

**VILLAGE OF ROYAL PALM BEACH
PLANNING and ENGINEERING
1050 Royal Palm Beach Boulevard
Royal Palm Beach, FL 33411
(561) 790-5131**

DEVELOPMENT APPLICATION

APPLICATION NO.: _____

SUBMITTAL DATE: _____

PROPERTY OWNER(S)	APPLICANT
Name:	Name:
Address:	Address:
	E-Mail:
Phone:	Phone:

Proof of ownership, along with agent's authorization letter if Application if being submitted by anyone other than the Owner(s), must be submitted with Application.

One (1) original, plus nine (9) copies of all plans, plats and forms must be submitted with the application. (Additional copies of the application packet will be required for all subsequent Board meetings). For Minor Site Plan Modifications, submit one (1) original plus three (3) copies. In addition, ALL PLANS, PLATS AND APPLICATION FORMS MUST BE SUBMITTED IN "PDF" FORMAT. Following Council approval 3 complete sets of plans shall be submitted for stamped sign off as well as an updated electronic copy of plans, plats applications in TIFF format.

CHECK APPLICABLE APPROVALS BEING REQUESTED:
(Fees per current Village Code must be submitted with application.)

<input type="checkbox"/>	ADMINISTRATIVE APPEAL	\$250.00	<input type="checkbox"/>	SITE PLAN MODIFICATION (Major)	\$2,000.00
<input type="checkbox"/>	ANNEXATION	No Fee	<input type="checkbox"/>	SITE PLAN MODIFICATION (Minor)	\$250.00
<input type="checkbox"/>	MASTER PLAN REIVEW	\$2,000.00	<input type="checkbox"/>	SITE PLAN REVIEW	\$2,000.00
<input type="checkbox"/>	COMP PLAN AMEND. (LARGE)	\$3,000.00	<input type="checkbox"/>	VARIANCE	\$100.00
<input type="checkbox"/>	COMP PLAN AMEND. (SMALL)	\$2,000.00	<input type="checkbox"/>	MOD. TO COUNCIL REQUIREMENTS	\$250.00
<input type="checkbox"/>	REZONING	\$2,000.00	<input type="checkbox"/>	SPECIAL EXCEPTION	\$1,000.00
<input type="checkbox"/>	PRELIMINARY PLAT	\$1,000.00	<input type="checkbox"/>	FINAL PLAT (see page 13)	\$1,000.00
<input type="checkbox"/>	ARCHITECTURAL REVIEW (AAR)	\$250.00	<input type="checkbox"/>	AAR APPEAL	\$250.00
<input type="checkbox"/>	SITE PLAN EXTENSION	\$250.00	<input type="checkbox"/>	LANDSCAPE WAIVER	\$100.00
<input type="checkbox"/>	ZONING TEXT AMENDMENT	\$1,000.00	<input type="checkbox"/>	SIGN VARIANCE	\$100.00

Site Plan Review includes an additional \$300.00 per acre fee. Master Plan includes an additional \$100.00 per acre fee. Additional legal and certified mailing fees may also apply.

DO NOT WRITE BELOW THIS LINE

FOR DEPARTMENTAL USE ONLY

ACCEPTED FOR REVIEW BY

Received by: _____ Date: _____ Fee Paid: \$ _____

Sufficiency Approval Date _____ TRC Date: _____

Received from applicant: 10 Applications 10 sets of Plans Fees CD of submittal Color Samples

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.

Estimate of construction costs: _____

Describe in detail the phasing of the proposed development (Attach if insufficient space).

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 Village's Comprehensive Development 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 Village. Additionally, all standards set forth in the Village Code of Ordinances for Special Exceptions, Variances, Sign Variances, Administrative Appeals, etc. must be addressed on the additional sheet provided with this application.

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 Village 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(s)]:	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.:

SURVEYOR:	ATTORNEY:
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Phone:	Phone:

CURRENT OCCUPANT:	ALL CORRESPONDENCE WILL BE MAILED TO APPLICANT ONLY UNLESS A SUBSTITUTE ADDRESS IS SPECIFIED BELOW:
Name:	
Address:	Address:
Phone:	Phone:

Consent Form

INSTRUCTIONS: Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit in person all material pertaining to the application. A separate form is required from each owner/contract purchaser. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified. Consent is valid for one year from date of notary, unless otherwise specified. Attach copy of last recorded warranty deed for subject property.

Project Name: _____ **Submittal Date:** _____

This form shall serve as **CONSENT** for the agent identified below to prepare or have prepared and submit all documents for the following application(s) affecting property I have an ownership interest in:

Architectural Review Comprehensive Plan Amendment Final Plats Major Site Plan Modification Minor Site Plan Modification Modifications to Council Imposed Conditions
 Preliminary Plats Rezoning Site Plan Review Special Exception Use Time Extension
 Variance Voluntary Annexations Zoning Text Amendments

Other (indicate request): _____

I hereby give CONSENT to (_____) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application for the proposed use of:

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning & Engineering Department of Royal Palm Beach, Florida, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to Royal Palm Beach to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

OWNER/CONTRACT PURCHASER INFORMATION: I am the [] owner [] contract purchaser (one)

(Name - type, stamp or print clearly)

(Signature)

(Address) (City, State, Zip)

**STATE OF FLORIDA
PALM BEACH COUNTY:**

The foregoing instrument was acknowledged before me this day of _____, 20_____ by _____(name of person acknowledging). He/she is personally known to me or has produced (type of identification) as identification and did/did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL

AGENT INFORMATION:

(Name - type, stamp or print clearly)

(Name of firm)

(Address) (City, State, Zip)

Signature of Agent

**STATE OF FLORIDA
PALM BEACH COUNTY:**

The foregoing instrument was acknowledged before me this day of _____, 20_____ by _____(name of person acknowledging). He/she is personally known to me or has produced (type of identification) as identification and did/did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL

APPLICANT'S CERTIFICATION

(I) (We) affirm and certify that (I) (We) understand and will comply with all provisions and regulations of the Village of Royal Palm Beach, Florida. (I) (We) understand that if this Petition is approved by the Village, the aforementioned real property described herein will be considered, in every respect, to be a part of the Village of Royal Palm Beach and will be subjected to all applicable laws, regulations, taxes and police powers of the Village including the Comprehensive and Zoning Ordinance. (I) (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of (my) (our) knowledge and belief. Further, (I) (We) understand that this Application and attachments become part of the Official Records of the Village of Royal Palm Beach, Florida, and are not returnable.

Witness

Signature of Applicant

Witness

Printed Name of Applicant

Applicant is:

Address:

- Owner
- Optionee
- Lessee
- Agent
- Contract Purchaser

Telephone Number: _____

Fax Number: _____

VARIANCE STANDARDS - ROYAL PALM BEACH ZONING CODE

The applicant is requesting a variance from the Village Code Sec. _____ to permit the following:

Please be advised that a variance from the terms of the Zoning Code shall not be recommended by the Planning & Zoning Commission nor granted by the Village Council unless the Applicant is able to demonstrate the following:

1. Explain the special conditions and circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district:

2. Explain how the special conditions and circumstances that exist do not result from the actions of the Applicant:

3. Explain how the granting of the requested variance will not confer on the Applicant any special privilege that is denied by the Zoning Ordinance to other lands, structures, or buildings in the same zoning district:

4. Explain how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the Applicant:

5. Explain how the variance requested is the minimum variance that will make possible a reasonable use of the land, building or structure:

6. Explain how the grant of the requested variance will be in harmony with the general intent and purpose of the Zoning Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

7. Explain how such variance will not be injurious to the area involved or otherwise be detrimental to the public welfare:

The burden of proving the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.

VARIANCE STANDARDS AS SET FORTH IN SECTION 26-32(6)

1. Special conditions and circumstances exist;
2. Special circumstances are not the result of actions of the applicant;
3. No special privilege is conferred;
4. Literal interpretation would constitute an unnecessary and undue hardship;
5. Minimum variance;
6. Consistent with Traffic and Vehicle Code; and
7. Not detrimental.

SITE PLAN MODIFICATION-ROYAL PALM BEACH

This application must be filled out completely, accurately and submitted as an original to the Village of Royal Palm Beach. ONE (1) ORIGINAL PLUS NINE (9) – (*MINOR MODIFICATION REQUIRES ONE (1) ORIGINAL PLUS (3) COPIES*) COMPLETE, sequentially numbered ASSEMBLED AND STAPLED sets of plans including a recent survey and appropriate fee shall be submitted with the application in order to commence the initial process of the Site Plan Modification procedure. **AN INCOMPLETE SUBMITTAL WILL NOT BE PROCESSED.**

Please print legibly (in ink) or type all information.

GENERAL INFORMATION:

1. Original Project Name, Application No. and approval date: _____

2. List of all other information on file with original application: _____

3. Requested Modifications: _____

4. Stipulations of Final Approval: _____

5. Other Governmental Agencies/Persons to be contacted: _____

ARCHITECTURAL AND AESTHETIC REVIEW CRITERIA-ROYAL PALM BEACH

Application Date: _____

Applying for Meeting on _____

This is a required phase of the Village Site Plan Review process. Please complete form and return to the Planning Dept. with the appropriate attachments.

	Check appropriate box
SIGNAGE REVIEW	<input type="checkbox"/>
ARCHITECTURE REVIEW	<input type="checkbox"/>
LANDSCAPE REVIEW	<input type="checkbox"/>

Business Name: _____

Location Address: _____

	NAME	ADDRESS	PHONE
Building Owner	_____	_____	_____
Property Owner	_____	_____	_____
Applicant	_____	_____	_____
Contact Person	_____	_____	_____

Description of proposed building and improvements (Justification Statement may be used if additional space is needed)

Property is Zoned: _____ Building is: Free Standing Building
 Part of a Complex
 New
 Existing

Signed: _____ Representative Owner

Submittals that must accompany this application:

- 10 copies of application
- 10 - 8 x 10 color photos of the site as it exists.
- 10 - color renderings of the structure.
- 10 - Paint chip samples, any applicable fabric samples and building material samples.
- 10 - copies of Architectural Elevation Drawings (including specifications on building – dimensions, exterior lighting, awnings, roof slopes and building materials)
- 10 copies of the Site Plan (if applicable)
- 10 copies of the Landscape Plan (if applicable)
- Other _____

NOTE: Applications must be complete when submitted. No “piecemeal” applications will be accepted. Failure to have a complete application package, including all color samples and plans, submitted by the application deadline will result in the project being removed from the meeting agenda.

ARCHITECTURE & AESTHETIC REVIEW

Meetings of the Planning & Zoning Commission are held the 4th Tuesday of each month in the Village Meeting Hall. Deadline for submitting this application is three (3) weeks prior to a meeting. Should you have any questions please call 790-5131.

SIGN VARIANCE STANDARDS - ROYAL PALM BEACH SIGN CODE

The applicant is requesting a variance from the Village Code Sec. _____ to permit the following:

Please be advised that a variance from the terms of the Sign Code shall not be recommended by the Plan Review Committee nor granted by the Village Council unless the Applicant is able to demonstrate the following:

1. Explain the special conditions and circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district:

2. Explain how the special conditions and circumstances that exist do not result from the actions of the Applicant:

3. Explain how the granting of the requested variance will not confer on the Applicant any special privilege that is denied by the Sign Ordinance to other lands, structures, or buildings similarly situated:

4. Explain how the literal interpretation of the provisions of the Sign Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the Applicant:

5. Explain how the variance requested is the minimum variance that will make possible a reasonable use of the land, building or structure:

6. Explain how the grant of the requested variance will be in harmony with the general intent and purpose of the Sign Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

The burden of proving the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.

FINAL PLATS

Per Village Code Sec. 22-24 Final Plat Requirements.

Following Village Council approval, two (2) sets of grading, drainage and paving engineering plans shall be submitted for review. After review of the engineering plan is complete and the plan is acceptable, three (3) sets of final grading, drainage and paving plans including an electronic version shall be submitted for approval. A Certified cost estimate for grading, paving drainage and landscaping shall be included with the engineering plan submittal. An engineering and landscape plan review and inspection fee of three percent (3%) of the cost estimate shall be paid to the Planning and Engineering Department at the time engineering drawings are submitted.

Final Plat Procedures:

Final Platting is processed by the Village Engineer. After the preliminary plat has been approved by Village Council and after construction plans are approved, the Developer requests final plat approval with or without a bond.

Without a Bond:

All improvements must be complete and accepted by the appropriate maintaining agency.
Submit paper copy of final plat for review
Copy of maintenance bond (Value - 10% of infrastructure cost)
Certified cost estimate for improvements.
Covenants, Conditions and Restrictions and Association Documents

With a Bond:

Submit paper copy of final plat for review
Copy of bond (Value - 125% of infrastructure cost)
Certified cost estimate for improvements
Covenants, Conditions and Restrictions and Association Documents

The submitted documents will be forward to the Village Engineer, Village Surveyor, Village Attorney, and Village Planner for review and comments. Once approval is received, the developer is sent a letter asking for the Mylar and original bond. Once the Mylar is received signed, the Village Engineer signs and places on the next available Village Council agenda for approval. (For additional Final Plat requirements please see Village Code. Sec. 22-24)

For additional information and scheduling, please contact Chris Wax, Planning & Engineering, at 561-790-5131.



The School District of Palm Beach County
Planning Department
 3320 Forest Hill Blvd. C-110
 West Palm Beach, FL 33406-5813
 Phone: (561) 434-8800 or (561) 963-3877
 Fax: (561) 434-8187 or (561) 434-8815
Attention: Concurrency

The School District of Palm Beach County

School Concurrency Application & Service Provider Form

Instructions: Submit one copy of the completed application and fees for each new residential project requiring a determination of concurrency for schools. A determination will be provided within fifteen (15) working days of receipt of a complete application. A determination is not transferable and is valid for one year from date of issuance. Once the Development Order is issued, the concurrency determination shall be valid for the life of the Development Order.

Please check (✓) type of application (one only):

- Concurrency Determination
 Concurrency Exemption
 Concurrency Equivalency
 Adequate School Facilities Determination
 Letter of No Impact
 Time Extension

Fees: Concurrency Determination or Adequate School Facilities Determination (\$200.00 for more than 20 units / 20 units or less \$100.00); Equivalency (\$125.00); Exemption or Letter of No Impact (\$25.00); Time Extension (\$75.00)

PART I. PROJECT INFORMATION

Please attach a copy of the site/subdivision plan, last recorded warranty deed and consent form

Project Name: _____ **Municipality:** _____

Property Control Number (PCN): _____

Location / Address of Subject Property: _____

DEVELOPMENT REQUEST:

Project Data		Type of Units	
Section/Township/Range	/ /	<input type="checkbox"/>	Single Family
Project Acreage		<input type="checkbox"/>	Multi-Family (Other than apartments)
Total Number of Units		<input type="checkbox"/>	Apartments (3 stories or less)
Will the Project be Phased?* (Y/N)		<input type="checkbox"/>	High Rise Apartments
Concurrency Service Area (CSA)		<input type="checkbox"/>	Age Restricted (Adults Only)**

* If applicable, please attach a Phasing Plan showing the number and type of units to receive certificate of occupancy yearly.
 ** A Restrictive Covenant is required for age-restricted communities.

OWNERSHIP / AGENT INFORMATION:

Owner's Name: _____
Agent's Name: _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge.

Owner or Owner's Agent Signature Date

PART II. LOCAL GOVERNMENT REVIEW

Date Application Filed: _____ Petition Number: _____
Reviewed By: _____ Title: _____

Did the Applicant pay the filing fee to you? YES (Please attach proof of payment)
 NO (If no, the applicant must pay the School District.
The School District will not review without payment).

Government Representative Signature Date

PART III. TO BE COMPLETED BY SCHOOL DISTRICT

Date & Time Received: _____ Case Number: _____

- I verify that the project complies with the adopted Level of Service (LOS) for Schools
- I verify that the project will comply with the adopted Level of Service (LOS) for Schools subject to the attached conditions
- I cannot verify that the project will comply with the adopted Level of Service (LOS) for Schools

School District Representative Date

DEVELOPMENT APPLICATION CHECK-LIST

(10 copies of the following items should be included in all development application packets)

- Development Application
- Application fees
- Last recorded warranty deed
- Applicable consent forms
- Public notice documents (not required for Site Plan)
- Survey
- Statement of use and justification
- Traffic Analysis
- Market Analysis (CPA, RZ, & SE only)
- Soils Analysis
- Vegetation Analysis
- Utilities Confirmation
- Public Services Confirmation
- Storm Water Management Confirmation
- Well Field Protection Confirmation
- Site Plan with the Tabular Data required in Sec. 26-32(5)(C)(*revised copies must be submitted prior to each public hearing*)
- Landscape Plan
- Floor Plans and Elevations
- Environmentally Sensitive Land Designation & Protection
- Chapter 9-J11 Florid Administrative Code Requirements (CPA Only)
- Preliminary Engineering Plans (including paving, grading, drainage, water, sewer and site lighting details)