



Town of Loxahatchee Groves

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

GENERAL USE APPLICATION

CHECK APPLICATION TYPE:

| | | | |
|--|---|--|---------------------------------|
| | Zoning Confirmation Request | | Certificate of Use / Conformity |
| | Special Event/Food Truck | | Conditional Use |
| | Temporary Sign Permit | | Vested Rights Determination |
| | Special Exception Category A, B, C Category: _____ | | Other: |

I. GENERAL DATA

| | |
|--|--|
| Project Name: | |
| Parcel Control No(s). | |
| Parcel Address: | |
| Parcel Acreage: | |
| General Control Number– Assigned by Staff: | |

II. SITE DATA

| | |
|---|-------------------------------|
| Frontage: | |
| Plat, Subdivision, Legal Lot of Record: | N/A for Special Event Permits |

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: | |

Applicant

Date

Property Owner

Date

VI. REQUIRED ATTACHMENTS:

| | |
|---|--|
| A | Legal Description, Warranty Deed and Parcel Control Numbers (not required for special events, letters & temporary signage) |
| B | Request Summary & Location Map (required for application types) |
| C | Certified and Sealed Survey Dated Within Two Years not required for special events, letters & temporary signage) |
| D | Applicant's Ownership Affidavit (not required for special events, letters & temporary signage) |
| E | Agent Consent Form not required for special events, letters & temporary signage) |

VII. Code References Index by Application Type

https://library.municode.com/fl/loxahatchee_groves/codes/code_of_ordinances?nodeId=COTOL_OGRFL

| APPLICATION | CODE REFERENCE |
|------------------------------------|--|
| Special Exception Category A, B, C | Article 170 - Special Exception Uses |
| Special Event/Food Truck | Section 80-025. - Outdoor event permits. |
| Temporary Sign Permit | Section 90-020. - Temporary signs. Section 90-045. - Temporary signs. |
| Certificate of Use / Conformity | Article 140, Division II – Certificate of Conformity |
| Vested Rights Determination | Article 125 – Vested Right Determinations |
| Conditional Use | Article 80 – Conditional Uses |

General Application Information

- Email permits@loxhatacheegrovesfl.com to request application details or a pre-application meeting (not required). Fees are required for each application type at submittal.
- One (1) complete digital copy of the application and the fee payment are required at submittal via email or USB.
- Hard copies may be required for more complex applications.
- The application will be reviewed for completeness and sufficiency within 3 working days.
- If the subject application is approved, the Town will issue an approval letter via email including a PDF of the signed copy of the approval vehicle

Application Requirements

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. For questions or details specific to your request, email permits@loxhatacheegrovesfl.com.

Please submit the following information as applicable to your application:

- Completed Application with owner and agent/architect/engineer signatures. (PDF & 1 Copy)
- All other electronic copies documents should be submitted in PDF format unless specified otherwise.
- Summary of Request – A detailed description of project history, background and proposed request in hard copy and a Word document format. (**For special events**, include event details, including hours, general parking plan/concept, number of expected participants. Provide insurance information.)
- Location Map – Showing the general location and surrounding area

Continued on next page.....

Certificate of Conformity:

- Current, sealed property survey showing the entire tract to be subdivided, and the delineation of the
- proposed lots, including dimensions and area calculations measured both in square footage and acreage,
- and showing all existing and proposed rights-of-way.
- Current Warranty Deed
- Access Agreements/arrangements, if necessary and determined by the Town, as required under Article 100, "Access Standards and Subdivision" fully executed by the property owner and other necessary third-party signatories, with recording fee.
- Proof of Ownership - Warranty deed or other proof of ownership (PDF & 1 Copy)
- Certified Land/Boundary Survey and Plat (if applicable) – Showing property dimensions, easements, lot and block number. If the project is on two or more lots, a unity of title is required.

Conditional use and special exception type applications:

- Site plan or other plans depicting proposed request with site dimensions, scale, setbacks and details on subject request.
- Analysis of compliance with the conditional use criteria.
- Proof of Ownership - Warranty deed or other proof of ownership (PDF & 1 Copy)
- Certified Boundary Survey and Plat (if applicable)– Showing property dimensions, easements, lot and block number. If the project is on two or more lots, a unity of title is required.

Additional Information as applicable:

Note: **not required** for special events/food truck events/zoning confirmation letters.

- Palm Beach County Traffic Concurrency
- FDOT Conceptual Driveway Permit
- School Concurrency Application
- Master Sign Concept / Sign Plan (Shopping Centers)
- List of approved site plans and development orders.
- Town Floodplain Development Application

**Attachment A.
Address and PCN's**

Property Address, Warranty Deed or Property Appraiser Information **and a list of all included parcel control numbers (PCNs).**

**Attachment B.
Request Summary & Location Map**

Provide digital copy in a word document format for the request summary.

**Attachment C.
Certified and Sealed Survey Dated Within Two Years**

Note: Typically for special exception application.
Requirement is not applicable to special event type permits

**Attachment D.
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

(_____) _____
Telephone

(Notary's Seal)

**Attachment E.
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

(_____) _____
Telephone

(Notary's Seal)