



Town of Juno Beach
340 Ocean Drive; Juno Beach, FL 33408
Phone: (561) 626-1122; Fax: (561) 775-0812

For Official Use Only
Date Stamp

Appearance Review Application

The following information and items shall be provided to the Planning and Zoning Department for processing and dissemination in association with scheduling of submittals before the Town's Planning and Zoning Board. The Board meets on the First Monday of each month, unless otherwise changed. The submittal of a completed packet, to include the application, plans, photos, etc. shall be submitted on the Monday, forty-five (45) days prior to the meeting. All of staff's comments shall be addressed twenty-one (21) days prior to the meeting. An application is deemed complete once staff has determined that all comments have been addressed via notification to the applicant by email or mail. A pre-application meeting with staff is required prior to the submittal of the application.

Date: _____

Project Address: _____

Property Control Number: _____ Zoning District: _____

Description of Request: (please provide a brief, comprehensive and summarized description of the proposed project below). _____

Design Professional Name: _____ License #: _____

Phone Number: _____ E-mail: _____

Construction Company Name: _____

Phone Number: _____ E-mail: _____

Property Owner's Name: _____

Owner's Address (if different from project address): _____

Phone Number: _____ E-mail: _____

Applicant/Owner signature: _____ Date: _____

Please note: The Appearance Review solely addresses the Appearance Criteria of the proposed project, it does not encompass a zoning, engineering, or building review. Further reviews by Town staff will commence once a building permit has been submitted.



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The applicant shall address in detail how the proposed project plans to meet the Appearance Review Criteria. The response shall be submitted as an attachment to the ARB Application.

1. Is of a design and proportion which enhances and is in harmony with the area; The concept of harmony shall not imply that buildings must look alike or be of the same style. Harmony can be achieved through the proper consideration of setback, scale, mass, bulk, proportion, overall height, orientation, site planning, landscaping, materials, and architectural components including but not limited to porches, roof types, fenestration, entrances, and stylistic expression. For the purpose of this section, the comparison of harmony between buildings shall consider the preponderance of buildings within 300 feet from the proposed site of the zoning district.
2. Elevator and stairwell shafts and other modern operations and features of a building shall be either completely concealed or shall incorporate the elements of the architectural style of the structure; rooftop equipment and elevator and mechanical penthouse protrusions shall be concealed; and parking garages and other accessory structures shall be designed with architectural features and treatments so that they are well proportioned and balanced and in keeping with the architectural style of the principal structure;
3. Shall have all on-site structures and accessory features (such as, but not limited to, light fixtures, benches, litter containers, including recycling bins, traffic and other signs, letter boxes, and bike racks) compatible in design, materials, and color;
4. Shall have a design in which buildings over 40 feet in height shall appear more horizontal or nondirectional in proportion rather than vertical, accomplished by the use of architectural treatments as described in these criteria;
5. Shall locate and design mechanical equipment with architectural treatments so that any noise or other negative impact is minimized;
6. Complies with the town's community appearance standards (see article IV, division 14 of this chapter).



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Application Check List:

The following items are requested of the applicant as Planning & Zoning Staff will review the following:

- ☐ Pre-application meeting.
- ☐ Existing/previously approved site plan with file number (if applicable).
- ☐ Signed and sealed survey.
- ☐ Architectural Plans (shall include site plan, elevation drawings).
- ☐ Copy of plans previously reviewed and approved by staff or the Planning and Zoning Board, if applicable, with reference to the previous project.
- ☐ Color photos of existing property.
- ☐ Renderings, elevations or color photographs for all structures/homes within a 300 ft. radius.
- ☐ Proposed site plan with dimensions and clouding of the changes occurring.
- ☐ Building Site Area Regulations for Applicable Zoning District (including: required, Proposed calculations for Lot Coverage, Setbacks, Height, and Landscape Open Space, Gross Square Footage, Cubic Feet, etc.).
- ☐ Provide existing and proposed elevations with dimensions.
- ☐ Provide a roof plan, if only proposing a partial reroof cloud which areas will be worked on Call out the material, color, and type (barrel, shingle, concrete, S-tile).
- ☐ Indicate location of all mechanical equipment (A/C Units, Pool Equipment, Cooling Towers, and Generators).
- ☐ Indicate fences, walls, and gates proposed in site plan with dimensions and clouding the changes occurring, indicate material, color, finishes, and style. See Section 34-905. - Walls and Fences.
- ☐ Once all staff comments have been addressed ten (10) Copies of 24" x 36" plans shall be submitted at least fourteen (14) days prior to the Planning & Zoning Board Meeting.