CITY OF WILTON MANORS
"THE ISLAND CITY"

Community Development Services Department
2020 Wilton Drive Wilton Manors, Florida 33305
954-390-2180 Phone 954-567-6069
www.wiltonmanors.com

FAÇADE IMPROVEMENT APPLICATION

GENERAL PROCEDURES FOR FILING A FAÇADE IMPROVEMENT SUBMITTAL APPLICATION:

- Façade Improvement submittal applications may be obtained at the Community Services Department and may be initiated by the owner of the property involved or his legally designated representative.

- Applicants for façade improvement approval are required to arrange a pre-application conference prior to submittal to discuss their requests with a member of the Community Services Department staff. You may arrange an appointment by calling 954-390-2180.

- An application for façade improvements together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Services Department following the pre-application conference.

- The Community Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Services Department has determined that the application and support documents are complete Planning and Zoning Board.

- The Community Services Department shall place the façade improvement application upon the next most appropriate Planning and Zoning Board agenda for public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Services Department.

- The applicant will receive an agenda and staff report concerning the proposed façade improvement and staff recommendations prior to the Planning and Zoning Board meeting.

- The initial application submittal shall be accompanied by twelve (12) copies of the façade improvement and other required plans and documents (see attached checklist). All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws;

FAÇADE IMPROVEMENT APPLICATION
Submittal Checklist

Staff Use – √ for each item submitted	**Required Items (This list may be modified after the pre-application with Staff)**
	• Boundary surveys
	• Plans, including all information listed below to demonstrate compliance with all requirements of the ULDR. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as determined by Florida Law, who are licensed and registered in the State of Florida.
	• The proposed title of the project and the name of the professionals who prepared each plan, including engineer, architect, landscape architect and the developer
	• The north arrow, scale and date
	• Existing zoning of the subject site and adjacent properties
	• Legal description;
	• Location sketch of subject property in relation to surrounding area;
	• Site boundaries clearly identified, dimensioned, and tied to section corners;
	• Location and dimensions of all proposed buildings, excavations, and structures to lot lines and to each other;
	• Location, character, size, height and orientation of proposed signs, including building signage details shown on plan elevations;
	• Proposed building floor plans and architectural elevations, including building height and finished floor elevations;
	• Phasing plan, if applicable, with beginning and ending dates of construction of the entire project and beginning and ending dates for all phases of the project
	• Color elevations and renderings for meeting presentation purposes
	• If necessary, written authorization to reproduce any documents accompanying façade improvement submittals from the applicant, agent, architect, landscape architect, engineer, attorney, etc.
	Other Items as determined during by Staff:
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FAÇADE IMPROVEMENT APPLICATION

Address/Location of Subject Property:_____
_____

Owner (Applicant):_____
Address:_____
Telephone #: _____Fax #: _____E-mail:_____

Agent for Applicant: _____
Address:_____
Telephone #: _____Fax #: _____E-mail:_____

Legal Description of Property Involved:_____
_____
_____
_____

Existing Zoning _____Future Land Use Map designation_____

Total Acreage/Square Footage of Subject Property_____

Associated Applications (i.e., Rezoning, Plat, Comprehensive Plan amendment, etc.): _____
_____
_____

Current Use of Land _____
_____
_____

Description of Proposed Development_____
_____
_____
_____

_____	_____	_____
Signature of Property Owner	Print or type name	Date
_____	_____	_____
Signature of Agent	Print or type name	Date

**********STAFF USE ONLY**********

Development Review Committee Date: _____
Planning and Zoning Board Meeting Date:_____

NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY MUST BE PROPERLY EXECUTED.

IN ADDITION, IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY, WRITTEN PERMISSION IS REQUIRED FROM THE CURRENT PROPERTY OWNER THAT THE APPLICANT IS AUTHORIZED TO SEEK FAÇADE IMPROVEMENT APPROVAL.

AFFIDAVIT

I,_____certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint _____ my true and lawful attorney, to execute the foregoing instrument in my name, place and stead this _____ day of _____, _____.

Date:_____ _____
Signature of owner or authorized agent

_____
Print or type name

_____
Name of owner/agent entity if a corporation, L.L.C., partnership, trust, etc.

_____
Representative capacity of person signing Affidavit:
President or Vice President of Corporation
Managing Member of L.L.C.
General Partner
Trustee
Etc.

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, ____, by _____ who is personally

known to me or who has produced _____ as identification and who did not take an oath.

_____
Notary Public

_____
Print or type name
My Commission Expires: _____

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of Wilton Manors permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing application.

_____
Signature

_____
Print or type name

Title:_____
Date:_____

STATE OF FLORIDA)
)
COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, ____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.

_____
Notary Public

_____
Print or type name
My Commission Expires: _____