



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

Property Address: _____

PCN #: _____

Description of Request: _____

Name of Owner(s): _____

Mailing Address: _____

Owner Phone: (_____) _____ Owner Email: _____

Name of Applicant(s): _____

Mailing Address: _____

Applicant Phone: (_____) _____ Applicant Email: _____

Name of Architect/Engineering Firm: _____

Mailing Address: _____

Phone: (_____) _____ Email: _____

Agent: _____

Mailing Address: _____

Agent Phone: (_____) _____ Agent Email: _____

Present Zoning Classification: _____

REQUIRED ADDITIONAL DOCUMENTS

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

- A signed and sealed, current survey
- A full narrative describing what is being requested and location of the request.
- Plans (dimensioned and to scale) and material specifications
- Renderings
- Existing condition photos
- Full color elevations,
- Product samples may be brought to the hearing by the applicant.

**** ELECTRONIC COPIES OF ALL SUBMITTAL DOCUMENTS TO BE SIGNED AND SEALED AND PROVIDED ON A DISK OR FLASH DRIVE IN PDF FORMAT. APPLICATIONS MUST BE SUBMITTED NO LATER THAN THE FIRST FRIDAY OF THE MONTH PRIOR TO THE REQUESTED MEETING DATE. ALL APPLICATIONS MUST THEN BE DETERMINED COMPLETE AND SUFFICIENT FOR PROCESSING BY PLANNING & ZONING DIVISION STAFF 15 WORKING DAYS PRIOR TO THE REQUESTED PLANNING COMMISSION MEETING. ALL INFORMATION SUBMITTED IN CONNECTION WITH THIS APPLICATION BECOMES A PERMANENT PART OF THE PUBLIC RECORDS OF THE VILLAGE OF NORTH PALM BEACH.****

Required Signatures

By signing, I authorize the Village of North Palm Beach Community Development staff, Fire Department, Public Safety and Public Works Department (if applicable) to enter the property for inspection on site.

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of Ordinances of the Village of North Palm Beach, Florida. I further certify that all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application (including attachments) becomes part of the official records of the Village of North Palm Beach and will not be returned and that review fees are non-refundable.

Signature(s) of applicant(s)	Print Name	Date
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STATE OF _____

COUNTY OF _____

The foregoing was sworn to, subscribed and acknowledged before me on this the _____ day of _____, 20__ , by

_____ who is personally known to me or who has produced

(Type of Identification)

As identification and who [did / did not] take an oath

(Signature of person taking acknowledgement)

SEAL

(Name of officer taking acknowledgement – typed, printed or stamped)

Signature(s) of agent	Print Name	Date
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STATE OF _____

COUNTY OF _____

The foregoing was sworn to, subscribed and acknowledged before me on this the _____ day of _____, 20__ , by

_____ who is personally known to me or who has produced

(Type of Identification)

As identification and who [did / did not] take an oath

(Signature of person taking acknowledgement)

SEAL

(Name of officer taking acknowledgement – typed, printed or stamped)

Signature(s) of property owner(s)

Print Name

Date

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.

STATE OF _____

COUNTY OF _____

The foregoing was sworn to, subscribed and acknowledged before me on this the _____ day of _____, 20__ , by

_____ who is personally known to me or who has produced

(Type of Identification)

As identification and who [did / did not] take an oath

(Signature of person taking acknowledgement)

SEAL

(Name of officer taking acknowledgement – typed, printed or stamped)