



ARCHITECTURAL REVIEW BOARD

SCHEDULE FOR 2012

The following is the schedule for the Architectural Review Board for the year 2012. All applications to appear before this Board must be received by the Planning and Economic Development Department no later than 5:00 p.m., on the cut-off date. This meeting is held in the City Council Chamber on the third Wednesday of every month @ 6:00 p.m. (unless otherwise contacted for any special reason).

MEETING DATE	CUT-OFF DATE
January 18, 2012	January 09, 2012
February 15, 2012	February 06, 2012
March 21, 2012	March 12, 2012
April 18, 2012	April 09, 2012
May 16, 2012	May 07, 2012
June 20, 2012	June 11, 2012
July 18, 2012	July 09, 2012
August 15, 2012	August 06, 2012
September 19, 2012	September 10, 2012
October 17, 2012	October 08, 2012
November 28, 2012	November 19, 2012
December 19, 2012	December 10, 2012
January 16, 2013	January 07, 2013



APPLICATION FOR ARCHITECTURAL REVIEW BOARD

Date Received: _____

A-2012- _____

This application must be legible and complete and returned to the Planning and Economic Development Department of the City of Melbourne, Florida, along with all required documents. The application will be reviewed by staff, placed on the next agenda and referred to the Architectural Review Board.

APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT MEETING AND HAVE THE AUTHORITY TO PRESENT CHANGES, UPGRADES OR ALTERNATIVE DESIGNS.

1. APPLICANT NAME: (Print) _____
 CONTACT PERSON: (If Corporation) _____
 BUSINESS NAME: _____
 SITE ADDRESS: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: () _____ FAX: () _____
 E-MAIL ADDRESS: _____

2. OWNER OF PROPERTY: (Print) _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: () _____ FAX: () _____
 E-MAIL ADDRESS: _____

3. REPRESENTATIVE NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: () _____ FAX: () _____
 E-MAIL ADDRESS: _____

4. Specific Request: _____

5. THE FOLLOWING ITEMS ARE REQUIRED FOR SUBMITTAL

- *Detailed drawings denoting locations of improvements or building elevations.
- *Plans denoting changes in the exterior appearance of the existing site, building addition(s), reconstruction, alteration, renovation, rehabilitation, or maintenance, and for any changes in signage.
- *Original paint color samples (no photo copies) for structures and/or signs as applicable.
- *Please provide 13 **COLOR** copy renderings detailing requested changes to the site.
- *Please provide 13 **COLOR** photographs or renderings of the building.

**** Items should be presented that will provide a clear understanding of the present conditions, changes that will be made, and resulting outcome.**

*****NOTE***Building and/or Sign Permits are still required, in addition to receiving Architectural Review Board approval.**

DATE

SIGNATURE OF APPLICANT

**ARCHITECTURAL REVIEW BOARD
AUTHORIZATION TO REPRESENT**

I, _____, owner of the following described property:

PROPERTY ADDRESS: _____, hereby authorize the following named individual to appear on my behalf at the Architectural Review Board hearing to be held on _____.

AUTHORIZED REPRESENTATIVE: _____

BY: _____
PROPERTY OWNER

STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me, or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

NAME: _____

TITLE: _____

COMMISSION NUMBER: _____