



Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420

INFRASTRUCTURE PERMIT APPLICATION

Note: An infrastructure permit and /or floodplain development permit is required prior to the issuance of any building permits.

I. GENERAL DATA

Project Name:	
Parcel Control No(s).	
Parcel Address:	
Parcel Acreage:	
Development Orders / Previous Approvals	

III. OWNER INFORMATION

	Owner A	Owner B	Owner C
Owner's Name:			
Owner's Street Address:			
City, State, Zip:			
Phone Number:			
Fax Number:			
E-Mail Address:			

IV. APPLICANT INFORMATION (If Other Than Owner)

	Owner A	Owner B	Owner C
Applicant Name:			
Applicant's Street Address:			
City, State, Zip:			
Phone Number:			
Fax Number:			
E-Mail Address:			
Type (Lessee, Contract Purchaser, Other):			

V. AGENT INFORMATION

Agent Name:	
Organization/Company:	
Agent's Street Address:	
City, State, Zip:	
Phone Number:	
Fax Number:	
E-Mail Address:	
Relationship to Property:	

VI. REQUIRED ATTACHMENTS:

A	Legal Description, Warranty Deed and Parcel Control Numbers
B	Request Summary
C	Agent Consent Form
D	Applicant's Ownership Affidavit
E	Floodplain Development Application Information
F	Supplementary Materials for Application (Site plan / landscape plan/s, traffic study)

Attachment A. Legal Description, Warranty Deed and PCN's

The applicant is required to provide a legal description, Warranty Deed **and a list of all included parcel control numbers (PCNs)**.

Attachment B. Request Summary

A detailed description of project history, background and proposed application, including a complete list of the applicable approvals and development orders associated with this permit application.

**Attachment D
Agent Consent Form**

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

_____ /

BEFORE ME THIS DAY PERSONALLY APPEARED _____, WHO
BEING DULY SWORN, DEPOSES AND SAYS THAT:

- A. He/she is the owner of the real property legally described in Attachment A;
- B. He/she authorizes and designates _____ to act in his/her behalf for the purposes of seeking the following approvals for the real property _____ legally described in Attachment A;
 - 1. _____
 - 2. _____
 - 3. _____
- C. He/she has examined the above listed application(s) and he/she understands how the proposed change may affect the real property legally described in Attachment A.

FURTHER AFFIANT SAYETH NOT.

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ (Name of Person Acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Signature of Person Taking Acknowledgement)

Owner's Signature

(Name of Acknowledger Typed, Printed or Stamped)

Owner's Name (Print)

(Title or Rank)

Street Address

(Serial Number, if any)

City, State, Zip Code

(Notary's Seal)

(_____) _____
Telephone

Attachment E
Applicant's Ownership Affidavit

STATE OF FLORIDA
COUNTY OF PALM BEACH

_____ /

BEFORE ME THIS DAY PERSONALLY APPEARED _____, WHO BEING DULY SWORN, DEPOSES AND SAYS THAT:

1. He/she is the owner, or the owner's authorized agent, of the real property legally described in Attachment A;
2. He/she understands any application fee(s) is/are non-refundable and in no way guarantees approval of the request;
3. The statements within the application are true, complete and accurate;
4. He/she understands that all information within the application is subject to verification by Town staff;
5. He/she understands that false statements may result in denial of the application; and
6. He/she understands that he/she may be required to provide additional information and fees within a prescribed time period and that failure to provide the information and fees within the prescribed time period may result in the denial of the application.

FURTHER AFFIANT SAYETH NOT.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (Name of Person Acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Signature of Person Taking Acknowledgement)

Applicant's Signature

(Name of Acknowledger Typed, Printed or Stamped)

Applicant's Name (Print)

(Title or Rank)

Street Address

(Serial Number, if any)

City, State, Zip Code

(____) _____

(Notary's Seal)

Telephone

Attachment Infrastructure Permit Application Requirements

The issuance of an infrastructure permit for site work by the Town with complete engineering plans will be required prior to the approval of any building permits.

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.

The submittal shall include (1 PDF and 2 Hard Copies):

- Boundary and Topographic Survey
- Plat
- Approved Site Plan
- Landscaping and Irrigation Plans and Details
- Site Lighting Layout Plans, Details and Photometrics
- Surface Water Management System Calculations and Report
- Grading, Paving and Drainage Plans and Details
- Pavement Markings and Signage
- Erosion Control Plans and Details
- Water and Wastewater Plans and Details
- Wastewater Pumping Station Plans and Details
- Architectural Plans including Mechanical, Electrical and Plumbing
- All other applicable permits must be received prior to issuance of a Town Infrastructure Permit including but not limited to SFWMD ERP and WU, PBC Health Department, FDOT, NPDES, etc.

All plans must be prepared, signed and sealed by one or more of the following professionals as applicable:

- *A landscape architect registered by the State of Florida*
- *An architect registered by the State of Florida*
- *A civil engineer registered by the State of Florida*
- *A land surveyor registered by the State of Florida*

Standard Conditions of Approval for Town Infrastructure Permit:

1. Prior to the commencement of construction, the Applicant shall schedule a pre-construction 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. All Town permits shall expire one year from the date of the pre-construction meeting unless otherwise indicated.
3. The frequency and types of site observations and required testing will be determined at the pre-construction meeting. Passing subgrade and base density test results must be submitted to the Town's staff or its agents prior to scheduling any site observations in the Town Right of Way. All density and material tests for permitted activities shall be maintained in a log book onsite.

4. All maintenance of traffic (MOT) shall be in accordance with the latest edition of Florida Department of Transportation (FDOT) Design Standards, (600 Series). MOT plans must be submitted and approved by the Town prior to any building or site construction.
5. The Applicant shall notify the Town's staff or its agent at least 72 hours prior to the commencement of any work/ construction activity within public right of way so that the Palm Beach County Sheriff and Palm Beach County Fire-Rescue can be notified of any potential road closures or restricted access. Failure to comply with this condition could result in a Stop Work Order of all work/construction activity within the subject development site.
6. 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.
7. 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.
8. 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
9. "negative drainage impacts" and would be governed as described in condition number 6; reports must be submitted to the plan should reflect all easements including utility and all above ground utilities or drainage features etc.
10. All pavement open cuts, including OGEM surfaces, shall be temporarily patched with 2 inches of asphalt and maintained until restoration is completed
11. Prior to the issuance of the Certificate of Completion for the infrastructure permit by the Land Development Department, the Applicant shall provide copies of the required concrete and density testing as required by FDOT standards for Town's staff or its agents review and approval along with copies of all permits and certifications of completion and other approvals from all regulatory agencies.
12. Prior to the issuance of the Certificate of Completion for the infrastructure permit the Applicant shall provide a Notice of Termination (NOT) to FDEP for the project as required in the conditions of the NPDES general permit.
13. The Applicant shall comply with any and all Palm Beach County Traffic Division conditions as outlined in PBC Traffic Division equivalency and concurrency approval letters.
14. Prior to the issuance of the Certificate of Completion for the infrastructure 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.
15. 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. Please submit the following information as applicable to your application: