



Comprehensive Plan Amendment Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of 3,800.00, advertising fees in the amount of \$1,500 and special services fees in the amount of \$2,000 for a small-scale amendment (50 acres and under) **OR** \$4,900.00, advertising fees in the amount of \$1,500 and special services fees in the amount of \$2,000 for large-scale amendment (above 50 acres) must accompany this application. **Since advertising and special services costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper and consultant.**

Provide required attachments (warranty deed, survey, list of property owners and plans) as shown on the checklist.

Petitioner's Request

Surrounding Future Land Use, Zoning Classification and Existing Use.

Comprehensive Plan Elements

Indicate the Proposal’s Consistency with all elements of the plan, including specific data. The elements of the Comprehensive Plan are as follows: Use attachments as necessary):

- a. Conservation Element
- b. Infrastructure
 - Sewer
 - Solid Waste
 - Storm Water
 - Potable Water Aquifer
- c. Transportation
- d. Recreation and Open Space
- e. Housing Element
- f. Future Land Use
- g. Intergovernmental Coordination
- h. Capital Improvement
- i. Annexation
- j. Public School Facilities

Applicable Zoning Code Provision _____

Applicable Statutory Provisions _____

Justification for Request



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1. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
2. Copy of the Warranty Deed for the property.
3. A list of all property owners within a 300' radius of boundary lines of the subject property from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office.
4. Executed affidavit signed by the person responsible for completing the property owner's list.
5. Vicinity map delineating the proposed annexation area and its boundaries contiguous to the City limits.
6. **Two sets (small-scale amendment) or three sets (large-scale amendment) of STAMPED** (*meter stamps not acceptable*), plain envelopes with the typed names of the owners within a 300' radius of the boundary lines of the subject property. No return address.
7. Two copies of a signed and sealed survey (**not more than a year old**) and legal description of the property, including any and all easements of record (referenced by Official Record Book and Page), prepared by a surveyor registered in the State of Florida.
8. Four copies of a Traffic Impact Analysis addressing the Level of Service (LOS) with five-year traffic at typical and at maximum project traffic. The analysis must also determine the LOS for 2030 with the increase in traffic due to the proposed land use amendment at typical and at maximum project traffic. The analysis must be prepared in accordance with Palm Beach County Traffic Performance Standards Ordinance.