICATION

## Submittal Checklist

Staff Use – √ for each item submitted	Required Items (This list may be modified after the pre-application with Staff)
	<ul style="list-style-type: none"> <li>• Boundary surveys</li> </ul>
	<ul style="list-style-type: none"> <li>• Plans, including all information listed below to demonstrate compliance with all requirements of the ULDR. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as determined by Florida Law, who are licensed and registered in the State of Florida.</li> </ul>
	<ul style="list-style-type: none"> <li>• The proposed title of the project and the name of the professionals who prepared each plan, including engineer, architect, landscape architect and the developer</li> </ul>
	<ul style="list-style-type: none"> <li>• The north arrow, scale and date</li> </ul>
	<ul style="list-style-type: none"> <li>• Existing zoning of the subject site and adjacent properties</li> </ul>
	<ul style="list-style-type: none"> <li>• Legal description;</li> </ul>
	<ul style="list-style-type: none"> <li>• Location sketch of subject property in relation to surrounding area;</li> </ul>
	<ul style="list-style-type: none"> <li>• Site boundaries clearly identified, dimensioned, and tied to section corners;</li> </ul>
	<ul style="list-style-type: none"> <li>• Location and dimensions of all proposed buildings, excavations, and structures to lot lines and to each other;</li> </ul>
	<ul style="list-style-type: none"> <li>• Location, character, size, height and orientation of proposed signs, including building signage details shown on plan elevations;</li> </ul>
	<ul style="list-style-type: none"> <li>• Proposed building floor plans and architectural elevations, including building height and finished floor elevations;</li> </ul>
	<ul style="list-style-type: none"> <li>• Phasing plan, if applicable, with beginning and ending dates of construction of the entire project and beginning and ending dates for all phases of the project</li> </ul>
	<ul style="list-style-type: none"> <li>• Color elevations and renderings for meeting presentation purposes</li> </ul>
	<ul style="list-style-type: none"> <li>• If necessary, written authorization to reproduce any documents accompanying facade improvement submittals from the applicant, agent, architect, landscape architect, engineer, attorney, etc.</li> </ul>
	Other Items as determined during by Staff:
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	•
	•



# WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

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### FACADE IMPROVEMENT APPLICATION

Address/Location of Subject Property: \_\_\_\_\_  
\_\_\_\_\_

Owner (Applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent for Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Legal Description of Property Involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Zoning \_\_\_\_\_ Future Land Use Map designation \_\_\_\_\_

Total Acreage/Square Footage of Subject Property \_\_\_\_\_

Associated Applications (i.e., Rezoning, Plat, Comprehensive Plan amendment, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Use of Land \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Proposed Development \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Date

\*\*\*\*\*STAFF USE ONLY\*\*\*\*\*

Development Review Committee Date: \_\_\_\_\_

Planning and Zoning Board Meeting Date: \_\_\_\_\_



**Authorized Agent Affidavit**

*NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY MUST BE PROPERLY EXECUTED.*

KNOW ALL MEN THAT I, \_\_\_\_\_, do hereby constitute and appoint  
\_\_\_\_\_ my true and lawful agent, to execute the foregoing instrument in my name, place and  
stead this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Name of owner/agent entity if a corporation, L.L.C., partnership,  
trust, etc.

\_\_\_\_\_  
Representative capacity of person signing Affidavit:  
President or Vice President of Corporation  
Managing Member of L.L.C.  
General Partner  
Trustee  
Etc.

STATE OF FLORIDA    )  
  )

COUNTY OF BROWARD    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
\_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print or type name  
My Commission Expires: \_\_\_\_\_

**Permission to Reproduce Drawings and Documents**

*IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE PERMISSION TO REPRODUCE ON THE FOLLOWING PAGE.*

AFFIDAVIT

KNOW ALL MEN THAT I, \_\_\_\_\_, \_\_\_\_\_ (Title), of the firm of \_\_\_\_\_, do hereby grant the City of Wilton Manors permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or type name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA    )  
  )  
COUNTY OF BROWARD    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.