



# ARCHITECTURAL ELEVATIONS & COLOR OR MATERIAL CHANGES APPLICATION



## SITE PLAN REVIEW & APPEARANCE BOARD

### INSTRUCTIONS FOR COMPLETING AND FILING THE ARCHITECTURAL ELEVATIONS & COLOR CHANGES APPLICATION

Applications for elevation review may be submitted to the Planning and Zoning Department at any time between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. The application must be submitted at least seven (7) days prior to a scheduled SPRAB meeting. The Board meets on the second and fourth Wednesday of each month. Elevations which are submitted with a site plan application will be acted upon concurrent with the site plan.

In order to be accepted for processing, the submission must include:

1. A completed application.
2. Eight (8) drawings to scale, showing all four (4) elevations (north, east, south, west) of the proposed structures or of the elevation which is being modified when an existing structure is involved. The drawings shall show all the architectural features of the structure and the manner in which air conditioning and similar items are to be treated.
3. Provide eight (8) 11" x 17" color rendering of elevations and one (1) 8.5" x 11" color transparency. Exterior color samples are to be provided on the attached sheet as appropriate.
4. If the request only involves a change in the exterior color, the applicant shall provide eight (8) color pictures of the structure to be painted, eight (8) color pictures that depict the proposed color of the building. Exterior color samples shall be provided on the attached sheet as appropriate.

Please refer to Section 4.6.18 (Architectural Elevations and Aesthetics) of the City's Land Development Regulations for the criteria by which the Board will assess this application.

**Note: Development presentations before all Boards and City Commission must be either on a LCD projector (power point) or an overhead projector. If you wish to use the City's equipment please notify staff ahead of time. Board-mounted displays should not be used as a part of a presentation.**

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT  
THE ARCHITECTURAL ELEVATIONS & COLOR CHANGES APPLICATION**

Project Name: \_\_\_\_\_  
Print Name

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

Building Permit No. (If Applicable): \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_  
Print Name

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

Telephone Number: \_\_\_\_\_ E-Mail/Fax: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER** (if other than applicant)

Name: \_\_\_\_\_  
Print Name

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

Telephone Number: \_\_\_\_\_ E-Mail/Fax: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Existing Colors/Materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Proposed Colors/Materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# COLOR SAMPLES/FINISHES SCHEDULE

Please note type of material proposed

	ATTACH SAMPLES		ATTACH SAMPLES
ROOF	<input type="text"/>	AWNINGS	<input type="text"/>
WALLS	<input type="text"/>	RAILINGS	<input type="text"/>
FASCIA	<input type="text"/>	DOORS	<input type="text"/>
WINDOWS	<input type="text"/>	SCREENING (PATIO/POOL)	<input type="text"/>
COLUMNS	<input type="text"/>	OTHER	<input type="text"/>

INDICATE FINISH TYPE (Flat, Gloss etc): \_\_\_\_\_

**SUBMIT EIGHT COPIES OF A PHOTOGRAPH(S) OF THE STREETScape VIEW(S) OF THE SUBJECT SITE AND THE BUILDINGS IMMEDIATELY ADJACENT TO IT.**

**AFFIX EIGHT COPIES OF A PHOTOGRAPH OF BUILDING WITH PROPOSED COLORS TO APPLICATION**

**OWNER'S CONSENT**

(This form must be completed by **ALL** property owners)

I \_\_\_\_\_, the fee simple owner of the following  
(Owner's Name)

described property (give legal description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

hereby petition to the City of Delray Beach for a color change for  
\_\_\_\_\_  
(Project Name)

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. I consent to inspection and photographing of the subject property by the Planning and Zoning Department Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

\_\_\_\_\_  
Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

\_\_\_\_\_  
(Printed Name of Notary Public)

\_\_\_\_\_  
(Signature of Notary Public)

Commission # \_\_\_\_\_, My Commission Expires \_\_\_\_\_

**(NOTARY'S SEAL)**

**OWNER'S DESIGNATION OF AGENCY**

(This form must be completed by **ALL** property owners if designating an Agent)

I \_\_\_\_\_, the fee simple owner of the following  
(Owner's Name)

described property (give legal description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

hereby affirm that \_\_\_\_\_  
(Applicants/Agent's Name)

is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

\_\_\_\_\_  
(Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

\_\_\_\_\_  
(Printed Name of Notary Public)

\_\_\_\_\_  
(Signature of Notary Public)

Commission # \_\_\_\_\_, My Commission Expires \_\_\_\_\_

**(NOTARY'S SEAL)**