



# 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

## Land Development Action Form

All information must be printed legibly or typed. The completed application must be filed at least twenty-eight (28) days prior to the date of the Commission/Board meeting at which the application is to be considered.

### 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"/> Concept Plan Review                   | <input type="checkbox"/> Re-Zoning         |
| <input type="checkbox"/> Construction East of the CCCL         | <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:
Email:	Email:
Phone:	Phone:

### To Be Submitted With Application:

1. Proof of ownership, along with agent's authorization letter if Application is being submitted by anyone other than the Owner(s).
2. Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>
3. Mailing labels, GIS property list, and map **obtained from the Palm Beach County Property Appraiser's Office** for all properties within 300' of the subject property. Note: This item is not required for Concept Plan Review applications.
4. Ten (10) copies of this application form (excluding instruction sheets/checklists), all plans, plats, surveys, etc. associated with the application as required, and copies of items #1 and #2 above. (Note: Further plans, etc. may be required after review.)
5. Any other documentation listed in the checklist provided, if applicable. See checklists below.
6. \$900.00 is due at time of application submittal, except for Concept Plan Review which is \$250.00.



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## General Data

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

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

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

Property Control No: \_\_\_\_\_

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 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: \_\_\_\_\_



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**Describe the nature of your application in detail** (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 NGVD with the living room floor at 22.0 NGVD 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 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.)

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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.

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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. \_\_\_\_\_

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

<b>Agent (if different from Owner):</b>	<b>Developer:</b>
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Phone:	Phone:

<b>Planner:</b>	<b>Architect:</b>
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Phone:	Phone:
	Florida Registration No.:

<b>Engineer:</b>	<b>Landscape Architect:</b>
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Phone:	Phone:
Florida Registration No.:	Florida Registration No.:



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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.

\_\_\_\_\_  
Property Owner or Applicant Signature

\_\_\_\_\_  
Notary Signature

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

Notary Stamp:

Applicant is:  Owner  Optionee  Lessee  Agent

***Disclaimer: Any development permit issued by the Town will be contingent on the applicant meeting all zoning and building requirements of the State, County, and Town upon actual building permit submittal and review by the Building and Zoning Officials of the Town.***

### Town Hall Use Only - Do Not Write Below This Line

Accepted For Review

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

Traffic concurrency letter included?  Yes  No

Approval or Denial

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

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

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

Zoning Official Review, Date: \_\_\_\_\_

Approved  Denied

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**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 Concept Plan Review**

- Review Land Development Code Section 63-51 & 63-56.
- Submit ten (10) complete concept site plans of at least 11" x 17" in size, folded to a maximum of 8 1/2" x 13", to include:
  - Identification of existing and proposed construction, exterior dimensions, elevations, height of structure, color, measurement of floor elevations, setback dimensions, mechanical equipment (heating, air conditioning, and ventilation equipment, water heater, etc.), landscaping on the property, and sidewalks, curbs, street, structures on adjacent sites and across the street, and within 600' of the property.
- Material selections and information about the building materials to be used for the exterior of the building.



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## Checklist for Approvals of Plats and Replats

- Pre-application conference to include discussion items listed in Land Development Code Section 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))



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

- Applicant submits to administrative official application and items listed in Land Development Code (LDC) Section 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 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)

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### **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))



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### 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



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- 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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## 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))).



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### **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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### **Checklist for Planned Residential Development**

See Land Development Code Sections 64-21 through 64-24 and comply with all regulations therein.

### **Checklist for Special Exceptions**

See 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.