UPDATE TO ARCOM SUBMITTAL REQUIREMENTS – SEPTEMBER 2019

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."
- North/South and East/West landscape/hardscape cross sections, which include the neighbor’s and Right of Way elevations, walls and landscaping, shall be submitted with all applications for new homes and major additions.
- Any materials that are to be removed or relocated as part of a renovation project shall be delineated and noted on the materials removal plan page, which must be included in the plan set. The materials removal plan must clearly show the percentage of the existing structure that will be removed so that a determination can be made as to whether 50% or more of the existing structure is being removed. Removal of 50% or more of the existing structure will result in the need for the project to meet all current code requirements.
- Please include a detailed plant list broken down by trees/palms/shrubs/etc. Plant species must be identified as native or non-native. Please give the planting height and the established height of all plants. Native plants are defined by the University of Florida Institute of Food and Agricultural Services (IFAS) and can be found here: https://edis.ifas.ufl.edu/topic_native_plants
- Florida Exotic Pest Plant Council’s List of Invasive Plant Species: https://www.fleppc.org/list/list.htm
- Xeriscape Plant Guide by the South Florida Water Management District: https://www.sfwmd.gov/sites/default/files/documents/ww0_waterwise_all.pdf
- Native vegetation calculations provided on the landscape plan that confirm compliance with the 25% native landscaping requirement. This requirement is at least 25% of the new area affected by the ARCOM application must be covered by native vegetation at maturity (not at planting). For example: for a new brand new home (which is a change to the entire site) on an R-B lot that is 20,000 square-feet in size or less, the requirement would be that 25% of the required landscape area (which is 45% of the site) is covered by native landscape species when that landscaping reaches its maturity, and includes all native canopies even if understory plantings are not native plants.
- Native vegetation accounts for at least 25 percent (25%) of all new required landscaping shown on the landscape plans in the form of trees, shrubs and ground cover plants (other than grass). To determine appropriate native vegetation, the Xeriscape Plant Guide by the South Florida Water Management District, or if available County or regional lists as amended, may be used.

continued→
• A Construction Screening Plan that demonstrates how the adjacent neighbors will be screened from the construction activity through the use of landscaping, and construction fencing/gates.

• Construction Staging and Truck Logistics Plan for all major projects that demonstrates how the owner and contractors will identify specific locations on and adjacent to the project site for parking, material storage, deliveries, dumpster, portable toilets, tire cleaning area, silt fence, etc. This staging and truck logistic plan should indicate the proposed route for truck traffic to best ingress and egress the property depending upon its location on the Island, including the roads and bridges used. The plan should attempt to identify the size of larger vehicles that might be used for construction or deliveries, the estimate of the number of trucks, and a rough schedule of construction listing some of the major construction benchmarks (foundation, block deliveries, concrete pours, roof truss deliveries and truss setting, window & door deliveries and installation, final landscape installation, etc.). This information can be presented in the form of a critical path method (CPM) chart, placed on the staging and truck logistics plan page. This plan should represent the best estimate of the site layout and of the truck information available at the time of plan submittal and may be revised during the construction project.
APPLICATION FOR PROJECT REVIEW BY THE ARCHITECTURAL REVIEW COMMISSION

Application Number: ___________________________ Date: ______________________

Application Type:

[ ] Major
[ ] Minor
[ ] Combination*
[ ] 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.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Whole Structure Demolition? Yes ______ or No ______

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):

[ ] Architect
[ ] Landscape Architect
[ ] Design Consultant
[ ] Engineer
[ ] Other: ______________

Check if you are an ARCOM member and this project will result in a voting conflict for you.

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) ___________________________

Rev 09/2019
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 party 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

(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.

Rev 09/2019
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 9 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.

Rev 03/2018
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 9 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** – 15 days 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** – 9 days by NOON prior to the scheduled meeting (with changes clouded).

- **Revisions**: by **12:00 p.m. Noon** – 9 days by NOON 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** – 9 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:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Major projects:</th>
<th>Minor projects:</th>
<th>Deferral Requests:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2000.00</td>
<td>$500.00</td>
<td>$250.00/Major and $100.00/Minor</td>
</tr>
</tbody>
</table>

***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, 9 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 9 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 9 days by NOON 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

Rev 03/2018
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, 9 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.

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If the application or plans are REVISED after the submission date, a complete revised “RECORD” file will need to be submitted, at least 9 days by NOON 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