



Special Exception Amendment Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$1,500, advertising fees in the amount of \$600 and special services escrow in the amount of \$2,000) . **Since 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 and plans) as shown on the attached checklist

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



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GENERAL REQUIREMENTS

1. Application Review Fee.
2. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
3. Copy of the Warranty Deed.

SURVEY

4. SURVEY (to include):
 - a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
 - b. Survey, signed and sealed, (not more than a year old) and legal description of the property, including any and all easements of record (referenced by Official Records (OR) Book and page) prepared by a surveyor registered in the State of Florida.
 - c. Existing topographical conditions of the property.
 - d. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc. within 100' of project boundary.
 - e. Existing structures within 100' of project boundary.
 - f. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.
 - g. Existing trees identified by caliper and species.

SITE PLAN

5. SITE PLAN (to include):
 - a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
 - b. Project name, date, scale, north arrow and revision dates on each drawing.
 - c. Manual Signature and Seal of a Florida Registered Professional.
 - d. Location Map – clearly showing the location of the property in relation to existing roads and landmarks.
 - e. 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).

- f. Project information (number of users of facility, employees, seating and hours of operation).
- g. Location of lots, buildings and structures with applicable setbacks.
- h. Off-street parking and loading layout (with dimensions and access location).
- i. Location and details of refuse collection areas.
- j. Location, size and orientation of signs.
- k. Location of lighting standards and foot candle dispersion.
- l. Zoning of the site and identification of land use and zoning of adjacent properties.
- m. Location and nature of all recreational facilities and common areas if any.
- n. Proposed phasing of construction if applicable.

ENGINEERING PLANS

6. ENGINEERING PLANS (to include):

- a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- b. Proposed streets and roadways with dimensions and cross section.
- c. Curve radii for all internal and external vehicular use areas.
- d. Access to the project by means of paved dedicated right-of-way.
- e. Proposed traffic control signs and striping.
- f. Proposed water distribution system with location of fire hydrants and point of connection.
- g. Proposed sanitary sewer collection system and point of connection, or size and location of septic tank and drainfield if applicable.
- h. Drainage statement describing system design and the design standards used.
- i. 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.
- j. Existing and proposed fire protection systems.
- k. Traffic Impact Analysis addressing at a minimum: Distribution and assignment of traffic, intersection improvements, additional roadway needs (travel lanes and turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

ARCHITECTURAL PLANS

7. ARCHITECTURAL PLANS (to include):

- a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- b. Floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per Florida Building Code by a Florida Registered Professional.

LANDSCAPE PLANS

8. LANDSCAPE PLANS (to include):

- a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- b. Location, size and specification of all proposed landscaping prepared by a Florida Registered Professional.
- c. Depiction of tree preservation and removal.
- d. Clear Sight Distances.
- e. 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.
- f. 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."*

PLAN REVISIONS

9. If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number of plans as required for application submittal.
 - a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.