



# TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435  
(561) 732-2635 Main ♦ (561) 737-8359 Fax  
oceanridgeflorida.com ♦ [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com)

## Land Development Action Application

All information must be printed legibly or typed. Please contact the Town Hall at 561-732-2635 or via email at [info@oceanridgeflorida.com](mailto:info@oceanridgeflorida.com)

**This application is being submitted for the property located at:**

### Check Applicable Approval Being Requested

- |  |  |
|--|--|
| <input type="checkbox"/> Annexation                            | <input type="checkbox"/> PRD Amendment     |
| <input type="checkbox"/> Comprehensive Plan Amendment          | <input type="checkbox"/> Plat or Re-Plat   |
| <input type="checkbox"/> Construction East of the CCCL         | <input type="checkbox"/> Re-Zoning         |
| <input type="checkbox"/> Development Plan Review               | <input type="checkbox"/> Site Plan Review  |
| <input type="checkbox"/> Planned Residential Development (PRD) | <input type="checkbox"/> Special Exception |

Property Owner(s)	Applicant (if different than Owner)
Name(s):	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

**The applicant(s) or authorized agent must be present for the public hearing in order for the Commission/Board to act upon their request. The applicant is encourage to invite to the meeting those associated in this proposed development.**

## General Data

Project Name: \_\_\_\_\_

Project Location Address: \_\_\_\_\_

Exact Legal Description of Property: \_\_\_\_\_

Property Control No: 46-43-45-\_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning (if applicable to application): \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

First Floor Living Elevation (For CCCL Application): \_\_\_\_\_

Total Site Area: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_ Acres: \_\_\_\_\_

Flood Zone Category: \_\_\_\_\_

Existing Comprehensive Plan Designation (if applicable to application): \_\_\_\_\_

Proposed Comprehensive Plan Designation (if applicable to application): \_\_\_\_\_

Is the site currently served by public water?  Yes  No

Is the site currently served by public sewer?  Yes  No

Existing Bedrooms: \_\_\_\_\_ Proposed Bedrooms: \_\_\_\_\_

Existing Bathrooms: \_\_\_\_\_ Proposed Bathrooms: \_\_\_\_\_

Residential: Total Number of Dwelling Units: \_\_\_\_\_ Density (Units per acre): \_\_\_\_\_

Commercial: Total Square Footage: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_

**Describe the nature of your application in detail and be descriptive.**

(Example: Requesting a Land Development Permit from the provisions of the Land Development Code, Article 2; COASTAL CONSTRUCTION, Section 67-17; Coastal Construction and Excavation Setback Line; Sub-Paragraph (a); Setback Line Established; and Sub-Paragraph (h); Existing Structures, to permit the construction of a two story addition of a 1-car garage (13' 8" x 20' 0") on the bottom floor and a living room (17' 8" x 19'), and a bedroom (13' 8" x 13' 2") on the second floor. The garage floor to be at 19.0 NAVD with the living room floor at 22.0 NAVD to match the rest of the existing 2-story house. The addition is to be at a maximum of 168' 4" east of the Coastal Construction Control Line (CCCL) of 1997, and the addition of a swimming pool (15' 8" x 36') that is to be at a maximum of 181' 7 5/8" east of the CCCL of 1997.)

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State the reasons or basis for the application 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.) Please be descriptive.

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Has a 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.

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Has a Site Plan been previously approved by the Town Commission for this property?  Yes  No If Yes, please note date of previous approval: \_\_\_\_\_

Please provide the name and contact information of the following persons or firms involved in this proposed development, where applicable:

Authorized Agent (if different from Owner):	
Name:	
Company Name:	
Address:	
Phone:	Email:
Developer:	
Name:	
Company Name:	
Address:	
Phone:	Email:
Planner:	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:
Architect:	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:
Landscape Architect	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:
Engineer	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:

I understand that any development permit issued by the Town of Ocean Ridge is contingent on the applicant meeting all requirements from the State of Florida, Palm Beach County, and the Town of Ocean Ridge and upon an actual building permit submittal and review by the Building, Zoning, and Engineering Officials of the Town of Ocean Ridge.

I certify that all of the foregoing information is accurate, and that if approved, all work will be done in compliance with all applicable laws regulating construction and zoning.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name of Applicant

Applicant is:  Owner  Lessee  Agent

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification and who did (or did not) take an oath.

\_\_\_\_\_  
Notary Signature (for Applicant)

Seal/Stamp

\_\_\_\_\_  
Commission Expiration

**OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

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Accepted For Review

Town Official: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Traffic concurrency letter included?  Yes  No

Is this a Development Plan Review resubmittal?  Yes  No

Approval, Conditional Approval, or Denial

Zoning Review Date: \_\_\_\_\_

Engineering Review Date: \_\_\_\_\_

Building Review Date: \_\_\_\_\_

Town Commission, Date: \_\_\_\_\_

Planning & Zoning Commission, Date: \_\_\_\_\_

Board of Adjustment, Date: \_\_\_\_\_

Conditions of Approval:

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**DATA CALCULATIONS FOR AN ADDITION**  
(EXPANDING EXISTING FOOTPRINT OF A STRUCTURE)

<b>APPLICANT FILL OUT: PROPERTY ADDRESS:</b>					<b>ZONING DISTRICT:</b> _____			
	<b>APPLICANT USE</b>				<b>ZONING OFFICIAL USE ONLY</b>			
*TOTAL SITE AREA	Sq. Ft.				Sq. Ft.			
BASE FLOOD ELEVATION (NAVD) <small>(SOURCE THE FLOOD INSURANCE STUDY)</small>								
FINISHED FLOOR ELEVATION (NAVD)								
<b>ZONING OFFICIAL USE ONLY</b>	<b>APPLICANT USE</b>				<b>ZONING REVIEW</b>			
	EXISTING		PROPOSED					
	Sq. Ft.	%	Sq. Ft.	%				
FLOOR AREA RATIO (MAXIMUM _____%)								
LOT COVERAGE (MAXIMUM _____%)								
<b>ZONING OFFICIAL USE ONLY</b>	<b>APPLICANT USE</b>				<b>ZONING REVIEW</b>			
	EXISTING		PROPOSED		EXISTING		PROPOSED	
*PERCENTAGE FROM TOTAL SITE AREA	Sq. Ft.	%	Sq. Ft.	%	Sq. Ft.	%	Sq. Ft.	%
FIRST FLOOR UNDER A/C (_____)								
SECOND FLOOR UNDER A/C (_____)								
TOTAL UNDER A/C (_____)								
TOTAL FLOOR AREA (_____)								
TOTAL UNDER ROOF (_____)								
FLAT ROOF (_____)								
TOTAL ROOF (_____)								
GARAGE (_____)								
COVERED PATIO (_____)								
COVERED ENTRY (_____)								
COVERED BALCONY (REAR) (_____)								
COVERED BALCONY (FRONT) (_____)								
OPEN BALCONY (_____)								
BUILDING FOOTPRINT (_____)								
SEPTIC TANK & DRAINFIELD (_____)								
PAVED AREA (_____)								
SYNTHETIC TURF (_____)								
TOTAL IMPERVIOUS (_____) <small>(INCLUDES SYNTHETIC TURF)</small>								
TOTAL PERVIOUS (_____)								
<b>ZONING OFFICIAL USE ONLY</b>	<b>APPLICANT USE</b>				<b>ZONING REVIEW</b>			
	EXISTING		PROPOSED		EXISTING		PROPOSED	
	FEET		FEET		FEET		FEET	
BUILDING HEIGHT (_____)								
BUILDING SETBACKS:								
FRONT (_____)								
REAR (_____)								
SIDE INTERIOR (_____)								
SIDE CORNER (_____)								
WATERWAY (_____)								
DRIVEWAY (_____)								

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

**DATA CALCULATIONS FOR NEW STRUCTURES**  
(NEW SINGLE FAMILY, MULTI-FAMILY HOMES, ETC.)

<b>APPLICANT FILL OUT: PROPERTY ADDRESS:</b>		<b>ZONING DISTRICT:</b> _____		
	<b>APPLICANT USE</b>	<b>ZONING OFFICIAL USE ONLY</b>		
*TOTAL SITE AREA	Sq. Ft.	Sq. Ft.		
BASE FLOOD ELEVATION (NAVD) (SOURCE THE FLOOD INSURANCE STUDY)				
FINISHED FLOOR ELEVATION (NAVD)				
<b>ZONING OFFICIAL USE ONLY</b>	<b>APPLICANT USE</b>		<b>ZONING REVIEW</b>	
	PROPOSED		PROPOSED	
	Sq. Ft.	%	Sq. Ft.	%
FLOOR AREA RATIO (MAXIMUM _____%)				
LOT COVERAGE (MAXIMUM _____%)				
<b>ZONING OFFICIAL USE ONLY</b>	<b>APPLICANT USE</b>		<b>ZONING REVIEW</b>	
*PERCENTAGE FROM TOTAL SITE AREA	Sq. Ft.	%	Sq. Ft.	%
FIRST FLOOR UNDER A/C (_____)				
SECOND FLOOR UNDER A/C (_____)				
TOTAL UNDER A/C (_____)				
TOTAL FLOOR AREA (_____)				
TOTAL UNDER ROOF (_____)				
FLAT ROOF (_____)				
TOTAL ROOF (_____)				
GARAGE (_____)				
COVERED PATIO (_____)				
COVERED ENTRY (_____)				
COVERED BALCONY (REAR) (_____)				
COVERED BALCONY (FRONT) (_____)				
OPEN BALCONY (_____)				
BUILDING FOOTPRINT (_____)				
SEPTIC TANK & DRAINFIELD (_____)				
PAVED AREA (_____)				
SYNTHETIC TURF (_____)				
TOTAL IMPERVIOUS (_____) (INCLUDES SYNTHETIC TURF)				
TOTAL PERVIOUS (_____)				
<b>ZONING OFFICIAL USE ONLY</b>	<b>APPLICANT USE</b>		<b>ZONING REVIEW</b>	
	FEET		FEET	
BUILDING HEIGHT (_____)				
BUILDING SETBACKS:				
FRONT (_____)				
REAR (_____)				
SIDE INTERIOR (_____)				
SIDE CORNER (_____)				
WATERWAY (_____)				
DRIVEWAY (_____)				

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_



**The following pages are checklists  
for the applicant and/or the Town.**

**DO NOT submit the checklists as part  
of the application packet.**

## Checklist for Development Plan Review

### Instructions:

- Applicant shall review the Land Development Code Sections 63-51 & 63-56 and all relevant Town Code of Ordinances, <https://library.municode.com/fl/oceanridge>, prior to submittal.
- Applicant shall submit items on the checklist in completed, individual packages. Do not include demolition, mechanical, electrical, and plumbing plans or any other plans not listed below.
- For projects that have been previously deferred by the Commission, properly mark as “previously proposed” and “currently proposed”.
- Application will be reviewed for completeness and accuracy.
- Staff encourages scheduling a pre-submission discussion by calling 561-732-2635 should you have any questions.

**Applicant shall submit items on the checklist in complete, individual packages. A package is all the documentation required in a set.**

### **STEP 1:**

#### CHECKLIST FOR SUBMITTAL

The following items are required for Development Plan Review to provide proper review and ensure compliance with Town of Ocean Ridge Zoning Code.

The following items need to be provided in person:

\_\_\_\_\_ Applicant shall submit an original copy of the Land Development Action Application (excluding instruction sheets/checklists) including the Data Calculations Form (on pages 7-8).

\_\_\_\_\_ Applicant shall submit proof of ownership, along with an original copy of the Affidavit to Appoint Agent Form if application package will be submitted by anyone other than the Owner(s).

\_\_\_\_\_ Applicant shall submit Property Detail Sheet printed from the Palm Beach County Property Appraiser’s website. <http://www.co.palm-beach.fl.us/papa/> Please submit one original (8 ½ x 11) to be placed in the original set.

\_\_\_\_\_ Applicant shall submit one (1) set of mailing labels, one (1) GIS property list, and one (1) map prepared by the Palm Beach County Property Appraiser’s office for all properties within 300’ of the subject property. Please submit one original (8 ½ x 11) along with **postage paid envelopes** without the return addresses to be placed in the original set.

\_\_\_\_\_ \$1,500 is due at time of application submittal. A balance will be due after the project is complete if project review is above the submittal fee.

\_\_\_\_\_ Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation or send it to the Town Clerk via email on the day of submittal.

The following can be submitted electronically to the Town Clerk via email or USB when submitting:

\_\_\_\_\_ Applicant shall submit complete proposed site plans, Elevations from all cardinal directions, and floor plans sets, readable, and folded, to include:

Site plan shall show:

- Signature and seal of the design professional (original raised/ink seal or electronic as appropriate);
- Scale;
- Minimum 10-point font to ensure legibility
- Required and proposed building setbacks for principal structures;
- Required and proposed setbacks for all accessory structures;
- Required and proposed setbacks for swimming pool (if applicable), and required and proposed distance from the principal building;
- Any and all fences and walls, including a detail specifying compliance with Town Code for location and height. If a fence is located on the top of a retaining wall, it must be detailed to show compliance with Town Code;
- Driveway location including required setback from property line and separation if multiple driveways are proposed;
- Required and proposed setbacks for all pool and/or mechanical equipment;
- Required and proposed setback and screening for generator;
- Required parking. Show required interior (garage) and exterior parking and fully dimension to show compliance with Town Code.
- Site Data Tabulation showing the following:
  - Zoning district
  - Future Land Use designation
  - Total lot area as specified on the survey
  - Base flood elevation as specified on the survey
  - Required and proposed finish floor elevation
  - Required and proposed minimum lot area and dimensions
  - Required and proposed setbacks for principal structure
  - Required and proposed setbacks for accessory structures
  - Required and proposed swimming pool setbacks
  - Required and proposed pool and mechanical equipment setbacks
  - Required and proposed generator setbacks
  - Required and proposed height of 1<sup>st</sup> floor to tie beam and top of roof, as appropriate
  - Required and proposed height of 2<sup>nd</sup> floor to tie beam and top of roof, as appropriate
  - Maximum and proposed lot coverage (see note 1)
  - Maximum and proposed Floor Area Ratio (FAR) (see note 2)
  - Maximum and proposed percentage of 2<sup>nd</sup> floor area to 1<sup>st</sup> floor area (see note 3)
  - Required and proposed off-street parking including total number of spaces, total required interior spaces and total required exterior spaces

Building Elevation of the "Front" of the proposed structure shall show:

- Signature and seal of the design professional (original raised/ink seal or electronic as appropriate);
- Show window and door coverage and provide calculations in accordance with Figure 64-1;
- Show building articulation in accordance with Figure 64-2;
- Show building height to tie beam and overall height for both 1<sup>st</sup> and 2<sup>nd</sup> floor as applicable

- Parapet height if applicable

Roof Plan shall show:

- Signature and seal of the design professional (original raised/ink seal or electronic as appropriate);
- Entire roof including slopes, and percentage of flat versus sloped sections;
- Provide calculation including square footage and percentage of flat roof and sloped roof;

Floor plans shall show:

- Signature and seal of the design professional (original raised/ink seal or electronic as appropriate);
- First floor plan with all rooms dimensioned and labeled (e.g., bedroom, bathroom, kitchen, etc), covered porches, patios, garage etc. Include numbering of each room that corresponds to a legend and with the total square footage of each room and space provided;
- Second floor plan (if applicable) with all rooms dimensioned and labeled (e.g., bedroom, bathroom, etc), balconies etc. Include numbering of each room that corresponds to a legend and with the total square footage of each room and space provided;
- Provide FAR table with all applicable rooms and spaces listed for a determination of total FAR and the percentage of 2<sup>nd</sup> floor space to 1<sup>st</sup> floor space.

\_\_\_\_\_ Applicant shall submit Boundary and improvements survey indicating the following, but not limited to:

- Be signed and sealed by a registered land surveyor (original raised/ink seal or electronic as appropriate);
- Be less than one (1) year old, and certified to a title policy, ownership & encumbrance report or title report that is also less than one (1) year old; and,
- Show FEMA best available data Flood Zoning and base flood elevation, total lot area in square feet and acres; all property lines, easements, encroachments, encumbrances and existing improvements.
- Setbacks
- Sidewalks, curbs, streets

\_\_\_\_\_ Applicant shall submit landscape plans identifying existing and proposed landscaping. Also include the tree schedule.

\_\_\_\_\_ Applicant shall submit civil engineering drawings identifying existing and proposed locations of drainage and septic plans.

\_\_\_\_\_ Applicant shall provide cross sections along the east, west, north, and south property lines showing how the site is not adversely impacting adjacent properties. It should be provided as part of the civil engineering drawings.

Please note: Further plans, etc., may be required after the initial staff review.

Note 1:

Lot coverage is defined as total square footage, expressed as a percentage of the lot area, of all buildings or structures which are roofed or otherwise covered and that extend more than three feet above the ground surface.

Note 2:

Floor area is defined as the gross horizontal area of all buildings on the lot measured from exterior face of exterior walls or other type of enclosure, or from the centerline of a wall separating two buildings, including garages, carports, and porte cocheres, but not including basements, attics (unless used as living space), unenclosed decks or patios, covered porches, balconies (covered or uncovered), or crawl spaces

Note 3:

When calculating 1<sup>st</sup> floor area include those portions of a structure utilized in establishing the maximum finished floor elevation described in Section 67-32(a)(3) including roofed porches, but excluding bay windows, and which share at least one wall with the remainder of the habitable structure.

When calculating 2<sup>nd</sup> floor area include all enclosed areas of the 2<sup>nd</sup> floor and roofed porches and balconies, but will exclude bay windows whose sills are no lower than 12" from the floor, and provided the bay windows comprise 20% or less of any one façade and do not extend out beyond the overhang.

Note 4:

Flat roof areas, that are less than 4:12 pitch (rise to run) are permitted on single- and multifamily structures, provided they do not exceed 15 percent of the total horizontal ground surface area covered by the roof, including but not limited to all living areas, porches, patios, garages, porte cocheres, carports, entrances, and exterior balconies. The maximum permitted pitch is 10:12 (rise to run). Flat roof areas may be increased to 20 percent, if at least five percent is used as a deck, porch or usable outdoor space.

Note 5:

Please show required screening for all equipment, i.e. mechanical, pool equipment, generator, etc.

Note 6:

The approval of a Development Permit by the Town does not create any right for you to obtain a permit from a state or federal agency and does not create any liability on the part of the Town for issuance of the Development Permit if you fail to obtain the requisite approvals or fulfill the obligations imposed by a state or federal agency or undertake actions that result in a violation of state or federal law. Any modification after approved Development Plan Review application, may result in your project needing to be re-reviewed by the Planning & Zoning Commission even if it is to meet State or Federal agencies. Additional fees will apply if project has to be re-reviewed by the Planning and Zoning Commission.

**STEP 2:**

THE FOLLOWING WILL BE DUE AFTER PROJECT IS APPROVED BY REVIEWING STAFF AND READY TO GO BEFORE THE PLANNING AND ZONING COMMISSION:

After Staff has conducted their review and application has been deemed complete and correct, the Town Clerk will request for applicant to submit 7 copies (11"x17") of the following within 5 days of approval from staff:

\_\_\_\_\_ Applicant shall submit site plans, elevation from all cardinal directions plans, and floor plans sets as approved by the reviewing staff.

\_\_\_\_\_ Applicant shall submit current survey as approved by the reviewing staff.

- \_\_\_\_\_ Applicant shall submit landscape plans identifying existing and proposed landscaping. Also include the tree schedule.
- \_\_\_\_\_ Applicant shall provide the streetscape including a phantom outline of the original house plans (if applicable).
- \_\_\_\_\_ Applicant shall provide digital photographs of the lot to be developed and the properties to the left, to the right, and across the street from proposed structural address along with the appropriate height of those structures.
- \_\_\_\_\_ Applicant shall provide a greenspace map showing the green space versus impervious for the proposed lot plans. The map shall include the following color-coded items:
  - \_\_\_\_\_ All roofed structures and their associated areas (black)
  - \_\_\_\_\_ All hardscape patios, driveways, etc., and their areas (grey)
  - \_\_\_\_\_ All green space with its total area (white)
  - \_\_\_\_\_ Show data calculations on plan
- \_\_\_\_\_ Applicant shall submit color rendering of the house from all viewpoints plans.
- \_\_\_\_\_ Applicant shall submit material selections and information about the building materials to be used for the exterior of the building plans. Include paint details on the plans/elevations that state the name of the color, manufacturer, and manufacturer number.
- \_\_\_\_\_ Applicant shall provide a narrative that identifies the architectural style of the proposed structure, and how each of the elements under Town Code Section 63-56 has been met.

**All copies must be submitted to the Clerks in complete packages. The Clerks are not responsible for sorting the documents into packages for the applicant.**

**STEP 3: The Town Clerk will schedule the applicant for a Planning and Zoning Commission date.**

**STEP 4: Applicant is to come to the meeting to present the project. It is encouraged that the applicant brings the design architect and landscape architect of the project in case the Commission has any concerns. If applicant cannot be present at the meeting, then an authorized agent has to be present that is able to make changes to the application and accept any conditions on the application.**

**STEP 5: If the project is approved, then applicant will receive the order of approval with any condition(s) imposed, and then applicant can apply for a building permit.**

## Checklist for CCCL Applications

Applicant shall submit four (4) complete sets to the Clerk's office. Before submitting, please call the Building Clerk at 561-732-2635 to schedule a meeting.

\_\_\_ Applicant shall submit one (1) original and three (3) copies of the Land Development Permit Application (excluding instruction sheets/checklists) including the Data Calculations Form (on pages 7-8).

\_\_\_ Applicant shall submit one (1) original and three (3) copies of proof of ownership, along with the Affidavit to Appoint Agent Form if application package will be submitted by anyone other than the Owner(s).

\_\_\_ Applicant shall submit four (4) Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>

\_\_\_ Applicant shall submit four (4) copies of the proposed site plan and floor plans showing the following:

- \_\_\_ Cross sections,
- \_\_\_ Elevations,
- \_\_\_ Exterior lighting plan,
- \_\_\_ Excavation and fill plan (if applicable)
- \_\_\_ Demolition plan (if applicable)

\_\_\_ Applicant shall submit four (4) copies of a proposed boundary survey.

\_\_\_ Submit four (4) Department of Environment Protection field permit approval (if applicable).

\_\_\_ Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation.

\_\_\_ \$1,500.00 is due at time of application submittal. (Cash or Check only)

Please note: Further plans, etc. may be required after the initial staff review.

**Important: all copies must be submitted to the Clerks' in four (4) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.**

## Checklist for Approvals of Site Plans (Major Development)

Applicant shall submit seven (7) complete sets to the Building Clerk. Before submitting, please call the Clerk's Office at 561-732-2635 to schedule a meeting.

\_\_\_\_ Applicant shall submit one (1) original and seven (7) completed copies of the Land Development Action Application (excluding instruction sheets/checklists) including the Data Calculations Form (on pages 7-8) and items listed in Land Development Code (LDC) Section 63-53(1), and includes the information listed in LDC 63-53(2).

\_\_\_\_ Applicant shall submit seven (7) copies of proof of ownership, along with the Affidavit to Appoint Agent Form if application package will be submitted by anyone other than the Owner(s).

\_\_\_\_ Applicant shall submit seven (7) Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>

\_\_\_\_ Applicant shall submit one (1) set of mailing labels, one (1) GIS property list, and one (1) map prepared by the Palm Beach County Property Appraiser's office for all properties within 300' of the subject property along with **postage paid envelopes**.

\_\_\_\_ Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation.

\_\_\_\_ \$1,500.00 is due at time of application submittal. (Cash or Check only)

Please read the following:

- Administrative official reviews the application pursuant to LDC 63-51(c). Upon approval of the site plan, administrative official transmits application for Planning & Zoning Commission (PZC) recommendation. (LDC 63-51(b)(2))
- Application is assigned a file number that identifies application and year of acceptance, and is placed as part of official records of PZC. (LDC 63-32(b))
- A PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, a notice of hearing is published in general circulation newspaper and is mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- Affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))
- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))



- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2).
- If building permit is not obtained with 18 months of site plan approval, upon a showing of good cause, applicant may request the town commission to grant an extension. (LDC 63-55)

**Important: all copies must be submitted to the Town Clerk in seven (7) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.**

**Checklist for Plats & Replats, Small Scale Comprehensive  
Plan Amendments, Zoning Amendments, Planned Residential  
Development, or Special Exceptions**

**Items to be submitted with application packages for Plats & Replats, Small Scale Comprehensive Plan Amendments, Zoning Amendments, Planned Residential Development, or Special Exceptions:**

Applicant shall submit seven (7) complete sets to the Town Clerk's office. Before submitting, please call the Clerk's office at 561-732-2635 to schedule a meeting.

Applicant shall submit one (1) original application and seven (7) copies of this application (excluding instruction sheets/checklists), all plans, plats, surveys, etc. associated with the application as required. Include any other documentation listed in the checklist provided below as applicable. Please note: Further plans, etc. may be required after initial review.

Applicant shall submit seven (7) copies of proof of ownership, along with the Affidavit to Appoint Agent form if application package will be submitted by anyone other than the Owner(s).

Applicant shall submit seven (7) Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>

Applicant shall submit one (1) set of mailing labels, GIS property list, and map prepared by the Palm Beach County Property Appraiser's office for all properties within 300' of the subject property along with **postage paid envelopes**.

Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation.

\$1,500.00 is due at time of application submittal. (Cash or Check only)

## **Checklist for Approvals of Plats and Replats**

Please see checklist on page 16 and read the following:

- Pre-application conference to include discussion items listed in Land Development Code Section 64-99.
- Applicant submits eleven copies of plat master plan to be submitted to administrative official that includes requirements listed in LDC 64-100.
- Administrative official reviews submittal and makes adequacy determination. (LDC 63-17(b))
- Upon approval of subdivision master plan, administrative official authorizes developer to proceed with construction plans and preliminary plat (LDC 64-100(f))
- Developer submits for review to administrative official eleven prints of preliminary subdivision plat (without signatures and seals), with construction plans and non-refundable fee pursuant to LDC 63-131. (LDC 64-102)
- Within 30 days of receipt of preliminary subdivision plat, administrative official notifies developer's engineer in writing whether construction plans and preliminary plat conform with Code and of any deficiencies.(LDC 64-103(a))
- Within 60 days of receipt of administrative official's deficiency notice, developer's engineer resubmits preliminary plat and/or construction plans or is subject to additional fee. (LDC 64-103(b))
- If preliminary plan and construction plans are approved, administrative official provides developer's engineer with written statement of technical compliance and surety establishment (LDC 64-103(c))
- Within 6 months from date of administrative official's written approval, developer prepares and submits for review to administrative official the final subdivision plat in conformance with LDC 64-104(f), a \$1,500.00 fee, and a separate recording fee made payable to the clerk of circuit court, and each of the items listed in LDC 64-105.
- Administrative official examines final subdivision plat for compliance with Constitution and statutes and reports findings to developer within 30 days of final subdivision plat submittal. (LDC 64-105(b))
- Upon administrative official's final subdivision plat approval, an agreement for construction of required improvements and land development permit is submitted to town commission for approval. (LDC 64-105(b))
- If the required improvements are to be completed prior to the recording of final plat, the plat is to be returned to the developer pending satisfactory completion of improvements and resubmitted to administrative official for rechecking and presentation to town commission for approval. (LDC 64-105(c))
- If the plat is to be recorded prior to completion of required improvements under surety guarantees, the final subdivision plat and the administrative official's report are presented to the town commission. (LDC 64-105(d))
- The final subdivision plat application is transmitted to PZC. (LDC 63-32(b))
- The application is assigned a file number that identifies application and year of acceptance, and placed as part of official records of PZC. (LDC 63-32(b))

- A PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, notice of hearing is published in newspaper and mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- The affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))
- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))
- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2). The resolution approving the application becomes effective 10 days after passage. (F.S. 166.041(4))
- After town commission approval, the town records the plat in the office of the clerk of circuit court. (LDC 64-105(d))

**Important: all copies must be submitted to the Town Clerk in seven (7) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.**

## **Checklist for Approvals of Small Scale Comprehensive Plan Amendments**

Please see checklist on page 16 and read the following:

### **Applications for town-initiated amendments:**

- The town prepares an application for a small scale amendment that is consistent with the conditions listed in F.S. 163.3187(1)(c)(1).

### **Applications for other than town-initiated amendments:**

- Applicant submits to administrative official an application for small scale amendment to the comprehensive plan. (LDC 63-71)
- Administrative official reviews application for consistency with conditions listed in F.S. 163.3187(1)(c)(1).

### **For all small scale amendments:**

- The administrative official submits application to the PZC. (LDC 63-32)
- The application is assigned a file number that identifies application and year of acceptance, and placed as part of official records of PZC. (LDC 63-32(b))
- One PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, notice of hearing is published in newspaper and mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- Affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))
- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))
- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2). There is no need to consider statutory limits to the frequency of town commission consideration of amendments to the comprehensive plan. (F.S. 163.3187(1)(c))

### **Notice for town-initiated small scale amendments:**

- The town gives written notice of the adoption hearing to each real property owner covered by the amendment at least 30 days prior to the date set for the public hearing and a copy of the notice will be kept available for public inspection during regular

business hours of the town clerk pursuant to F.S. 166.041(3)(c)(1). The notice must state:

- The substance of the proposed ordinance as it affects that property owner, and
- The day, time and place of the adoption public hearing.

(F.S. 163.3187(c)(2)(a))

Notice for other than town-initiated small scale amendments:

- The town publishes one public notice, following the provisions of F.S. 166.041(3)(a), in a general circulation newspaper at least 10 days prior to the scheduled adoption hearing. There is no size or location limitation to the placement of the advertisement, which states:
  - the date, time and place of the meeting
  - the title of the proposed adoption ordinance
  - the place where the proposed adoption ordinance may be inspected by the public, and
  - advising that interested parties may appear at the meeting and be heard.

(F.S. 163.3187(1)(c)(2)(a))

For all small scale amendments:

- The town commission holds one public hearing to adopt the ordinance. (F.S. 163.3187(1)(c)(3).
- Within 10 days of adoption, the town submits a transmittal package to:

Department of Community Affairs  
Division of Community Planning  
Plan Processing Team  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100

(F.S. 163.3187(1)(c)(2)(b) and FAC 9J-11.015(3))

- The transmittal package to the DCA includes:
  - A transmittal letter, signed by the chief elected official or designee, to include:
    - a statement indicating the town is submitting the adopted small scale amendment in accordance with F.S. 163.3187(1)(c)
    - a statement identifying the number of acres of the small-scale development
    - a statement identifying the cumulative total number of acres for small scale development amendments that the town has approved for the calendar year, and
    - the name, title address, telephone and fax number of the local contact person
  - A copy of the executed ordinance adopting the small scale development amendment, which was signed by the chief elected official

- A copy of the amendment which includes a future land use map depicting the newly-adopted land use designation and boundaries and location of subject property in relation to surrounding streets and thoroughfare network
- A copy of the public hearing notice
- Other supporting information relative to the amendment; and
- A copy of Form RPM-BSP-Small Scale 1

(FAC 9J-11.015(1)(2))

- The town transmits a copy of the adopted small scale development amendment to:
  - Treasure Coast Regional Planning Council, and
  - anyone else who filed a written request with the town commission.

(F.S. 163.3187(1)(c)(2)(b) and FAC 9J-11.015(4))

- The small scale development amendment becomes effective 31 days after adoption if it is not challenged within 30 days after adoption. (F.S. 163.3187(3)(c))

**Important: all copies must be submitted to the Town Clerk in seven (7) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.**

## **Checklist for Approvals of Zoning Amendments**

Please see checklist on page 16 and read the following:

- Applicant submits to administrative official application and items listed in LDC 63-53(1). (LDC 63-72(a)(c))
- The administrative official checks the application for consistency with the comprehensive plan. (LDC 63-72(b))
- The administrative official submits the rezoning application to PZC. (LDC 63-32(b))
- Application is assigned a file number that identifies application and year of acceptance, and placed as part of official records of PZC. (LDC 63-32(b))
- A PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, notice of hearing is published in newspaper and mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- Affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))
- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))
- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2)).

### **For applications initiated by other than the town:**

- The proposed ordinance is to be read by title or in full at the town commission hearings on two (2) separate days. (F.S. 166.041(3)(a))
- At least 10 days prior to adoption of the ordinance, notice of the hearing is to be published once in a newspaper of general circulation. The notice is to include:
  - date, time, place of meeting
  - location of where proposed ordinance may be inspected by public
  - advice that interested parties may appear at meeting and be heard



(F.S. 166.041(3(a))).

**For applications initiated by the town:**

**For zoning map amendments for land involving less than 10 contiguous acres:**

- The town commission directs the town clerk to notify by mail each real property owner whose land the municipality will re-designate by ordinance. The notice must be given at least 30 days prior to the one public hearing required to be held, and is to include:
  - Substance of the proposed ordinance as it affects property owner
  - Date and time, and place for one or more public hearings.

(F.S. 166.041(3)(c)(1))

- A copy of the notice is to be made available for public inspection during regular business office hours of the town clerk. (F.S. 166.041(3)(c)(1))
- The town commission may hold one public hearing and may immediately adopt the ordinance. (F.S. 166.041(3)(c)(1))

**For zoning map amendments for land involving more than 10 contiguous acres (or changing list of uses within a zoning category):**

- The first advertisement is published at least 7 days prior to the first of two advertised public hearings, one of which is held after 5 p.m. on a weekday (unless the town commission, by a majority plus one vote, elects to conduct hearing at another time of day). (F.S. 166.041(3)(c)(2)(a))
- The second advertisement is published at least 5 days prior to the second public hearing, which is held at least 10 days after the first public hearing. (F.S. 166.041(3)(c)(2)(a))
- The two required advertisements are to be at least 2 columns wide by 10 inches long, with a headline of at least 18-point type. The advertisements are not to be placed in the legal notices or classified sections of newspaper, and in a form that follows (F.S. 166.041(3)(c)(2)(b)).
- For zoning map amendments only (not for changing list of uses within a zoning category): the two required advertisements must contain a geographic location map clearly indicating the area covered by the proposed ordinance and major street names as a means of identification of the general area. (F.S. 166.041(3)(c)(2)(b))
- In lieu of publishing the two required advertisements, the town may mail a notice to each person owning real property within the area covered by the ordinance, which clearly explains the proposed ordinance and notifies the person of the time, place and location of any public hearing on the proposed ordinance. (F.S. 166.041(3)(c)(2)(c)).
- The town commission meets as a public hearing to consider the ordinance.

**Important: all copies must be submitted to the Town Clerk in seven (7) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.**

## **Checklist for Planned Residential Development**

Please see checklist on page 16 and read the following: See Land Development Code Sections 64-21 through 64-24 and comply with all regulations therein.

## **Checklist for Special Exceptions**

Please see checklist on page 15 and read the following: Land Development Code Section 63-54 and comply with all regulations therein. See also Checklist for Approval of Site Plans, and Code Sections 63-51, 63-52, and 63-53.

**Important: all copies must be submitted to the Town Clerk in seven (7) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.**