



Town of Loxahatchee Groves

Land Development Permit Application

Application Information

1. The issuance of a Land Development Permit by the Town for site work with complete engineering plans will be required prior to the approval of any building application.
2. See the List of Required Attachments on following page.
3. All required land development approvals will be processed concurrently. Submittal using a single form may help to reduce overall processing time.
4. Escrow account for cost recovery per Town of Loxahatchee Groves Code of Ordinances, Part II, Section 34-3 and pre-construction meeting (to be scheduled by applicant) are required for all applications.
5. Retroactive (after the fact) applications require 4x listed application fee in addition to escrow deposit.

Application Instructions

1. Select Application type(s) by checking appropriate boxes.
2. Include Attachments per list on following page for all included permit types.
3. Read Standard Conditions of Approval and notes for selected permit types, then sign the application.
4. E-mail materials to: permits@loxahatcheegrovesfl.gov with the project address in the subject line.
5. Receive confirmation e-mail and letter(s) with Application ID(s) (typically one to three days).
6. Make payment to Town of Loxahatchee Groves for Total Amount Due including all selected applications to begin the review of your application.

* Escrow deposit of \$5000 required for multiple, concurrent applications.

Check All That Apply	Land Development Applications	Application Fee	Escrow Deposit	Total Amount Due
Site Development (SD) (Requires Vegetation Removal Application)				
	Site Development	\$250	\$2,000	2,250
Right-of-Way (RW)				
	Right-of-Way - Drainage Connection to R/W line	\$500	\$2,000	\$2,500
	Right-of-Way - Drainage through R/W	\$500	\$2,000	\$2,500
	Right-of-Way - Driveway Connection to R/W line	\$100	\$2,000	\$2,100
	Right-of-Way - Driveway through R/W or over canal	\$500	\$5,000	\$5,500
	Right-of-Way - Utility	\$500	\$2,000	\$2,500
	Right-of-Way - Utility, Comm.	\$500	-----	\$500
	Right-of-Way - Other	\$500	\$2,000	\$2,500
	Sign Permit	\$500	-----	\$500
Vegetation Removal (SC) (Required for Site Development Application, Select One)				
	Vegetation Removal	\$250		\$250
	Vegetation Removal, Residential	\$250		\$250
	Vegetation Removal, Qualified (Bldgs, Fence, Driveway, Septic)	\$250	-----	\$250
	Vegetation Removal, Noticed (Dead, Exotics, Nuisance)	\$250	-----	\$250
Check this box if no trees will be removed. Vegetation Removal Forms above are not required.				
	No Tree Removal	-----	-----	-----

CONTINUED ON NEXT PAGE

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Town of Loxahatchee Groves

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Project Information

Project Information

Project Name: _____

Project Value (\$): _____ Acres: _____

Parcel Control No(s): _____

Project Address(es): _____

Project Description

Brief written description of proposed project:

Site Information

Plat Name: _____ Lot No.: _____ Plat Book/Page: _____

Access Road: _____

Road Frontage (feet): _____

Property Owner Information (Include extra sheets if needed for multiple properties/Owners)

Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Applicant Information

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Contractor Information

Contact Name, Title: _____

Company: _____

Town Contractor ID: _____ FL License No: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

CONTINUED ON NEXT PAGE



Town of Loxahatchee Groves

Land Development Permit Application

Standard Conditions of Approval

1. Prior to the commencement of construction, the Applicant shall schedule a preconstruction meeting with Town's staff or its agents. Site construction observations by Town's staff or its agents related to the infrastructure permit will not be performed until the pre-construction meeting has occurred. Failure to comply with this condition could result in a Stop Work Order of all work/construction activity for the subject development site.
2. The construction, operation and/or maintenance of any elements of the subject project shall not have any negative impacts on the existing drainage of surrounding areas. If, at any time during the project development, it is determined by the Town's staff or its agents that any of the surrounding areas are experiencing negative drainage impacts caused by the project, it shall be the Applicant's responsibility to resolve said impacts in a period of time and a manner acceptable to the Town's staff or its agents prior to additional construction activities. At its discretion, the Town may issue a stop work order or cease issuing permits until all drainage concerns are resolved.
3. The Applicant shall comply with all Occupational Safety and Health Administration (OSHA), United States Environmental Protection Agency (EPA) and State of Florida Department of Environmental Protection (FDEP) regulations and permit requirements for construction activities.
4. Applicant shall comply with all FDEP NPDES general permit requirements, including but not limited to, preparation of a Storm Water Pollution Prevention Plan and identification of appropriate Best Management Practices (BMP's), as generally accepted by the FDEP. Regular maintenance of these (BMP's) is expected and a failure to do so may result in "negative drainage impacts" and would be governed as described in condition number 6; reports must be submitted to the Town on a weekly basis.
5. Prior to the issuance of the Certificate of Completion for the floodplain development permit, the Applicant shall provide a signed and sealed certification letter from the engineer-of-record and record drawings for Town's staff or its agents review and approval. Record drawings shall detail the location of all underground utilities in state plane coordinates and shall show the bank slopes and depict the surface area for all water management facilities. The vertical datum shall be clearly identified on each plan sheet. Underground facilities within AutoCAD shall be adjusted to the as-built locations and shall be layered using the Town's AutoCAD Layering Definitions. The submittal shall include 3 hard copies signed and sealed by a professional surveyor licensed in the state of Florida and electronic copies shall be submitted with both AutoCAD and PDF files.
6. The Permittee shall complete all tasks required by the Town for closeout of this Permit.
7. Record drawings shall detail the location of all underground utilities in state plane coordinates and shall show the bank slopes and depict the surface area for all water management facilities. The vertical datum shall be NAVD 88 and shall be clearly identified on each plan sheet with the conversion for NGVD 29. Underground facilities within AutoCAD shall be adjusted to the as-built locations.
8. As part of the final inspection, the owner or owner's authorized agent shall submit a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in Division IV of the Town of Loxahatchee Groves Ordinance No. 2017-19. It shall be the responsibility of the applicant to schedule inspections with Town staff after the conclusion of site work

CONTINUED ON NEXT PAGE



Town of Loxahatchee Groves

Land Development Permit Application

Standard Conditions of Approval

(Continued from previous page)

9. Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility, or the owner's authorized agent, shall submit:
 - o If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
 - o If the elevation used to determine the required elevation of the lowest floor was determined in accordance with Section 175.155 of the Town's flood ordinance, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.
10. Final Inspections: Development for which a permit or approval is required shall be subject to inspection to determine compliance with the requirements of the flood ordinance and other approvals. The Owner or Owner's authorized Agent shall schedule a Final Inspection with Town Staff as part of the permit closeout procedure. Failure to schedule this inspection may result in revocation of issued permits, fees, or code enforcement actions as deemed necessary by the Town or its representative in order to ensure compliance with all terms and conditions of the permit.

Notes for Permit Applications

Drainage Connection Notes for Right-of-Way (RW) Permit Applications:

1. The allowable discharge based on C-51 Basin delineation is 27 CSM. Control structures shown on the detail sheet of plans shall be a fixed metal plate, screw gate, or combination of both; or as otherwise required per South Florida Water Management District (SFWMD) criteria at the time of application. All dimensions shall be shown on plans.
2. Discharge pipe and/or headwall shown on detail sheet shall meet Loxahatchee Groves Water Control District (LGWCD) and Florida Department of Transportation (FDOT) specifications.
3. Plans to include existing canal cross section with design overlay for drainage connections.
4. Design canal sections provided by the Town are for drafting purpose only. Field verification of actual canal dimensions may be required. Deviation from the design section may occur only with prior approval from Town authorized personnel.
5. LGWCD may require right-of-way adjacent to LGWCD existing right-of-way by quit claim or non-exclusive perpetual easement deed.
6. Minimum bleeder size shall be a 6" x 6" inverted triangular orifice.
7. Construction dewatering will require separate LGWCD approval prior to discharge into its system. If discharge is directed to a road or other separate system, proof of acceptance from that entity (public and/or private) must be provided.
8. If on-site retention is proposed, supporting calculations shall be submitted for review. The project must provide sufficient drainage capacity for the 10-year, 3-day storm event.

CONTINUED ON NEXT PAGE

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Tree Replacement Requirements for Vegetation Removal (SC) Applications:

1. All native trees measuring 2" or larger diameter at breast height (DBH, 4.5' above adjacent grade) shall require mitigation if removed.
2. Proposed removal of more than 5 native trees requires a tree survey.
3. Replacements for palm trees shall be at least 10 feet in height.
4. All existing native trees greater than 5' in height or 3" DBH shall be field-tagged.
5. Specimen trees to be addressed per Unified Land Development Code (ULDC), Part III, Article 87, Section 87-040.
6. Non-specimen native trees to be replaced per ULDC, Part III, Article 87, Section 87-035:

Tree DBH* (in) and approx. Height (ft)	Replacement Trees Required
6" DBH (> 24' H)	1 with same DBH, or 2 at 18-20' H
4-6" DBH (16-24' H)	1 with 4-6" DBH and 18-20' H
2-4" DBH (12-16' H)	1 with 2-4" DBH and 12-16' H
< 2" DBH (< 12'H)	0

* DBH = Diameter of trunk measured at breast height (4.5' above ground)

Declaration of Property Owner

Declaration of Property Owner:

I, the owner of property referenced in this application, do hereby certify that I have read the Standard Conditions, Submittal Requirements, and additional information sheets and I am aware of my responsibilities and liabilities for construction work on the above-described property. I do hereby covenant and agree to abide by all stipulations as referenced in the Town of Loxahatchee Groves Ordinance No. 2017-19.

OWNER SIGNATURE

OWNER NAME (PRINT)

DATE

END



Town of Loxahatchee Groves

Land Development Permit Application

List of Attachments

The following list of plans and documents are provided to assist applicants with preparing complete and accurate submittal packages. Additional information or documentation may be required during the review process to determine compliance with the Town’s Code of Ordinances.

Complete Applications

Review of applications will not begin until the application file is complete. A complete application includes, at a minimum:

1. Land Development Application Form
2. Required Attachments for All Applications
 - Proof of Ownership (Deed, Listed Agent of Registered Corporation)
 - Owner's Affidavit
 - Agent Consent Form (If Other than Owner)
 - Contractor's Registration with Town of Loxahatchee Groves
 - Boundary & Topographic Survey
 - Approved Site Plan showing location and extent of proposed activity
3. Required Attachments for specific application (per table below)
4. Payment

Applicants are to include additional documents if relevant to the proposed activities, and/or as requested by review staff. The Town may also require copies of applications for or permits issued by other agencies, if applicable, as requested by review staff.

List of Required Attachments by Application Form

Right-of-Way Application (RW)
Required Attachments <ul style="list-style-type: none"> • Erosion Control Plans & Details • Grading, Paving and Drainage Plans & Details • Maintenance of Traffic Plans & Details
Include if Applicable <ul style="list-style-type: none"> • Surface Water Management System Calculations & Report • Pavement Markings & Signage • Water & Wastewater Plans & Details • Wastewater Pumping Station Plans & Details • Utility Plans
Vegetation Removal Application (SC)
Required Attachments <ul style="list-style-type: none"> • Erosion Control Plans & Details • Tree Survey & Tree Removal Plan

CONTINUED ON NEXT PAGE



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List of Attachments

Qualified Residential Vegetation Removal Checklist (SC Q)

Required Attachments

- Tree Survey & Tree Removal Plan

Noticed Residential Vegetation Removal Checklist (SC N)

Required Attachments

- Tree Removal Plan

Site Development Application (SD)

Required Attachments

- Vegetation Removal Application (SC) **with**
- Tree Survey & Tree Removal Plan

OR

- Qualified Residential Tree Removal Checklist (SC Q) **with**
- Tree Survey & Tree Removal Plan

OR

- Noticed Residential Tree Removal Checklist (SC N) **with**
- Tree Removal Plan

AND

- Grading, Paving and Drainage Plans and Details
- Erosion Control Plans and Details
- Engineer's Calculations for Floodplain Compensating Storage
- Engineer's Calculations and Report for Surface Water Management System

Include if Applicable

- Copy of Recorded Plat
- Landscaping and Irrigation Plans and Details
- Architectural Plans including Mechanical, Electrical and Plumbing
- Landscaping and Irrigation Plans and Details
- Site Lighting Layout Plans, Details and Photometrics
- Pavement Markings and Signage Plans and Details
- Water and Wastewater Plans and Details
- Wastewater Pumping Station Plans and Details