

Town of Ocean Ridge

6450 N. Ocean Blvd. Ocean Ridge, FL 33435
(561) 732-2635

Development Action Form

All information must be printed or typed. The completed application must be filed at least thirty (30) days prior to the date of the Town Commission meeting at which the application is to be considered.

Application No.:

Submittal Date:

Property Owner(s)	Applicant
Name:	Name:
Address:	Address:
Phone:	Phone:

Proof of ownership, along with agent's authorization letter if Application is being submitted by anyone other than the Owner(s), must be submitted with Application along with a property owner list and labels of all residents within three hundred (300) feet and corresponding circumference map from the Tax Collectors Office is to be provided. Must be submitted a minimum of 28 days in advance of hearing.

9 copies of all plans, plats, surveys, including application forms etc. must be submitted with Application. (Further plans, etc. may be required.)

Check Applicable Approvals Being Requested

(Fees per current Town Code (see attached) must be submitted with application.)

Application Appeal		Rezoning	
Annexation		Site Plan Review	
Architectural Review		Special Exception	
Comprehensive Plan Amendment		Plat or Replat	
Planned Residential Development (PRD)		PRD Amendment	
		Construction East of CCCL	

Departmental Use Only Do Not Write Below This Line

Accepted For Review

Town Official: _____ Date: _____ Fee Paid: _____

Traffic concurrency letter included? Yes No

Approval

Town Commission/Architectural Commission/Building Board of Adjustment and Appeals:

Date: _____

Conditions of Approval: _____

General Data

Project Name: _____

Project Location (Address and property control no.): _____

Existing Zoning: _____

Proposed Zoning: _____

Existing Comprehensive Plan Designation: _____

Proposed Comprehensive Plan Designation: _____

Existing Land Use: _____

Proposed Land Use: _____

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

Residential

Total Number of Dwelling Units: _____ Density (Units per acre): _____

Commercial

Total Square Footage: _____ Number of Buildings: _____

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

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

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.

Exact Legal Description of Property

(Attach if insufficient space)

Give the name, address, and telephone number for the following persons or firms involved in this development:

Agent (if different from Owner):	Developer:
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Phone:	Phone:

Planner:	Architect:
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Phone:	Phone:
	Florida Registration No.:

Engineer:	Landscape Architect
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Phone:	Phone:
Florida Registration No.:	Florida Registration No.:

 Witness

 Printed Name of Applicant

Applicant is:

- Owner
- Optionee
- Lessee
- Agent

Address:

Phone: _____

Town of Ocean Ridge
Checklist for Approvals of Plats and Replats

- Pre-application conference to include discussion items listed in LDC 64-99.
- Applicant submits six 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 six 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 \$250.00 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))

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Town of Ocean Ridge

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

- Applicant submits to administrative official application and items listed in LDC 63-53(1), and includes the information listed in LDC 63-53(2).
- Administrative official reviews the application pursuant to LDC 63-51(c). Upon approval of the site plan, administrative official transmits application for 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)

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Town of Ocean Ridge
Checklist for Approvals of Small Scale Comprehensive Plan Amendments

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))

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Town of Ocean Ridge
Checklist for Approvals of Zoning Amendments

- 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 redesignate 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.

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