

**CITY OF MYRTLE BEACH
COMMUNITY APPEARANCE BOARD (CAB) APPLICATION**

Conceptual Review **Conceptual/Final Review** **Final Review**

Project Name _____ **CAB Meeting Date:** _____

Project Address _____

Tax Map# and/or PIN _____ **Lot #** _____ **Block** _____

Applicant or contact person _____ **Company** _____

Phone # _____ **Fax #** _____ **Email** _____

Detailed description of project (i.e. Building, Landscaping, Parking, Fence, Dumpster, etc.)

In order to be added to the CAB Meeting Agenda, the items below must be submitted by the deadline date (INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED). Please initial each line and sign the application.

_____ Completed CAB application, permit application (s), landlord/HOA approval letter, flood elevation certificate (if applicable), along with six stamped survey plats, including elevations of all property corners and one near the center of the lot, prepared within six months of application date. Submit (1) 8 ½" x 11" plat showing proposed structures, decks, secondary buildings, setbacks and fences.

_____ (6) copies proposed site plan, drawn to a scale of at least **1 inch = 20 feet** indicating all existing features on the parcel which are to be retained, proposed structures (including FFE of building, Zoning Code Section 1702.A.) and improvements, driveways, traffic flow, parking (include handicap accessible) and loading layout, proposed outdoor living and buffer areas (buffering and landscaping, all vehicular use areas and incompatible land uses), utility services and location of solid waste containers.

_____ (6) copies of tree survey in accordance with Zoning Code Section 903.H., drawn to the same scale as the site plan.

_____ (6) copies of landscape plan in accordance with Zoning Code Section 902.H. (required for **final review**). *If you are adding site lighting, it must be shown on this plan and separate permit application and plans are required. (See Exterior Lighting Application. Exterior Lighting is a separate submittal).

_____ (6) copies of architectural drawings or sketches drawn to scale of at least 1/8" scale and showing all elevations of the proposed structures and other improvements as they should appear on completion of construction (N, S, E & W). Include floor plan with all rooms labeled; also indicate on cover sheet building height, area of calculations, square footage of building, type of construction, occupancy load, egress plan showing exit access travel distance & distance apart of exit door or exit access doorways, and handicap accessible public entrances.

_____ Color rendering, color pictures or brochure depicting Project. For buildings show all facades (N, S, E & W) and actual samples as to color (s) and texture (s) of exterior surfaces.

_____ A series of color photographs of the site(s) (N, S, E & W) and adjoining properties including any existing buildings, signs, exterior lighting, landscape features, or unusual topographic features must be included.

_____ Presentation boards with renderings, site photos & samples are encouraged for project review. Presentation booklets are also acceptable. For computer presentations, please provide **flash drive/USB at the time of plan submittal**.

IMPORTANT: ALL PLANS (SURVEYS AND SITE PLANS INCLUDED) MUST BE COLLATED, BOUND, AND ROLLED INTO (6) SETS. ALL ITEMS WILL BE HELD UNTIL MEETING DAY AND RETURNED TO APPLICANT IMMEDIATELY FOLLOWING PRESENTATION (EXCEPT PLANS). ADDITIONAL ITEMS CANNOT BE BROUGHT TO THE MEETING DUE TO REQUIRED STAFF REVIEW AND RECORDING.

I certify that this application is complete and presented as herein required. I further understand that an incomplete submission may result in the delay of the project review by the Community Appearance Board (CAB).

Date

Signature & Print Name