



THE VILLAGE OF NORTH PALM BEACH  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408  
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

**CERTIFICATE OF APPROPRIATENESS**  
**APPLICATION**

Date Received
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To Be Completed by the Village of North Palm Beach Staff				
Received By				
Fee Paid ( <i>check Yes or No</i> )	YES		NO	
Completed Documentation ( <i>see page 2</i> )	YES		NO	

**DEADLINE:** Submission and fee must be received by 3:00 PM on the day of the deadline. Refer to the Community Development Department for submission deadlines. To ensure quality submittal, this project will only be added an agenda when a complete submission has been provided to the department. Incomplete submittals will not be accepted.

*\*Subject to compliance with the public notice requirements for development applications and approvals set forth in Section 21-3(a) of the Village Code of Ordinances (see page 4).\**

Project Number
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The undersigned property owner is applying for a COA relating to the following (check all that apply):			
	Paint Colors/Materials ( <i>Sec. 6-31</i> )		Site Plan (Major or Minor) [ <i>Sec. 6-31</i> ]
	Signs and Outdoor Displays ( <i>Article V</i> )		Façade Change ( <i>Sec. 6-31</i> )
	Fencing ( <i>Sec. 45-36</i> )		Other External Architectural Feature ( <i>Sec. 6-31</i> )

PROPERTY INFORMATION		
Street Address:	PCN Number:	Zoning District:
Subdivision:	Block:	Lot:
Representative or Agent's interest in property (Owner, Lessee, Etc):		
Date of Pre-Application Meeting Requested:		
Has a previous application been filed?		
Project Name:		
Owner's Representative or Agent		Landowner (Owner of Record)
Business Name (if applicable):		Business Name (if applicable):
Print Name and Title:		Print Name and Title:
Signature:		Signature:
Date:		Date:
Street Address:		Street Address:
Mailing Address City/ State/ Zip:		Mailing Address City/ State/ Zip:
Phone Number:		Phone Number:
Email:		Email:

**\*\*All information submitted in connection with this application becomes a permanent part of the public records of the Village of North Palm Beach\*\***

**DOCUMENTATION CHECKLIST**

*Provide one (1) electronic copy and two (2) hard copies of the following application materials:*

	Completed application with owner and applicant/agent signatures
	Proof of property ownership (in the form of a copy of an original recorded deed or title insurance policy)
	Legal description in Word format, including the PCN number
	Accurate, certified topographic survey of the property and adjacent road(s) with crown spot grades. Elevations must reference NAVD88 Datum.
	Plat Showing property dimensions, easements, lot and block number
	Narrative describing what is being requested, location of proposed work, all use and parking standards per applicable ordinance being addressed, and justification of how the project meets the Village's Appearance Plan (Appendix A)
Dimensioned, Scaled, and Signed and Sealed Plans	Site Plan showing all site conditions, proposed work, dimensions of all structures, setbacks, and parking. A data table must be included identifying site address, zoning, land use, setbacks, FAR and all other applicable land development regulations.
	Conceptual Civil Plans (Paving, Grading, Drainage; Water & Sanitary Sewer) with calculations, proposed flow direction and amount of drainage flow.
	Landscape Plan including type of irrigation, Florida-Friendly techniques, botanical, and common name of species. Indicate all required and provided quantities and size of landscape materials on the plan. The landscape plan should reflect all easements, utilities, and drainage features. Details and specifications can be provided on a separate sheet.
	Irrigation Plan
	Floor Plan(s) identify the units, unit size and type of rooms, common areas, amenities and required fire escape spaces.
	Traffic Circulation Plan showing ingress and egress for both general and emergency vehicles
	Colored Elevations (minimum of 4 sides), identifying corresponding colors and materials <u>and</u> illustrating screening of roof-mounted mechanical equipment on all sides as completed. Label North, South, East, and West.
	Photometric Plan showing the site lighting and foot-candle calculations for parking areas/buildings
	Colored Renderings of the building (minimum of 4 sides)
	Colored Renderings of the building including the context landscaping (minimum of 4 sides)
	Product samples may be brought to the hearing by the applicant.
	Color samples/chips
	Master Sign Concept / Sign Plan if applicable
	Palm Beach County Traffic Concurrency, FDOT Conceptual Driveway Permit, School Concurrency Application
	Financial Responsibility Form
	Digital submittal in PDF format of all of the above (via CD or USB drive)

*Below is a summary of Appendix A, Section IV (For the complete language, please refer to the Code of Ordinances)*

**RELATIONSHIP OF BUILDINGS TO SITE**

The site shall be planned to accomplish a desirable transition with the streetscape, and to provide for adequate planting, pedestrian movement, and parking areas.

Site planning in which setbacks and yards are in excess of zoning restrictions is encouraged to provide an interesting relationship between buildings

The height and scale of each building shall be compatible with its site and adjoining buildings.

Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground.

In relating buildings to site, the provisions of the Zoning Ordinance in regard to bulk regulations, standards, and off-street parking shall be part of this criteria. This shall also apply to subsection B which follows.

**RELATIONSHIP OF BUILDING AND SITE TO ADJOINING AREA**

Adjacent buildings of different architectural styles shall be made compatible by such means as screens, site breaks, and materials.

Attractive landscape transition to adjoining properties shall be provided.

Harmony in texture, lines, and masses is required. Monotony shall be avoided.

Buildings shall have similar scale to those in the surrounding area.

## **LANDSCAPE AND SITE TREATMENT**

Landscape elements included in these criteria consist of all forms of planting and vegetation, ground forms, rock groupings, water patterns, and all visible construction except buildings and utilitarian structures.

The provisions of the North Palm Beach Village Code, Chapter 41, and those portions of the Village Code which directly affect appearance, shall be part of the criteria of this subsection.

## **BUILDING DESIGN**

Architectural style is not restricted—evaluation of appearance of a project shall be based on quality of its design and relationship to surroundings.

Buildings shall have good scale and be in harmonious conformance with permanent neighboring development.

Materials shall have good architectural character and shall be selected for harmony of the building with adjoining buildings. Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have the same materials, or those which are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways and adjoining properties. Inappropriate materials and methods, and those which will produce inconsistency with the structure of the building, shall be avoided. Materials shall be of durable quality. In any design in which the structural frame is exposed to view, the structural materials shall meet the other criteria for materials.

Building components—such as windows, doors, eaves, and parapets—shall have good proportions and relationship to one another.

Colors shall be harmonious, with bright or brilliant colors used only for accent.

Mechanical equipment or other utility hardware on roof, ground, or buildings shall be screened from public view with materials harmonious with the building, or they shall be located so as not to be visible from any public ways, including waterways, service alleys, and adjoining properties.

Exterior lighting shall be part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with building design.

Refuse and waste removal areas, service yards, storage yards, and exterior work areas shall be screened from public ways, including waterways, service alleys, and adjoining properties, using materials as stated in criteria for equipment screening.

Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form, and siting shall be used to provide visual interest. In multiple building projects, variable siting or individual buildings may be used to prevent a monotonous appearance.

Inappropriate, incompatible, bizarre, and exotic designs shall be avoided.

The provisions of the North Palm Beach Village Code in regard to bulk regulations and standards, and those portions of the Village Code which directly affect appearance, shall be part of the criteria of this subsection.

## **SIGNS**

Wall signs shall be part of the architectural concept. Size, color, lettering, location, and arrangement shall be harmonious with the building design, and shall be compatible with signs on adjoining buildings. Signs shall have good proportions.

Ground signs shall be designed to be compatible with the architecture of the building. The same criteria applicable to wall signs shall apply to ground signs.

Identification signs of a prototype design shall conform to the criteria for building and ground signs.

Materials used in signs shall have good architectural character and be harmonious with building design and surrounding landscape.

Every sign shall have good scale in its design and in its visual relationship to buildings and surroundings.

Colors shall be used harmoniously and with restraint. Excessive brightness and brilliant colors shall be avoided. Lighting shall be harmonious with the design. If external spot or floor lighting is used, it shall be arranged so that light source is shielded from view.

The sign provisions of the North Palm Beach Village Code shall be part of the criteria of this subsection.

## **MISCELLANEOUS STRUCTURES AND STREET HARDWARE**

1. Miscellaneous structures include any structures, other than buildings, visible to view from any public way or ways. Street hardware includes all objects not commonly referred to as structures and located in streets and public ways and outside of buildings. (See Section VIII, DEFINITIONS)

2. Miscellaneous structures and street hardware located on private property shall be designed to be part of the architectural concept of design and landscape. Materials shall be compatible with buildings, scale shall be good, colors shall be in harmony with buildings and surroundings, and proportions shall be attractive.

3. Miscellaneous structures and street hardware located in public ways and other public property shall be

harmonious with design of adjacent buildings and other structures and Village landscape.
4. Lighting in connection with miscellaneous structures and street hardware shall meet the criteria applicable to site, landscape, buildings, and signs.
5. The provisions of the Village of North Palm Beach Village Code in regard to bulk regulations and standards, and those portions of the Village Code which directly affect appearance, shall be part of the criteria of this subsection.
<b>MAINTENANCE—PLANNING AND DESIGN FACTORS</b>
Continued good appearance depends upon the extent and quality of maintenance. The choice of materials and their use, together with the types of finishes and other protective measures, must be conducive to easy maintenance and upkeep.
Materials and finishes shall be selected for their durability and wear as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage and abuse.
Provision for washing and cleaning of buildings and structures, and control of dirt and refuse, shall be included in the design. Such configurations that tend to catch and accumulate debris, leaves, trash, dirt, and rubbish shall be avoided.

<b>Public notice requirements for development applications and approvals [Sec. 21-3(a)]</b>						
	<b>Mail*</b>	<b>Newspaper*</b>	<b>Post*</b>	<b>Mail*</b>	<b>Newspaper</b>	<b>Post*</b>
<i>Rezoning</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Large-scale Comprehensive Plan Amendment</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Small-scale Comprehensive Plan Amendment</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Variance**</i>	7	7	10	N/A	N/A	N/A
<i>Planned Unit Development</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Special Exception Use</i>	10	7	15	10	Notice of public hearing or statutory notice for ordinance adoption (if within a PUD)	15

\* Number of calendar days prior to date of public hearing.

\*\* The notice requirements for variances shall include all variances relating to the zoning code (Chapter 45), the dock and waterway regulations (Chapter 5), and the sign regulations (Chapter 6).

**REQUIRED SIGNATURES**

By signing below, the undersigned certifies that I have read and understand the requirements for my property and that all of the information contained in this application and all documents submitted are true to the best of my knowledge and belief. Furthermore, I understand that the application (and all attachments) become part of the official records of the Village of North Palm Beach and will not be returned and that all review fees are non-refundable. **Note: Property owner signature REQUIRED if statement of authority and/or written consent is not attached. Statement of authority and/or written consent is required for all agents and/or applicants from the property owner.**

\_\_\_\_\_  
Signature(s) of property owner(s)

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

\_\_\_\_\_  
Date

The foregoing was sworn to, subscribed and acknowledged before me this \_\_\_\_\_  
(Date)

By means of physical presence / online notarization

by: \_\_\_\_\_  
(Name of Person Making the Statement)

who is personally known to me \_\_\_\_\_ or who has produced \_\_\_\_\_ as identification and

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



\_\_\_\_\_  
Signature(s) of applicant/agent

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

\_\_\_\_\_  
Date

The foregoing was sworn to, subscribed and acknowledged before me this \_\_\_\_\_  
(Date)

By means of physical presence / online notarization

by: \_\_\_\_\_  
(Name of Person Making the Statement)

who is personally known to me \_\_\_\_\_ or who has produced \_\_\_\_\_ as identification and

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

