

**Beach Property Owners Application**  
Checklist (*Design Manual Companion*)

**APPLICATION TO BE COMPLETED FOR NEW CONSTRUCTION AND ADDITIONS AND RENOVATIONS GREATER THAN 50% OF THE SQUARE FOOTAGE OF THE EXISTING STRUCTURE ON LOTS IN THE BEACH PROPERTY AREA, SPECIFICALLY THE NORTH BEACH AND SEAGATE NEIGHBORHOODS. (SEE MAP)**

**EXEMPTIONS**

Although an applicant is not required to submit an application using the Beach Property Owners Design Manual under the following conditions, it is highly recommended that any modifications to existing structures follow the provided information to help ensure a preferred neighborhood vision.

**EXEMPTIONS INCLUDE:**

- Any structure not in the North Beach and Seagate Neighborhoods.
- Any structure built or approved prior to the adoption of the Design Manual.
- Any building permits (with completed plans) submitted prior to the adoption of the Design Manual.
- Any existing structure requiring exterior improvements such as repainting, siding, replacement of roof materials, etc.
- Any existing structure damaged or demolished by a natural disaster or act of God will be permitted to rebuild as it existed prior to event.
- Any renovations or additions that represent 50% or less of the square footage of the existing structure.
- Any structure which is located within a historic district or individually designated; these structures shall comply with Land Development Regulation Section 4.5.1.



## ◆ APPENDIX C - BEACH PROPERTY OWNERS APPLICATION CHECKLIST

This checklist is meant to be used as a step by step process to address all Regulations and Design Guidelines in the Manual.

**DO NOT SKIP ANY SECTIONS. PLEASE WRITE IN (Y) or (N) IN ALL BOXES PROVIDED.**

**N** Please print the letter N inside the checkbox to indicate *No / Not Applicable*.

**Y** Please print the letter Y inside the checkbox to indicate *Yes / Item is Applicable*.

A completely empty circle denotes you **do not** have features listed and/or it is **non-applicable**.

A completely darkened circle denotes you **do** have features listed and/or it **applies to you**.

**OVERLAY DISTRICTS - OVERALL PROJECT**

- North Beach/Seagate District (NBS)    **OR**     Ocean District (OC)
- New Construction
- Additions & Renovations
- Over 50% up to 75% square footage of the structure
  - Over 70% square footage of the structure

**SECTION I - DISTRICT REGULATIONS & INCENTIVES**

The regulations set forth in this section are mandatory for homes in the North Beach and Seagate Neighborhoods. Noncompliance will require a variance as outlined in the City of Delray Beach Land Development Regulations Section 2.4.7(A).

**A. FIRST FLOOR HEIGHT LIMITS** (for determining applicable regulations)

- Single Story Structure
- Height from finished floor elevation to top of beam (tie or bond) **does not** exceed 14'-0"
  - Mean Roof Height **does not** exceed 18'-0"

- Multi-Story Structure
- Height from finished floor elevation to top of beam (tie or bond) exceeds 14'-0"
  - Mean Roof Height exceeds 18'-0"
  - Two (2) stories
  - Three (3) stories

**B. LOT COVERAGE**

- Ocean District - Single Story
- Single story lot coverage is 40% or less
  - Existing single story incentive of 45% or less
  - Single story open space is 35% or more
- Ocean District - Multi-Story
- Multi-story lot coverage is 40% or less
  - Multi-story open space is 35% or more
- North Beach/Seagate District - Single Story
- Single story lot coverage is 40% or less
  - Existing single story incentive of 45% or less
  - Single story open space is 35% or more
- North Beach/Seagate District - Multi-Story
- Multi-story lot coverage is 30% or less
  - Existing multi-story incentive of 40% or less
  - Multi-story lot coverage incentive to 35%
  - Multi-story open space is 45% or more

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### C. INCENTIVE (INCREASED LOT COVERAGE)

- Ocean District (No Incentive Applicable)
- North Beach/Seagate District
  - Incentive to 35% lot coverage
  - No Incentive - Discouraged or prohibited elements present

### D/E. SIDE SETBACK COMPARISONS (FRONT VIEW)

- Option A - First floor @ side setback - Max. Height @ 14' to top of beam  
Upper Floors @ side setback + 5'
- Option B - Upper Floors stacked (flush) @ side setback
- Option C - Rear attached or detached garages

### F. REAR SETBACK

- Ocean District (Not Applicable)
- North Beach/Seagate District - Increased upper floor rear setback of five (5) feet

### G. INCENTIVE (REAR DETACHED GARAGES)

- Ocean District (Not Applicable)
- North Beach/Seagate District
  - Upper story portion along rear setback line does not exceed 14'-0" without a 5' upper floor rear setback
  - Upper story portion exceeds 14' but does not have the additional 5' upper floor rear setback

### H. ADDITIONS AND RENOVATIONS

- No Additions or Renovations (Not Applicable)
- Additions or Renovations Requested
  - New Architectural Style/Building Form
  - Consistent Architectural Style/Building Form with existing house
  - Minor Renovation - additions/renovations are under 50%
  - Major Renovation - additions/renovations are 75% or less
  - New Structure - additions/renovations exceed 75%

### I. SPECIAL EXCEPTION FOR ADDITIONS AND RENOVATIONS (see Section I - pg. 10)

- No Special Exceptions Requested (Not Applicable)
- Special Exceptions Requested - "Discouraged" or "Prohibited" design element is an integral part of the design or structure **and** cannot be changed without substantial expense or structural consequence
  - Integral item is one of the elements listed below: (**please check all that apply**)
    - Architectural Style       Roof Material
    - Building Form             Windows and Doors
    - Other Design Element (**specify on line below**)
  - "Discouraged" or "Prohibited" design element of the addition or rehabilitation is minimized to the extent necessary to provide a continuity of design
  - "Discouraged" or "Prohibited" design element **does not** have a more prominent appearance on the addition or rehabilitated portion of the structure
  - Addition or rehabilitation **does not** incorporate any "Discouraged" or "Prohibited" elements not currently present on the existing structure
  - Addition or rehabilitation **does not** exceed 75% of the square footage of the existing structure
  - Adherence to additional regulations, guidelines and/or key elements from The Neighborhood Character Supplement requested

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### J. LANDSCAPE

- Landscape Plans have been certified and sealed by a Florida Registered Landscape Architect to meet all landscape requirements for the City of Delray Beach Land Development Regulations and Section I-J of this Design Manual. Landscape point calculations must be included

#### SECTION II - DESIGN GUIDELINES

Refer to Section II, pages 1-2 for criteria of Required, Preferred, Discouraged, and Prohibited items. Categories of Design Guidelines are evaluated on a point system for "Discouraged" elements. Each category is assigned a value based on potential impact on the Neighborhoods.

High /20 points	Medium /10 points	Low /5 points
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Any category exhibiting "Discouraged" elements shall assign allocated points. Total points of all categories combined shall not exceed the established threshold of 40 points. Any Discouraged elements exceeding the threshold will require the applicant to obtain a wavier as outlined in the City of Delray Beach Land Development Regulations Section 2.4.7(B).

### A. ARCHITECTURAL CATEGORIES

- Preferred
- |  |   |
|--|---|
| <input type="radio"/> Spanish-Mediterranean Influence                        | <input type="radio"/> Florida-Bermuda               |
| <input type="radio"/> Anglo-Caribbean/Key West                               | <input type="radio"/> Minimal Traditional "Cottage" |
| <input type="radio"/> Split Level and Ranch Type Styles                      | <input type="radio"/> Monterey                      |
| <input type="radio"/> Transitional Modern                                    | <input type="radio"/> Florida Bungalow/Craftsman    |
| <input type="radio"/> International (added July 3, 2018)                     | <input type="radio"/> Modern Colonial               |
| <input type="radio"/> Modern (Tropical and Mid-Century) (added July 3, 2018) | <input type="radio"/> Regency/Flat-Roofed           |
- Discouraged (High/ 20 points)
- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| <input type="radio"/> Shingle (Style) | <input type="radio"/> Geodesic Dome |
| <input type="radio"/> Art Deco        |                                     |
- Prohibited
- |   |  |
|---|--|
| <input type="radio"/> A-Frame   |  |
| <input type="radio"/> Traditional styles uncharacteristic to South Florida, e.g. English Tudor, Chateausque, etc. |  |
- Other Architectural Style (Specify on line below)

### B. BUILDING FORM

- Required
- |  |  |
|--|--|
| <input type="radio"/> One-story home - First floor height limits applied                             |  |
| <input type="radio"/> Multi-story home - Required side setbacks and lot coverage by district applied |  |
- Preferred
- |   |  |
|---|--|
| <input type="radio"/> Use of side transitions | <input type="radio"/> Use of front transitions       |
| <input type="radio"/> Use of stepbacks        | <input type="radio"/> Appropriate balance/proportion |
- Discouraged (Medium/ 10 points)
- |  |  |
|--|--|
| <input type="radio"/> Angular walls are dominant/repetitive                                  |  |
| <input type="radio"/> Complex facade treatment (excessive multi-layer stepbacks)             |  |
| <input type="radio"/> More than (1) one dominant turret exists                               |  |
| <input type="radio"/> Inconsistent arches  |  |
| <input type="radio"/> Exaggerated or distorted columns inconsistent with architectural style |  |
- Prohibited
- |   |                                     |
|---|-------------------------------------|
| <input type="radio"/> A-Frame   | <input type="radio"/> Geodesic Dome |
| <input type="radio"/> Free Form   | <input type="radio"/> Quonset Hut   |
| <input type="radio"/> Continuous unarticulated blank/flat wall sections over 16' long on front facade |                                     |
| <input type="radio"/> Continuous unarticulated blank/flat wall sections over 20' long on side facades |                                     |
| <input type="radio"/> Oversized/out of scale features   |                                     |

### C. ROOFS

- Preferred
- |   |  |
|---|--|
| <input type="radio"/> Hip or gable roof   | <input type="radio"/> Simple roof geometry with long horizontal lines                                  |
| <input type="radio"/> 8:12 pitch or less  | <input type="radio"/> Roof pitches over porches or ancillary structures (under 45 degree or 1:1 slope) |
| <input type="radio"/> Tile roof material  | <input type="radio"/> Exposed rafter tails   |
| <input type="radio"/> Flat roofs when consistent with architectural style   | <input type="radio"/> Metal roof for Anglo-Caribbean/Key West style                                    |
| <input type="radio"/> Roof overhangs (24" to 36")   |  |
| <input type="radio"/> Gutters and downspouts designed as a continuous architectural feature   |  |
| <input type="radio"/> Exposed gutters and downspouts painted to match adjacent roof or wall material, white or copper if appropriate to architectural style |  |
| <input type="radio"/> Flashing, vent stacks, and pipes painted to match adjacent building surface   |  |
| <input type="radio"/> Decorative roof elements such as bell towers, covered chimneys, cupolas, etc. correspond to Architectural Style                       |  |
| <input type="radio"/> Pressure treated wood shake   |  |

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- Discouraged (Medium/ 10 points)
  - Steep slopes (over 45 degrees or 1:1 slope)
  - Shed roof as principal roof
  - Very low pitched roof (less than 4:12 pitch)
  - Overly complex roof designs and/or excessive variation in eave lines (heights)
- Prohibited
  - Atypical, which are not consistent with the architectural style and as determined inappropriate by the plan reviewer
  - Metal roof in any colors other than standard colors such as silver-gray, teal and green
  - Glazed skylights on the streetside
  - Solar panels on the streetside
  - Bright, un-naturalistic looking roof material
  - Gambrel roofs
  - Mansard roofs
- D. WINDOWS**
- Preferred
  - Reflect architectural style
  - When used for a specific architectural style, muntins should divide glass into unified sections of four square feet or less
  - Window coverage greater than 10% of any elevation.
  - When used for a specific architectural style, windows and muntin patterns should be taller than wider
  - Windows consistent with each other with limited shape changes
  - Floor to ceiling window where consistent with architectural style
- Discouraged (High/ 20 points)
  - When used for a specific architectural style, change in proportion of muntins on same facade
  - When used for a specific architectural style, change in proportion of muntins within same window
  - Hex, oval, round, triangular, and/or any specialty shape windows not consistent with architectural style

- Prohibited
  - Reflective (mirror type) glass on any elevation
  - Jalousie windows on any elevation
  - Curtainwall systems
  - Windows coverage less than 10% of any elevation
- E. SHUTTERS**
- Preferred
  - Reflect architectural style
  - Shutter applications consistent with each other on all facades
  - Traditional horizontal slat, panel, board & batten type shutters
  - Bermuda/Bahama, plantation style shutters
- Discouraged (Low/ 5 points)
  - Commercial types
  - Shutters out of scale with window or other architectural features
  - Metal or aluminum awnings
- F. ENTRANCES**
- Preferred
  - Corresponding to architectural style
  - One-story entry features with human scale proportions consistent with neighborhood character
  - Sturdy wood, or metal doors (panel, glazed, or combination)
- Discouraged (High/ 20 points)
  - Over stated, out of scale, entrance/porte-cochere
  - 1 ½ story entry features
- Prohibited
  - Two-story porte-cochere
  - Two-story columns
  - Two-story entry features out of scale with building and neighborhood character

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### G. EXTERIOR MATERIALS

- Preferred
- Materials consistent with architectural style
  - Stucco (smooth or textured as appropriate to style)
  - A limited number of trim and accent materials
  - Materials used in a consistent manner throughout the building
  - Where materials change, a change in wall planes or some architectural device to give a sense of transition should occur
  - Brick (natural clay or painted)
  
  - Wood (finished such as clapboard, tongue and groove, board and batten, shiplap)
  - Custom finished and/or formed concrete
  - Wood rafter tails of appropriate size and scale of architecture
  - Appropriately sized (appearance) support brackets, beams, columns, and/or decorative braces to support any balconies, extended entries, overhangs and/or other projecting architectural features
  - Pre-manufactured, composite material planking, panels or siding with proper lapping
  - Natural indigenous stone or natural stone

Discouraged (Medium/ 10 points)

- Vinyl siding
- Faux stone siding
- Ceramic or porcelain tile materials
- Metal louver walls

Prohibited

- Metal and aluminum siding
- Half elevation treatment without transition/detail element
- Texture 1-11 or plywood
- Unfinished, exposed concrete block, poured concrete or precast concrete walls
- Logs, milled or rough
- Cedar shakes/shingles

### H. GARAGES AND ACCESSORY BUILDINGS

- Preferred
- Detached garages consistent with the architectural style as principal building
  - Side loaded garages with single doors, stepped if over 2 bays
  - Front loaded, 2 bay garage with single doors consistent with architectural style
  - Garages and ancillary structures designed to respect the views from neighboring lots
  - Garages and ancillary structures integrated with the architectural style of the home
  - All garage door treatments reflect architectural style of the house
- Discouraged (Medium/ 10 points)
- 3 front loaded garage bays flush in a row
  - 3 or more side loaded garage bays flush in a row
  - Screened enclosures visible from the street
- Prohibited
- 4 or more front loaded garage bays on front elevation
  - 4 or more side loaded garage bays flush in a row
  - Two-story screen enclosures
  - Metal storage sheds
  - Temporary carports (including plastic tarps, canvas, awning types not of a permanent nature)
  - Temporary storage "pods" over 30 days

### I. COLOR

- Preferred
- Principal building color representative of architectural style and neighborhood character
- Discouraged (Low/ 5 points)
- More than 4 colors (principal building and trim)
  - Roof colors and materials uncharacteristic of architectural style
- Prohibited
- Principal and accessory buildings painted with fluorescent, metallic paint, black, and other non-traditional bold colors
  - Trim and accents painted with fluorescent metallic paint, and other non-traditional bold colors

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### **J. ADDITIONS AND RENOVATIONS**

- Meets all required items under section I-H
- Does not meet all required items under section I-H (see Appendix C - Regulations & Incentives)
- Preferred
  - Replacement/removal of existing discouraged and prohibited design elements throughout the structure wherever possible
  - Use of preferred design elements
- Discouraged (Medium / **10 points**)
  - Use of discouraged design elements not present on the existing structure
- Prohibited
  - Use of prohibited design elements not present on the existing structure
  - Use of prohibited design elements present on the existing structure without approval of a Special Exception

### **K. GENERAL LANDSCAPE STANDARDS**

- Meets all required items under section I-J
- Does not meet all required items under section I-J (see Appendix C - Regulations & Incentives)
- Preferred
  - Use of natives
  - Xeriscaping techniques
  - Consistency of neighborhood plant material, scale, massing and selection
  - Consistency of neighborhood maintenance techniques
  - Protection and enhancement of existing plant material
  - Controlled and planned use of exotics
  - Efficient irrigation
  - Semi-pervious driveway material
- Discouraged (Low/ **5 points**)
  - Large expanses of impervious driveway materials

- Prohibited
  - Invasive, exotic species: Acacia species, Melaleuca, Australian Pine, Brazilian Pepper
  - Removal of any plant material within right-of-way without City approval
  - Removal of trees and palms (other than invasive exotics) over 4" caliper without City approval of a Land Clearing Plan
  - The use of synthetic or artificial plant material
  - Chainlink fence unless concealed 100% by plant material
  - Driveway materials using primary or bright, bold colors (red, blue, etc.)

### **L. OUTDOOR LIGHTING**

- Preferred
  - Low voltage lighting
  - Phosphorous coated luminaries used in fixtures with clear glass
  - Luminary "shields" or louvers to control and direct illumination
  - Lens diffuser to reduce brightness and evenly distribute light
  - UL rated and waterproof fixtures
  - Ground directed lighting for steps, paths, and docks between 20-50 watts
  - Motion sensor detector for security and safety
  - Photo-eye sensors
  - Bronze, copper, or fiberglass material for in-ground applications to prevent corrosion
- Prohibited
  - High intensity misdirected spot or flood lights that spill into adjacent lots or waterways
  - Exposed luminaries without shield or louvers
  - Ground directed lighting for steps, paths, and docks which exceeds between 20-50 watts and 580nm wavelength

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### M. SEA TURTLE NESTING RECOMMENDATIONS

These Methods will help protect endangered sea turtles. Remember, lights that are directly visible from the beach or that directly or indirectly illuminate any portion of the beach are a potential hazard to sea turtles.

Required

- Applicants in properties with frontage on the Atlantic Ocean to submit an approved "Application for A Sea Turtle Lighting Plan Approval" (STPA) from Palm Beach County Department of Environmental Resources Management (DERM)

Preferred

- Turn off all non-essential beachfront lighting during the nesting and hatchling season (March 1 - October 31)
- Reduce light directly or indirectly illuminating the beach by lowering, shielding, recessing and/or redirecting light sources
- Place security lighting on motion-sensitive switches
- Apply dark window tinting to windows visible from the beach or draw curtains after dark
- Replace existing light fixtures with light that is less detrimental to turtles; shielded low pressure sodium vapor or yellow incandescent "bug lights" have been shown to affect sea turtles less than other types of light
- Plant or improve vegetation buffers between the light source and the beach to screen the light from the beach

Discouraged

- All outdoor lighting within 750' from mean high waterline to landward that is not controlled by a timer to turn off at 9:00pm until 6:00am during the turtle nesting and hatching season (March 1 to October 31)
- Windows with frontage to the Atlantic Ocean that do not have dark window tinting (windows visible from the beach) or automatic shading devices that draw curtains after dark



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**APPLICATION SUMMARY**

- Application **does not** contain any "Discouraged" or "Prohibited" elements.
- Application contains the following **discouraged** elements but is within the acceptable point range.

Total Points: \_\_\_\_\_ List elements and provide justification:

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- Application contains the following **discouraged** elements **and** exceeds the acceptable point range.

Total Points: \_\_\_\_\_ List elements and provide justification:

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- Application contains the following **prohibited** elements:

List elements:

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