



Community Development Department – Planning Division
10770 West Oakland Park Boulevard, 2nd Floor, Sunrise, FL 33351
P: 954.746.3270 F: 954.746.3287

CHECKLIST FOR EXTERIOR ELEVATION CHANGES

PLEASE NOTE:

A pre-application meeting is required prior to submittal. To schedule an appointment, call the Community Development Department at (954) 746-3286. Submittals are not allowed on the same day as the pre-application meeting. Application fees, excluding notification fees, must be paid in full at time of submittal. Applications will be accepted in digital or hardcopy format. If a hardcopy submittal is provided, all submissions must include a raised/wet seal and signature. Electronic or digitally sealed submissions are not accepted for hardcopy submittals.

Note: All plans submitted shall be Americans with Disabilities Act (ADA) compliant.

ITEMS REQUIRED FOR SUBMITTAL:

1. Application of Exterior Changes Approval form, executed by property owner (1 original and 11 copies*) – please note all company names should be specified exactly as registered with the State of Florida’s Division of Corporations (www.sunbiz.org). All original documents should be signed in blue.
2. Twelve (12) copies* of the legal description/survey of the site.
3. Twelve (12) copies* of plans drawn to scale, showing all the building facades, including color notation(s), and color chips identifying color changes.
4. Twelve (12) copies* of a letter describing the request.
5. Twelve (12) sets* of photographs of the existing building(s).
6. Online payment, check, or money order made payable to the City of Sunrise, in the amount indicated by the City of Sunrise Fee schedule (fee will depend on scope of work, and if it requires City Commission approval or not).
7. All pages submitted shall have the same orientation, be consistently scaled, and include the standard title block that is provided by Community Development. In the lower right hand corner of each page, there must be a blank space that is at least 3.5” x 5.5” in size for the City Approval Stamp. All plans are to be folded to their maximum ability, with the title block facing outwards.
8. When submitting packets to the City, please have the above items collated into individual sets in the following order attached to the top left of the plan set:
 - Application Form
 - Letter Describing Request
 - Affidavits/Owner’s Sworn to Consent
 - Photographs

* For digital submittals, disregard the required number of copies of the original documents.



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APPLICATION FOR EXTERIOR ELEVATION CHANGES

- 1. Name of Project (Development) _____
Name of Applicant _____
Company Name _____
Company Address _____
Telephone No. _____ Fax No. _____
Email Address _____

Contact Person/Agent _____
Company Name _____
Address _____
Telephone No. _____ Cell No. _____ Fax No. _____
Email Address _____
(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)

- 2. Name of Property Owner _____
Company Name _____
Company Address _____
Telephone No. _____ Fax No. _____
Email Address _____

3. Address of the Property _____

4. Legal Description of Property Covered by this Application:

5. Folio Number (with recent copy of tax bill) _____

6. Is this hearing being requested as a result of a violation notice or summons?
Yes ___ No _____. If yes, in whose name was the violation or summons notice served?

Nature of Violation _____

7. Zoning _____ Acres _____

For Office Use Only:

Staff Reviewer _____

- 12 Sets of Plans :
Signed and sealed ___ In required order ___ Folded ___ City title block ___
Consistent scale ___
- Review Fee _____
- Applicant Request Letter (12)
- Property Owner Consent Letter (12)
- 11" x 17" reduced color renderings of all elevations of any buildings.
- 11" x 17" materials board

DISCLOSURE OF OWNERSHIP AFFIDAVIT

All owners, must separately complete this affidavit and list their name, business address and percentage of ownership of any owner of the real property that is the subject matter of this application. All parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation must provide a separate affidavit.

The undersigned hereby represents that he/she is an owner of the subject property and that the names, addresses, and ownership percentages of each owner are set forth below:

Property Owner Name, Business Address and Ownership Percentage

Property Address/Legal Description

Signature

Print Name

State of Florida

County of Broward

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 202___, by _____ (name of person) as _____ (type of authority . . . e.g., officer, trustee, attorney in fact) for _____ (name of corporation/LLC).

Signature of Notary Public

Print, type or stamp commissioned name of Notary Public

Personally Known ___ OR Produced Identification ___

Type of Identification Produced _____