

# CITY OF BOCA RATON

## DEVELOPMENT SERVICES DEPARTMENT



201 WEST PALMETTO PARK ROAD • BOCA RATON, FLORIDA 33432-3795  
 TELEPHONE (561) 393-7789 • FAX (561) 393-7784

# CAB

## COMMUNITY APPEARANCE BOARD APPLICATION

- The CAB meets weekly on Tuesday at 7:00 PM in the Silver Palm Room East of the Boca Raton Community Center to review plans for all new and/or modified sign, landscaping and exterior building improvements and alterations.
- In addition to submitting all documents and information identified on the checklist attached to this application, applicants must also bring three (3) sets of plans, color and material samples, photographs and other materials necessary to explain the scope of work in detail to the CAB.

APPLICATION TYPE (Check Box)		REQUIRED FEE AND SUBMITTAL	
<input type="checkbox"/>	<b>Preliminary Consultation</b> This review provides applicants with an opportunity for preliminary consultation and an introduction of a project to the CAB. <i>Final Review is still required.</i>	<b>\$100</b>	Due at time of application submittal. For new buildings and larger projects, please submit eight (8) sets of plans for distribution to the CAB at least one week before your scheduled meeting.
<input type="checkbox"/>	<b>Final Review</b> This process is for final permit submittal through the One-Stop Center.	<b>\$100</b>	Due upon submission of the building permit application.
<input type="checkbox"/>	<b>Request for Change to Approval</b>	<b>\$100</b>	Due upon submission of the building permit application
<b>For Official Use Only</b>	<b>Case No.</b>	<b>HTE No.</b>	
<b>Date received:</b>		<b>Received by:</b>	
<b>Address</b>			
<b>Parcel Control No.</b>		<b>Zoning</b>	
<b>Lot(s)/Block/Subdivision</b>			

## SCOPE OF WORK

<input type="checkbox"/> <b>New Building</b>	<input type="checkbox"/> <b>Building Alteration</b>	<input type="checkbox"/> <b>Sign</b>	<input type="checkbox"/> <b>Landscaping</b>	<input type="checkbox"/> <b>Other</b>
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Please provide a brief description of the proposed work:

## APPLICANT INFORMATION

**APPLICANT**

**Applicant's Agent**  
(if acting as authorized agent of a business entity)

**Relationship of Applicant to Owner**

**Address**

**Phone**

**Email**

**Signature**

**Date**

**OWNER (if different from applicant)**

**Address**

**Phone**

**Email**

**Signature**

**Date**

**REPRESENTATIVE**

**Company/Firm**

**Address**

**Phone**

**Email**

**Signature**

**Date**

## ITEMS TO BRING FOR YOUR CAB PRESENTATION

- Three (3) sets of plans drawn in engineering scale, including architectural elevations, landscape plans, building plans and sign plans. Setbacks and/or landscape specifications must be noted, if applicable.
- Photographs of current conditions of project area and overall site, including a photograph of the roof for all building alterations.
- Photographs of all existing signs and the signs for adjacent tenants (for sign permit applications only).
- One (1) copy of the approved site plan and/or a boundary survey.
- One (1) copy of the approved master architectural, window/door/roof replacement and/or sign criteria approved for the property, if applicable.
- An exterior color scheme for all improvements. Proposed color swatches or samples must be keyed to their location on the building, sign or other improvements.
- Cut sheets for light fixtures.
- Site photometrics plan.
- Roof plan.
- Completed color and material schedule (see below).

## COLOR AND MATERIAL SCHEDULE

Provide additional sheets if space is needed or other elements and/or features are not identified.

ELEMENT/ FEATURE	MATERIAL	COLOR	ELEMENT/ FEATURE	MATERIAL	COLOR
Roof			Gable Ends		
Fascia			Shutters		
Walls			Railings		
Columns			Doors		
Beams			Mechanical Screen		
Dumpster Gates			Glass		
Dumpster Enclosure Walls			Storefront		