



ARCHITECTURAL COMMISSION
APPLICATION



ARCHITECTURAL COMMISSION MEETINGS & DEADLINES 2026

All meetings are scheduled for 10:00 AM in the Town Hall Commission Chambers located at 600 S. Ocean Blvd.

Meeting Dates	Application Deadline Dates	Final Plan Deadline for Agenda Inclusion
01/08/2026	12/09/2025	12/23/2025
02/05/2026	01/06/2026	1/21/2026
03/05/2026	02/03/2026	2/18/2026
04/02/2026	03/03/2026	3/18/2026
05/07/2026	04/07/2026	4/22/2026
06/04/2026	05/05/2026	5/20/2026
07/02/2026	06/02/2026	6/17/2026
••No August Meeting••	••No August Meeting••	••No August Meeting••
09/03/2026	08/04/2026	8/19/2026
10/01/2026	09/01/2026	9/16/2026
11/05/2026	10/06/2026	10/21/2026
12/03/2026	11/03/2026	11/18/2026
01/07/2027	12/08/2026	12/23/2026

and accurate to the best of my knowledge and belief. Further, I understand that this Application and attachments become part of the Official Records of the Town of Manalapan, Florida, and are not returnable.

Signature-Owner or Authorized Agent _____

Print Name _____

STATE OF FLORIDA, COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of, _____ 20 ____,

by _____ as _____ for _____.

Personally known _____ or Produced Identification _____

Type of Identification _____

Notary Signature

SEAL

Print Notary Name

CHECK BELOW WHERE APPLICABLE

(Payable by check only)

ARCHITECTURAL REVIEW – Level 1 \$450		PUD or PUD AMENDMENT \$1,500	
ARCHITECTURAL REVIEW – Level 2 \$850		SITE PLAN REVIEW \$1,000	
ARCHITECTURAL REVIEW – Level 3 \$1,800		SPECIAL EXCEPTION USE \$1,000	
ARCHITECTURAL REVIEW – Level 4 \$2,500		VARIANCE \$2,000	
PAVER AGREEMENT \$500		ZONING TEXT/MAP OR COMP PLAN AMENDMENT \$2,500	

(See page 7 for definitions of Levels)

The owner, architect or other authorized agents are urged to attend the meeting. Each applicant must familiarize themselves with the Architectural Commission criteria and procedure. If all required information is not presented with this application, the project will not be placed on the agenda for review and consideration. PLEASE NOTE: Although an application meets minimum zoning requirements the Architectural Commission may approve, approve with conditions, or disapprove a request not found to meet Architectural Review criteria as found in Town Code, Section 152.23. All residents are notified of applicant’s request by mail.

ALL APPLICATIONS MUST BE COMPLETE, SIGNED, NOTARIZED AND SUBMITTED WITH NARRATIVE AND PLANS BY THE DEADLINE DATE

1. This Application pages 3-4 for Project Levels 1 thru 3, and pages 1-6 for Level 4 Projects.
2. Agent’s Authorization Letter (Required if owner does not sign/notarize application and/or is not presenting).
3. Application fee (see page 7).
4. Model, if applicable (see page 8).
5. Narrative letter describing the project.
6. Samples, renderings, pdfs, jpegs and Power Point photos are due 15 days prior to meeting.

GENERAL DATA for NEW HOMES

(Required for Level 4 only)

Project Location: _____ District: _____

Proposed Zoning: _____

Total Site Area: _____ Sq. Ft. _____ Acres

Flood Zone Category: _____

Is site currently served by public water? Yes _____ No _____

Is site currently served by public sewer? Yes _____ No _____

Describe briefly the nature of any improvements presently located on the subject property.

Describe type of operation or business proposed; or the proposed construction.

Describe in detail the phasing of the proposed development (Attach if insufficient space).

State the reasons or basis for the Approval request, and explain why this request is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Plan, and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Town. Additionally, all standards set forth in the Town Code of Ordinances for Special Exceptions, Variances, Administrative Appeals, etc. must be addressed. (Attach a separate Justification Statement if insufficient space.)

Has any previous Application been filed within the last year in connection with the subject property? (Yes) (No). If yes, briefly describe the nature of the Application.

Has a site plan been previously approved by the Town Commission for this property? (Yes) (No). If yes, please note date of previous approval. _____

SITE DATA FOR NEW HOMES ONLY

(Required for Level 4 only)

Setback Requirements

Front Yard: _____ Required
Rear Yard: _____ Required
Side Yard: _____ Required
Average Lot Width: _____

Lot Coverage

Lot Size _____ x _____ = _____ Sq. Ft.
Total Bldg. Coverage Shown _____ = _____ Sq. Ft.
% of Lot Coverage _____
Greenspace _____

Floor Areas

Basement Area = _____ Sq. Ft.
First Floor A/C Area = _____ Sq. Ft.
Second Floor A/C Area = _____ Sq. Ft.
Total A/C Area = _____ Sq. Ft.

Floor Height

Basement Ceiling Height _____ = _____ Above Msl.
Established Ground Floor Height: _____ = _____ Above Msl
Second Floor Height: _____ = _____ Above Msl
Ceiling Height First Floor: _____
Ceiling Height Second Floor: _____

Building Height

Ceiling at 2nd Floor = _____ Above Finished First Floor
Total Bldg Height (Top Of Roof Peak) = _____ Above 1st Floor
Total Bldg Height (Top Of Roof Peak) = _____ From Grade

Building Grade

Grade _____ NAVD



APPLICATION FEE SCHEDULE Adopted by Resolution 10-2010

LEVEL 1 (\$450)

- A. Changes in exterior walls, generator applications, roofing, windows, doors, awnings, or columns, which are significantly different in color, texture, material, or appearance than those existing.
- B. Changes in exterior wall, roofing, window trim or door colors which do not require a building permit.
- C. Landscape improvements and/or removal involving less than 20% of onsite vegetation.

LEVEL 2 (\$850)

- A. Accessory structures, with the exception of any detached, habitable structures.
- B. Expansions or demolitions of existing primary or accessory structures of up to 10% of the existing total floor area on the property but not to exceed 300 square feet.
- C. Increases or decreases in impervious surface areas or changes in impervious surface materials.
- D. Walls, fences and gates.
- E. Landscape improvements and/or removal involving greater than 20% and no less than 50% of onsite vegetation.
- F. Statues and/or Sculptures

LEVEL 3 (\$1,800)

- A. Detached, habitable, accessory structures.
- B. Expansions or demolitions of existing primary or accessory structures of greater than 300 square feet or 10% of the existing total floor area on the property but not more than 50%.
- C. Landscape improvements and/or removal involving equal to or greater than 50% of onsite vegetation.
- D. Development proposals which would otherwise qualify under Level 1 and Level 2 but also require a sign review.

LEVEL 4 (\$2,500)

- A. New primary structures.
- B. Expansion or demolition of existing primary or accessory structures equal to or greater than 50% of the existing total floor area on the property.
- C. Development proposals which are the subject of a development agreement.
- D. Development proposals which require an amendment to the official Zoning Map.
- E. Development proposals which require a comprehensive plan amendment.
- F. Development proposals which are deemed developments of regional impact pursuant to F.S. Section 380.06 or which are subject to review for extra jurisdictional impacts under the provisions of the intergovernmental coordination elements of the adopted comprehensive plan.

*** If any applicant for ARCOM review submits a single application encompassing more than one of the items set forth in the fee structure, that applicant will only be subject to the fee chargeable for the highest "level" being reviewed on that application. However, if applications for multiple items are submitted separately, the applicant will be responsible for the individual fee for each item.



MODEL REQUIREMENTS

Adopted by Ordinances 231 & 238

All Levels 3 and 4 applications for ARCOM review must include one (1) of the following minimum presentation methods:

1. A three (3) dimensional scale model of the entire lot or lot of record that depicts all proposed colors, materials, textures, landscaping, lot grade, improvements, structures, accessory structures, and driveways; or
2. Detailed axonometric (color), two (2) views and a color rendered perspective, one (1) view that depicts all proposed colors, materials, textures, landscaping, lot grade, improvements, structures, accessory structures, and driveways; or
3. Computer generated color model with animated computer “walk-thru” presented at Arcom with four (4) significant printed views or perspectives (color) that depict all proposed colors, materials, textures, landscaping, lot grade, improvements, structures, accessory structures, and driveways.

All presentations must show the primary structure, any accessory structures, site (including landscaping), driveways and scaled contextual relationship to immediately adjacent houses and/or properties. Additionally, all landscape renderings shall depict any new landscaping at the proper relative size and scale as listed on the associated landscape plan as submitted as part of the Arcom application. All existing landscaping, if any, shall be depicted at its proper relative size and scale at the time such rendering is submitted for Arcom review. Should any conflict exist between the submitted landscape plan and the landscape renderings, the landscape plan shall control. Surrounding contextual relationship may be presented in either a drawing format or photographic montage at proper relative scale.

ALL LANDSCAPE APPLICATIONS:

Landscape applications for existing properties will need to show the existing versus the proposed vegetation. Use two different colors to explain the difference.

Applications not thus presented or not containing all required documents shall be considered incomplete and shall be rejected by the Zoning Administrator.

Standard Application Requirements for Architectural Review & Construction Site Appearance and Maintenance Standards

The following are Requirements and Standards established by ARCOM com generally pursuant to the Manalapan Code and specifically pursuant to Manalapan Code Chapter 152, Section 152.20 - Section 152.23.

Standard Application Requirements for Architectural Review

1. **ARCOM REVIEW AND ACTION.**

A. The Architectural Commission (ARCOM) shall not review or subsequently act on any matter requiring its approval until there is a *Complete Application* on file at Town Hall and all *Additional Requirements* have been fulfilled. At any time during or after ARCOM review or action a *Complete Application* is determined incomplete or *Additional Requirements* are determined unfulfilled, ARCOM review and action automatically shall be stayed and suspended pending the filing of a *Complete Application* and the fulfillment of *Additional Requirements*. Any inaccurate information, documentation, plan/drawings or modeling shall automatically render an Application incomplete.

B. Except when there is a hardship not caused by Applicant or Applicant's agents or staff, none of the following will be considered or granted:

- (1) A partial or incomplete Application.
- (2) A conceptual approval.
- (3) Any variance from these Standard Application Requirements for Architectural Review.

2. **AGENT (S).**

Each Application and all matters, statements and agreements filed, stated or expressed in connection with any ARCOM Application, proceeding or matter, whether or not made by the record titleholder or owner of the subject real property, shall be deemed to have been made and filed by the authorized agent of the titleholder(s) and owner(s) of record at the time when made or filed. It is required that the titleholder(s) and owner(s) of record file at Town Hall appropriate authorization for agents by signing the Application, by separate letter, or by other appropriate documentation.

3. **PLANNING AND ZONING.**

Each Applicant for ARCOM review will first be considered for fulfillment of Town Planning and Zoning requirements. An Application shall not be considered for fulfillment of Planning and Zoning requirements until compliance in all details and particulars with the Town Comprehensive Plan and Zoning Code is

certified by the titleholder(s) and owner(s) or certified under seal by the architect or engineer (see Manalapan Code, 152.42); the certification may be in the Application, or by separate letter or other appropriate documentation. Any inaccurate certification shall automatically render an Application incomplete.

4. COMPLETE APPLICATION.

An Application for ARCOM review is not complete until it complies with all Town planning and zoning requirements and all Town and ARCOM required information, documentation, plans/drawings and modeling are on file at Town Hall.

5. AGENDAING AND APPLICATION.

When the Town Building Official or Zoning Administrator considers that an Application for ARCOM review is complete, the Application shall be agendaed for consideration at the next regular ARCOM meeting. For application submission deadlines - See Page 2.

6. ADDITIONAL REQUIREMENTS.

A. Notwithstanding an Applicant being agendaed, Town Staff, the Town Attorney or ARCOM may determine that the Application is nevertheless not complete or that more information, documentation, plans/drawings or modeling is needed, in either of which events ARCOM review and action shall be stayed and suspended pending fulfillment of the requirement for *Complete Application* and/or *Additional Requirements*.

B. Any ARCOM approval action, whether with or without stated conditions, shall nevertheless be deemed subject to and conditioned upon all of the following unless expressly excluded in the motion:

- (1) The truth and accuracy of the Application and all matters presented by the Applicant.
- (2) All conditions recommended by the Town staff and Town Attorney.
- (3) All conditions proposed or approved by the Applicant.
- (4) All revisions proposed by ARCOM and accepted or agreed to by Applicant.

7. REQUIREMENTS FOR NEW BUILDINGS AND STRUCTURES, AND MAJOR ADDITIONS/RENOVATIONS.

For new buildings and structures and major additions/renovations, an application to be considered complete must include all of the following:

A. Plans/drawings and specifications, which include at minimum the following:

- (1) Site plan drawn to scale indicating the following:
 - (a) setback measurements
 - (b) identification of buildings and structures or parts to continue existing, to be demolished and proposed to be constructed.
 - (c) location and measurements of and between all identified buildings, structures and the site boundaries
 - (d) location and measurements of off-street parking
 - (e) location of street(s)

- (f) location and measurements of each entry/exit to street
 - (g) height of existing and proposed wall/fences
 - (h) existing and proposed outside lighting and its direction and candlepower.
 - (i) location and measurements of existing and proposed signs
 - (j) existing and proposed use of buildings and structures
 - (k) air conditioning placement
 - (l) either Impact Glass or storm shutters are required to be installed
 - (m) all shutters or storm panels are required to be painted or powder-coated
- (2) Elevation plans drawn to the same scale indicating the following:
 - (a) heights of all buildings and structures
 - (b) flood elevation
 - (3) Description of exterior finishes, colors and materials, including roof tile and samples must be submitted **fourteen days** before the meeting.
 - (4) Other plans/drawings and specifications as may be required by the Building Official, Utility Director, Zoning Administrator or ARCOM.
- B. Survey of the site boundaries and all buildings and structures located within the boundaries (A topographic survey may be required).
- C. Landscaping plans/drawing and specifications.
- (1) The Requirements for Landscaping set forth in Section 8 below shall, apply, and are incorporated herein by reference.
 - (2) Single family and two-family residence property landscaping shall be designed, installed and maintained to site screen for visual privacy to and from adjoining private property and between such properties' existing and proposed habitable buildings. If adjoining private property is vacant or its development is only partially complete and there are not proposed plans for completion on file, then potential habitable buildings on such property shall be considered.
- D. Model Requirements (see page 8).

8. REQUIREMENTS FOR LANDSCAPING

For landscaping, whether new or revised, and whether whole or partial, an application in order to be considered complete must include all of the following:

- A. Plans/drawings and specifications, which include at minimum the following:
- (1) A minimum of 50% of both the species and the total number of native plant materials for new construction and for new landscaping. List the plants by name and marked as native or non-native.

- (2) Existing native plants incorporated in the landscape plan, whether retained in place or moved elsewhere on the property (included in the required 50% native plant count). Existing plants and new plants need to be colored differently in order to show the additional plantings.
- (3) Removal of all Australian Pines, Melaleuca, Brazilian Pepper, and other nuisance species from the site prior to construction.
- (4) If the plan is a landscape revision, identification of landscape materials to continue existing, to be removed, to be relocated and to be installed. Color code existing vegetation versus proposed vegetation.
- (5) Identification of all formal and common plant names and sizes at the time of installation for all new landscaping show.
- (6) All walls and fences shown with dimensions, construction materials and colors.
- (7) An irrigation plan and described method of water conservation (the plan will be reviewed for water usage requirements as referenced in Ordinance 162 and its attached guidelines).
- (8) Complete screening of all exterior equipment and utility meters.
- (9) Elevations and renderings (transparencies may also be required) of proposed landscape in relation to existing neighbors' perspective.
- (10) If the plan is for a new building or structure or major addition/renovation, the required model incorporating the landscaping or a computer simulation printout of said landscaping.
- (11) Other plans/drawings and specifications as may be required by the Building Official, Utility Director, Zoning Administrator or ARCOM.
- (12) Include Site Data on Landscape Plan

B. Survey of the site boundaries and all buildings and structures located within the boundaries (A topographic survey may be required).

9. REQUIREMENTS FOR PAVERS ON PUBLIC PROPERTY

If the Application involves property on Point Manalapan and includes driveway paver between the lot and the paved surface of the public sidewalk or street or road, a Paver Agreement with the Town is required, for which there is a Five Hundred Dollar (\$500) fee (ask for additional information).

A. Survey of the site boundaries and all buildings and structures located within the boundaries (a topographic survey may be required).

11. REQUIREMENTS FOR POOLS:

For pools, to be considered complete must include all of the following:

- A. Plan/drawing which at minimum include the following:
 - (1) Site plan drawn to scale indicating the following:
 - All site plan requirements for new buildings and structures, and major additions/renovations (see above)
 - location of pool equipment
 - (2) Description of exterior finishes, colors and materials
 - (3) Other plans/drawings and specifications as may be required by the Building Official, Utility Director, Zoning Administrator or ARCOM.

(4) Pool Fencing Style & Color

B. Survey of the site boundaries and all buildings and structures located within the boundaries (a topographic survey may be required).

12. FENCES.

Fences shall have all structural supports and posts (vertical, horizontal and diagonal) located only inside applicant's side of the fencing material so that the fencing material is predominantly what may be seen by neighbors and others and so that such supports and posts are less likely to be seen by neighbors and others; and such structural supports and posts shall be finished on their outside surfaces the same or as attractively as the fencing material facing the outside. Snow fences may be permitted on a case-by-case basis only where needed for Atlantic oceanfront beach and shore protection or dune enhancement.

13. GENERATORS

Applications for generators should include the following:

1. Survey showing placement of generator and propane tank (if applicable).
2. Spec sheet on the generator showing decibel levels.
3. On survey show type and size of landscaping or materials used for screening.

GENERATORS IN MANALAPAN MUST MEET THE FOLLOWING CONDITIONS:

- 1) *OPERATION OF THE GENERATOR FOR A MAINTENANCE AND EXERCISE PERIOD WHICH SHALL BE LIMITED TO ONCE PER WEEK, MONDAY THROUGH FRIDAY, BETWEEN THE HOURS OF 10:00 A.M. AND 5:00 P.M., NOT TO EXCEED 30 MINUTES*
- 2) *IF IT IS DETERMINED BY THE TOWN THAT THE SOUND LEVEL EMANATING FROM THE GENERATOR IS NOT IN COMPLIANCE WITH THE TOWN CODE, ADDITIONAL SOUND ATTENUATING MATERIAL OR DEVICES SHALL BE INSTALLED OR CONSTRUCTED AS NECESSARY TO BRING SUCH SOUND LEVEL INTO COMPLIANCE*

14. APPLICANT'S AMENDMENT OF A COMPLETE APPLICATION.

At any time more than ten (10) days prior to the Arcom hearing for which a *Complete Application* has been agendaed the Applicant may amend same without risk of delaying Arcom review so long as any such amendments do not render the *Amended Application* incomplete Applications may not be amended after Arcom action without complete resubmission to which all Standard Application Requirements for Architectural Review shall apply anew.

Construction Site Appearance and Maintenance Standards

The following Construction Site Appearance and Maintenance Standards shall be deemed automatically incorporated as a condition of each architectural approval granted by Arcom, and the continued architectural approval, whether or not a construction permit has been issued, is subject to and conditioned upon daily fulfillment of the following Standards:

- A. Architecturally approved side property line walls and fences, if any, and side setback landscaping must be in place to the greatest extent practicable prior to above ground construction of a major addition/renovation or a new building or structure.

- B. Minimum requirements for site maintenance throughout construction:
 - 1. All areas must be kept clean of construction debris.
 - 2. No dirt piles are allowed higher than six (6) feet high.
 - 3. Side yard site screening (vegetation, walls, etc.) to be installed at start of construction to visually screen the neighbor from the construction site.
 - 4. A dumpster on site for construction materials only.
 - 5. A garbage container with a secure lid must be on site for food items.
 - 6. A port-o-let must be placed in an inconspicuous area and be site screened as much as practicable.
 - 7. Construction equipment and materials must be secure when the site is unattended.
 - 8. Required to install a six (6) foot high temporary chain link fence and gate bordering the property where necessary with a screen on the property side to be removed at time of new landscaping.