CITY OF WESTLAKE
Planning and Zoning Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

**DEPARTMENTAL USE ONLY**
Ck. #_____
Fee:_____
Intake Date: _____
**PROJECT #**

# MASTER SIGN PLAN APPLICATION
# (MSP-2026-05)

**PLANNING & ZONING BOARD** ☐ **Meeting Date:** _____

**CITY COUNCIL** ☐ **Meeting Date:** _____

**INSTRUCTIONS TO APPLICANTS:**

1. **Please complete all sections of this application. If not applicable, indicate with N/A.**
2. **Provide all required documents as shown on the attached checklist. If not applicable, indicate with N/A.**

*The **Planning & Zoning Board** meets the **second Monday of the month at 6:00 p.m.,** as needed in the City Council Chambers, 4005 Seminole Pratt Whitney Road. The applicant will be informed in writing of their scheduled meeting date. After review and recommendation by the Planning & Zoning Board, applications will be heard by the City Council. The **City Council** meets on **the second Monday of the month at 6:30 p.m.,** in the City Council Chambers.*

## I. PROJECT DESCRIPTION & APPLICANT INFORMATION

**PROJECT NAME:** Sandglass Master Sign Plan

**PROJECT ADDRESS:** TBD

**DESCRIPTION OF PROJECT:** Master Sign Plan for Sandglass Residential Community

Property Control Number (PCN), list additional on a separate sheet: 77-40-43-01-30-002-0000
Estimated project cost: TBD
**Property Owner(s) of Record (Developer)** Minto PBLH, LLC
Address: 16604 Town Center Parkway, Suite B, Westlake, FL 33470
Phone No.: 954-973-4490 Fax No.: _____ E-mail Address: JFCarter@Mintousa.com
**Agent (if other than owner complete consent section on page 3):**
Name: Donaldson E. Hearing - Cotleur & Hearing
Address: 1934 Commerce Lane, Ste. 1, Jupiter, FL 33458
Phone No.: 561-747-6336 Fax No.: _____ E-mail Address: DHearing@Cotleur-Hearing.com

## II. LAND USE & ZONING

A) **ZONING MAP DESIGNATION** R-1/R-2 &MU B) **FUTURE LAND USE MAP DESIGNATION** R-1/R-2 & DMU

C) Existing Use(s) Vacant

D) Proposed Use(s), as applicable Master sign plan for Sandglass residential community

## III. ADJACENT PROPERTIES

| | Name of Business/ Subdivision | Land Use Designation | Zoning Designation | Existing Use(s) | Approved Use(s) |
|---|---|---|---|---|---|
| **NORTH** | 60th Street | Roadway | Municipal | Roadway | Municipal |
| **SOUTH** | Unincorporated (Residential) | SF Residential | Residential | Unincorporated (Residential) | Unincorporated (Residential) |
| **EAST** | Parcel E/Parcel G | R-2/Downtown Mixed Use | R-2/Mixed Use | Vacant/Publix/James Business Park | SF Residential/ Mixed Use |
| **WEST** | FP&L Solar Fields | Utility | R-1 | FP&L Solar Fields | FP&L Solar Fields |

## V. OWNER/APPLICANT ACKNOWLEDGEMENT AND CONSENT

**Consent statement (to be completed if owner is using an agent)**

I/we, the owners, hereby give consent to Cotleur & Hearing to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application.

By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the City of Westlake, Florida, Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

John F. Carter
Owner's Name (please print)

Owner's Signature

7-30-2026
Date

Donaldson E. Hearing
Applicant/Agent's Name (please print)

Applicant/Agent's Signature

July 30, 2026
Date