



Site & Development Plan Amendment Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$500.00 for a Minor Amendment **or** \$4,210.00 (filing fee \$2,210 and special services escrow \$2,000) for Major Site Plan/Special Exception Amendment must accompany this application.

Since special services costs vary, the final amount will be reconciled upon receipt of invoices from the consultant.

Provide required attachments (warranty deed, survey and plans) as shown on the attached checklist.

Petitioner's Statement: (Explanation and reasons for the request) **Use attachments as necessary.**



Site and Development Plan Amendment Submittal Checklist

1. General (One Copy)

- a. Application Review Fee.
- b. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
- c. Copy of Warranty Deed.
- d. All residential projects must submit a completed School Concurrency Form (attached). The form will be sent back to the applicant after sufficiency review. The applicant must then submit it to the School District and pay any fees.

Survey, Site Plan, Engineering Plans, Architecture Plans, Landscape Plans: Submit Five (5) copies (24" x 36"); One (1) set (11" x 17"); One Electronic Digital Copy

2. Survey

- a. A signed and sealed boundary survey (**not more than a year old**) and legal description of the property, including any and all easements of record (referenced by OR Book and page), prepared by a surveyor registered in the State of Florida.
- b. Existing topographical conditions of the property.
- c. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100' of project boundary.
- d. Existing structures within 100' of project boundary.
- e. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.
- f. Existing trees identified by caliper and species.

3. Site Plan

- a. Project name, date, scale, north arrow and revision dates on each drawing.
- b. Manual Signature and Seal of a Florida Registered Professional.
- c. Location Map – clearly showing the location of the property in relation to existing roads and landmarks.

- d. Tabular Project Data (gross site area, building lot coverage, floor area, impervious area, landscape/open areas, water management area, derivation of number of parking spaces, and project density)
- e. Project information (number of users of facility, employees, seating and hours of operation).
- f. Location of lots, buildings and structures with finished floor elevations and applicable setbacks.
- g. Off-street parking and loading layout (with dimensions and access location).
- h. Location and details of refuse collection areas.
- i. Location, size and orientation of signs.
- j. Location of lighting standards and foot candle dispersion.
- k. Zoning of the site and identification of land use and zoning of adjacent properties.
- l. Location and nature of all recreational facilities and common areas, if any.
- m. Proposed phasing of construction if applicable.

4. Engineering Plans

- a. Proposed streets and roadways with dimensions and cross section.
- b. Curve radii for all internal and external vehicular use areas.
- c. Access to the project by means of paved dedicated right-of-way.
- d. Proposed traffic control signs and striping.
- e. Proposed water distribution system with location of fire hydrants and point of connection.
- f. Proposed sanitary sewer collection system and point of connection, or size and location of septic tank and drainfield if applicable.
- g. Drainage statement describing system design and the design standards used.
- h. Proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.
- i. Existing and proposed fire protection systems.
- j. Traffic Impact Analysis addressing at a minimum: Distribution and assignment of traffic, intersection improvements, additional roadway needs (travel lanes and/or turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

5. Architectural Plans

Floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per Florida Building Code prepared by a Florida Registered Professional.

6. Landscape Plans

- a. Location, size and specification of all proposed landscaping prepared by a Florida Registered Professional.
- b. Depiction of tree preservation and removal.
- c. Clear sight distances.
- d. Environmental assessment report. This report shall provide a written assessment of the current environmental conditions found on site, including any endangered or threatened flora or fauna, or ecological communities.
- e. Irrigation note to read as follows: *“All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor.”*

7. Plan Revisions

If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number.

What constitutes a minor site plan/special exception amendment?

- a. The following types of changes shall be categorized as a minor site plan and special exception amendment:
 1. Modification to signage and lighting plans when such changes are consistent with the intent of the approved master sign plan or lighting plan.
 2. Additional landscape species and structure screening.
 3. Outdoor coolers.
 4. Exterior modification to approved residential models or addition of new models.
 5. Addition or relocation of refuse areas.
 6. Protection of existing vegetation.
 7. A one-time or cumulative decrease in non-residential floor area of less than ten (10) percent.
 8. A one-time or cumulative decrease in residential dwelling units of less than ten (10) percent.
 9. A one-time or cumulative increase or decrease in non-residential parking or open space of less than ten (10) percent.
 10. Exterior residential or non-residential appearance modifications, including color.
 11. Shared parking agreement for mixed use zoning districts.
 12. Alteration of the location of road, walkway, or structure by not more than five (5) feet.
 13. Decrease in the height or number of stories of a structure
 14. Relocation of parking/signage/landscaping due to loss of site area to accommodate widening of public rights-of-ways or intersections.
 15. Particular amendments may not meet the criteria for minor site plan or special exception amendments but due to their uniqueness or meeting goals of the city, the following amendments will be processed as a minor site plan or special exception amendment:
 - i. Amendment makes a significant positive impact on the City's employment
 - ii. Amendment is a significant financial generator

- .iii. Amendment involved innovative and high-quality design, architecture, site layout or sustainability features or
- iv. Amendment significantly furthers establishment of a City Council approved plan.

Anything not listed above is deemed to be a major site plan or special exception amendment.