

2020 Certificate of Appropriateness Checklist

Meeting Date ▼	Agenda Item Submission Due Date ▼	Reviewed by City Commission
Tuesday, October 27, 2020	Thursday, October 1, 2020	Friday, November 12, 2021
Tuesday, November 24, 2020	Monday, November 2, 2020	Friday, December 10, 2021
Monday, December 28, 2020	Tuesday, December 1, 2020	Thursday, January 14, 2021
Tuesday, January 26, 2021	Friday, January 1, 2021	Thursday, February 11, 2021
Tuesday, February 23, 2021	Monday, February 1, 2021	Thursday, March 11, 2021
Tuesday, March 23, 2021	Monday, March 1, 2021	Thursday, April 8, 2021
Tuesday, April 27, 2021	Thursday, April 1, 2021	Thursday, May 13, 2021
Tuesday, May 25, 2021	Monday, May 3, 2021	Thursday, June 10, 2021
Tuesday, June 22, 2021	Tuesday, June 1, 2021	Thursday, July 8, 2021
Tuesday, July 27, 2021	Thursday, July 1, 2021	Thursday, August 12, 2021
Tuesday, August 24, 2021	Monday, August 2, 2021	Thursday, September 9, 2021
Tuesday, September 28, 2021	Wednesday, September 1, 2021	Thursday, October 14, 2021
Tuesday, October 26, 2021	Friday, October 1, 2021	Thursday, November 11, 2021
Tuesday, November 23, 2021	Monday, November 1, 2021	Thursday, December 9, 2021
Tuesday, December 28, 2021	Wednesday, December 1, 2021	Thursday, January 13, 2022

Due to the changes to the Land Development Code, Board and Commission direction as well as a high volume of applications, please adhere to the following checklist. **ONLY** complete applications with full documentation and plans will be added to the next available agenda. We will not process incomplete applications without necessary documentation. This is not an all-inclusive list, after a review additional documentation may be requested.

☐ **Complete Application**

☐ **Architectural Drawings (with dimensions, and all exterior material notations)**

Please do not show landscaping on the color elevations.

- ☐ Front Elevation, rendered in color
- ☐ Right Side Elevation, rendered in color
- ☐ Left Side Elevation, rendered in color
- ☐ Rear Elevation, rendered in color
- ☐ Overhead view of roof, rendered in color

☐ **Master Site Plan (Clearly showing the following)**

- ☐ Building Orientation on Site
- ☐ Service area(s) and Mechanical equipment locations
- ☐ Landscaping Plan with existing (trees) and proposed landscaping
- ☐ Outdoor storage area locations
- ☐ Screening devices
- ☐ Fencing and Gate Locations, if Applicable
- ☐ Pool or Other Buildings, if Applicable
- ☐ Sidewalks, Walkways, and Driveways

☐ **Materials (Exterior construction material specifications)**

- ☐ Paint and Finish Color charts / paint chips
- ☐ Roof Type(s), Finish Eave details
- ☐ Door Type(s), Finish Trim details
- ☐ Window Type(s), Finish Trim details
- ☐ Columns or Post and Beam Sizes, Styles(s), Porch Section, details etc.
- ☐ Fence, Gate and Cap Type(s) etc.