

ARCHITECTURAL REVIEW CHECKLIST



TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA
Department of Development Services
4501 N. Ocean Boulevard Lauderdale-By-The-Sea, FL 33308
Phone: 954-640-4210 Fax: 954-640-4654
Email: Planning@LBTS-FL.gov
www.LBTS-FL.GOV

ARCHITECTURAL REVIEW CHECKLIST

In accordance with the Town of Lauderdale-By-The-Sea Unified Land Development Regulations Section 30-51 – Architectural Review, the following is a list of the required documentation required for development approval of an Architectural Review application.

Preliminary Review Items for Submittal:

- Deposit for Architectural Review (See Fee Schedule – updated once a year)
- A completed Development Application signed and notarized
- A boundary survey (if applicable)
- Two (2) hard copies of architectural elevations with the applicable dimensions
- If required, a site plan drawn to scale. On the plans, include required and proposed setbacks and landscape specifications (if applicable).
- Photographs of current conditions of the project area and overall site
- Label and photograph adjacent properties from the north, south, east and west
- Photographs of existing signage and signs for adjacent tenants (as applicable)
- Digital copies of the above referenced documents – via email, disk or thumb drive

Once the Applicant has been approved for Preliminary Review, the Applicant may proceed and apply for Final Review.

Final Review Items for Submittal:

- Additional fee for Final Review (discuss cost recovery with Town Planner)
- The exterior colors for all improvements which include color swatches, samples and manufacturer colors and specifications. All colors need to be identified as to the location on the building, sign or other improvement
- Cut sheet for light fixtures (if applicable)
- Photometric plan (if applicable)
- Roof plan (if applicable)
- A letter of authorization provided by the owner of the subject property indicating approval of specific color palette for signage (maximum of 3 colors may be used for ALL building signage)
- Completion of the Architectural Review Table – see attached
- Upon resubmittal of the plans, include a letter response to the Town comment. This is done by providing the comment received from the Town followed by a response by the applicant
- Digital copies of the above referenced documents – via email, disk or thumb drive

ARCHITECTURAL REVIEW TABLE

Application #: _____

Project Name: _____

Fill in the blank based upon the proposed material and the color per building element:

Element/Feature	Material	Color	Note:
Roof			
Fascia			
Walls			
Columns			
Dumpster			
Gates			
Dumpster Enclosure			
Gable Ends			
Railings			
Doors			
Mechanical Screen			
Glass			
Storefront			

Administrative Use Only

Application #: _____

BTR#: _____



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DEVELOPMENT APPLICATION

In accordance with Section 30.111-30.113 of the Town's Unified Land Development Regulations: Development applications are required to be provided before any development permit is issued. Please refer to the Town's website to obtain a copy of the corresponding Application Checklist. Please also refer to the Fee Schedule, updated annually by the Town, as provided on the website which will indicate the cost per application type. Please check the development approval being requested:

- Abandonment
- Administrative Adjustment-Level 1
- Administrative Adjustment-Level 2
- Architectural Review-Preliminary
- Architectural Review-Final
- Bicycle Racks
- Conditional Use
- Conditional Use Amendment-Level 1
- Conditional Use Amendment-Level 2

- Conditional Use-Sign
- Conditional Use-Transfer Fee
- Construction Time Extension
- Development Order Extension
- Encroachment Application
- Landscape Plan
- Landscape Plan Amendment
- Parking Reduction-Level 1
- Parking Reduction-Level 2

- Preliminary Site Plan
- Sidewalk Cafe
- Sidewalk Cafe Modification
- Site Plan
- Site Plan Modification-Level 1
- Site Plan Modification-Level 2
- Tree Removal
- Variance-Single Family
- Variance - Other
- Other _____

Based on approval being requested, refer to the corresponding checklist and supplemental requirements.

Project Name: _____ Folio Number(s): _____

Street Address: _____

Subdivision Name: _____ Block(s): _____ Lot(s): _____

Name of Property Owner: _____ Address of Property Owner: _____

Property Owner's Phone Number: _____ Property Owner's Email Address: _____

Name of Applicant: _____ Address of Applicant: _____

Applicant Phone Number: _____ Applicant Email Address: _____

Name of Agent (e.g. Contractor) Representing the Project: _____

Agent's Address: _____ - _____ Agent's Phone: _____ - _____ Email Address: _____

Land Use Plan Designation: _____ Zoning District: _____

Existing/Type of Use of the Subject Property: _____

Proposed Use of the Subject Property: _____

As applicable, answer the following:

Existing Number of Units: _____ Proposed Number of Units: _____

Existing Square Footage: _____ Proposed Square Footage: _____



DEVELOPMENT APPLICATION SIGNATURE PAGE

Print Name of Property Owner: _____ Date: _____

Signature of Property Owner: _____

State of Florida: _____

County: _____

SWORN AND SUBSCRIBED before me this _____ day of _____, 20__

The person signing is ____ personally known to me or ____ has produced identification _____

Print Notary Name: _____

My Commission expires: _____

Notary Signature: _____

Print Name of Applicant: _____ Date: _____

Signature of Property Applicant: _____

State of Florida: _____

County: _____

SWORN AND SUBSCRIBED before me this _____ day of _____, 20__

The person signing is ____ personally known to me or ____ has produced identification _____

Print Notary Name: _____

My Commission expires: _____

Notary Signature: _____

FOR ADMINISTRATIVE USE ONLY:

Date Application submitted: _____

Date Application found complete: _____

Pre-Application meeting date: _____

Non-refundable Application Fee: _____

Cost Recovery Fee: _____