



Town of Loxahatchee Groves

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

GENERAL DEVELOPMENT APPLICATION

CHECK APPLICATION TYPE/S:

	Site Plan / Land Development Application		Rezoning / PUD Application
	Future Land Use Amendment Application Large Scale <input type="checkbox"/> Small Scale (less than 10 acres) <input type="checkbox"/>		Special Exception Application Category A: <input type="checkbox"/> Category B: <input type="checkbox"/>
	Administrative Site Plan Amendment		Plat
	Other		ULDC Text Amendments

I. GENERAL DATA

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

II. SITE DATA

Current Land Use:	
Current FLU:	
Current Zoning:	
Proposed Land Use:	
Proposed FLU:	
Proposed Zoning:	
Frontage:	
Plat, Subdivision, Legal Lot of Record:	

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	List and Description of Request for Concurrent Application
C	Request Summary / Justification
D	Agent Consent Form (This form is available on the Town's webpage)
E	Applicant's Ownership Affidavit
F	Disclosure of Ownership Interests
G	Applicant's Notice Affidavit and Property appraiser Information List
H	Location Map, Survey & Plat – Certified and Sealed Survey Dated Within One Year
I	Floodplain Development Application Information, If Required
J	Site, Landscape and Civil Plans
K	Public Facilities Support Documentation (Site-specific amendments)

VII. Public Facilities Information

Note: The following information is required for site specific applications, including Rezoning, Site Plan & Comprehensive Plan Site Amendments. Supplementary Documents related to this information should be provided in Attachment K in the following order.

1. Traffic Information - Provide Letter & Traffic Study
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2. Mass Transit Information

Nearest Palm Tran Route(s)	
Nearest Palm Tran Stop	

3. Potable Water & Wastewater Information – Provide Comment Letter(s) or SFWMD well permits
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Potable Water & Wastewater Providers	If Applicable
Nearest Water & Wastewater Facility, type/size	If Applicable

4. Drainage Information / Floodplain Development Permit
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5. Fire Rescue - Provide Comment Letter
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Nearest Station	
Distance to Site	
Response Time	
Effect on Resp. Time	

6. Environmental Resources	
Surface Water	
Vegetation Inventory	
Significant habitats or species	
Possible pollutants	
Flood Zone	
Wellfield Zone	

7. Historic Resources - Provide Comment Letter in Attachment I

8. Public Schools – Residential Only: School Board Letter to be obtained by Town			
	Elementary	Middle	High
Name			
Address			
City, State, Zip			
Distance			

General Application Information

- Email: permits@loxhatacheegrovesfl.com to request a pre-application meeting. Fees are required for each application type in addition to a cost recovery deposit.
- One (1) complete copy of the application, one (1) digital copy on a USB flash drive, fee payment, and a deposit for cost recovery are required at submittal.
- The application will be reviewed for completeness within 5 working days.
- Once determined to be complete, three (3) copies of the application in a three-ring binder and three (3) digital copies on USB flash drives are required for sufficiency review.
- After the three (3) copies for sufficiency review have been received, the application will be reviewed for sufficiency within 10 working days. The applicant will receive an email detailing missing or insufficient information. After sufficiency has been determined, additional information may be requested to address issue identified in the review process.
- A minimum of ten (10) copies are required for public hearing applications after sufficiency. Additional copies may be required depending on the number of public meetings / hearing, which will be identified at the pre-application meeting.
- If the subject application is approved, the Town will issue an approval letter including a signed copy of the approval vehicle
- Prior to construction, the issuance of an infrastructure permit for site work by the Town with complete engineering plans will be required prior to the approval or issuance of any building permits.

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. Required plans and support documents will be identified at the pre-application meeting with the applicant and/or property owner.

Please submit the following information as applicable to your application:

- Completed Site Plan Review Application with both owner and agent/architect/engineer signatures. (PDF format for digital copy)
- Proof of Ownership - Warranty deed or other proof of ownership. (PDF format for digital copy)
- Legal Description - In Word Document Format only
- A minimum of Three (3) copies of the entire application and a digital copy shall be provided at the initial submittal for sufficiency review. A minimum of 10 sets of plans and documents will be required prior to the Planning & Zoning Board. Additional copies as needed for back-up for public meetings may be requested at the pre-application meeting depending on the application approval process/es required. All hardcopy plans shall be provided as ANSI D or Arch D sized plans (approx. 24X36). An electronic copy of all plans shall be provided in both JPEG and TIFF formats. All other electronic copies documents should be submitted in PDF format unless specified otherwise.
- Request Summary / Justification – A detailed description of project history, background and proposed request, including a complete list of any requested uses and square footage calculation, and any required waivers or variances in hard copy and a Word document format. A Justification for each application request is required separately.

- Surrounding Use Analysis – In the Request Summary or on a separate sheet indicate the current land uses adjacent to the property for which consideration is requested. This information should include, where applicable, the name of the shopping center, business, street name, etc., the type of use (single-family, agriculture, etc.) or if the property is vacant, for the properties located to the north, south, east, and west.
- Location Map – Showing the general location and surrounding area
- Certified Boundary Survey and Plat – Showing property dimensions, easements, lot and block number. If the project is on two or more lots, a unity of title is required. A Survey within 1 year of the application date is required for all Applications. Please also include the most recent approved plat.
- Topographic Survey required for comprehensive plan amendment, flood plain Development applications and site/infrastructure Improvements. Topographic information shall be submitted in NAVD88 w/the conversion factor to NGVD 29 noted on each page of the survey.
- Drainage / Floodplain Compliance Statement– Showing compliance with FEMA, Town and SFWMD requirements.
- Site Plan – to include dimensions of all structures, setbacks and parking. Dimension for height must reference both National Geodetic Vertical Datum (NGVD) and Basic Flood Elevation (BFE). Identify the base flood elevation (BFE) per floor and overall building height. A data table in tabular format identifying site address, zoning, land use, setbacks, FAR and all other applicable land development regulations.
- Full Color Elevations – Building elevations including illustration of screening of roof-mounted mechanical equipment of all sides as completed.
- Landscape Plan – to include all items required and specified by the Town’s minimum landscape requirements, including proved opacity levels, type of irrigation, Florida-friendly landscaping techniques and materials, botanical and common name of materials. Indicate all required and provided materials. Indicate all required and provided quantities and size of landscape materials. Include all wall, fence and tree staking details. The landscaping plan should reflect all easements including utility and all above ground utilities or drainage features etc.
- Landscaping Full Color Rendering – Elevation view of landscaping on all sides from landscape architect.
- Paving and Drainage Plan/s - plans and calculations, proposed flow direction and amount of drainage flow.
- Infrastructure / Civil Plan/s - Sanitary sewer, potable water and any reuse water plans, which shall indicate the locations and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or near the project the Town Engineer’s review.
- Traffic Circulation – Ingress and egress for both general and emergency vehicles.
- Photometric Plan - Site lighting plan/calculations for parking areas/buildings
- Floor Plan – Typical floor plan layout for each floor. Identify the units, unit size and type of rooms, common areas, amenities and required fire escape spaces.
- Building Elevations – Provide front, rear and side elevations

Additional information as applicable:

- Palm Beach County Traffic Concurrency
- FDOT Conceptual Driveway Permit
- School Concurrency Application
- Master Sign Concept / Sign Plan (Shopping Centers)
- FEMA, LOMAR, CLOMAR
- SFWMD / PBCWUD Capacity Letter - The capacity letter is required with the application. However, Water and Wastewater Concurrency must be demonstrated through a developer’s agreement or Capacity Reservation and is typically required by DO.

Plans for the subject property must show, at a minimum, the following information:

- The proposed title of the project and the name of the engineer, architect, surveyor or landscape architect and the developer.
- Existing Zoning District/Land Use Plan Designation of the subject property.
- Proposed changes in zoning and/or land uses to the subject property, if any.
- Adjacent land uses (existing).
- Site boundaries clearly identified, dimensioned and tied to section corners.
- Existing features (trees, water, structures) including topography, roadways, parking and land use areas which are to remain.
- All existing right-of-way, dedications, easements, property lines, and existing streets.
- Buildings, watercourses, waterways or lakes, and other existing physical features in or adjoining the project.
- The location and dimension of proposed setback lines.
- The location and dimensions of proposed reservations for park playgrounds, open spaces, and other common areas, if applicable.
- The location, dimensions and character of the construction of proposed curbs, cuts, driveway entrances and exits, loading areas (including the number of required and provided parking and loading spaces), outdoor lighting systems, outdoor sound systems, storm drainage and sanitary facilities.
- Location and dimensions of all proposed buildings, excavations, and structures to lot lines and to each other.
- Typical trash and garbage disposal system, as well as recycling system, including typical enclosure detail, the location of each and Auto Turn analysis for truck turn radius (NOTE: All receptacles must be screened from view and placed to provide easy access by sanitation trucks. This information may be provided on separate plan if necessary).
- General location, character, size, height, and orientation of proposed signs.
- All pedestrian walkways and sidewalks demarcating pedestrian and bicycle circulation.
- Type and location of mail receptacles.
- **Include the following computations:**
 - Total site square footage/acreage
 - Allowed and proposed density (residential only)
 - Vehicular use calculations (roadway, aisles, parking)
 - Recreational open space (residential only)
 - Square footage/acreage by land use type
 - Impervious/pervious area percentages
 - Parking spaces required/provided
 - Landscape open space calculations
- **All site plans must be prepared, signed and sealed by one or more of the following professionals:**
 - 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

**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.
List & Description of Request for Concurrent Applications
(Delete application types not submitted)**

APPLICATION	DESCRIPTION / PURPOSE
Abandonment	
Annexation	
Comprehensive Plan Amendment (Large Scale)	
Comprehensive Plan Amendment (Small Scale)	
Conditional Use	
Plat	
Site Plan	
Site Plan Amendment	
Category A Special Exception	
Category B Special Exception	
Category C Special Exception	
Special Exception Amendment	
Special Exception – Planned Development	
Zoning Map Change	
Zoning Text Change	
Variance	
Other	

**Attachment C
Request Summary**

A detailed description of project history, background and proposed request, including a complete list of any requested uses and square footage calculation, and any required waivers or variances in hard copy and a Word document format.

Please provide a minimum of 1 paragraph describing the proposed project and your request. Include in this statement information or data you would like the Town to consider in the review of the proposed application. Provide a description and supporting information and data for each request / application for properties with concurrent applications.

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 F
Disclosure of Ownership Interests Forms**

TO: LOXAHATCHEE GROVES TOWN MANAGER

STATE OF FLORIDA
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, this day personally appeared _____ hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

Affiant is the [] individual or _____ {*position - e.g., president, partner, trustee*} of _____ [*name and type of entity - e.g., ABC Corporation, XYZ Limited Partnership*] that holds an ownership interest in real property legally described on the attached Exhibit "A" (the "Property"). The Property is the subject of an application for Comprehensive Plan amendment or Development Order approval with Palm Beach County.

1. Affiant's address is: _____
2. Attached hereto as Exhibit "B" is a complete listing of the names and addresses of every person or entity having a five percent or greater interest in the Property. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.
3. Affiant acknowledges that this Affidavit is given to comply with Palm Beach County policy, and will be relied upon by Palm Beach County in its review of application for Comprehensive Plan amendment or Development Order approval affecting the Property. Affiant further acknowledges that he or she is authorized to execute this Disclosure of Ownership Interests on behalf of any and all individuals or entities holding a five percent or greater interest in the Property.
4. Affiant further acknowledges that he or she shall by affidavit amend this disclosure to

reflect any changes to ownership interests in the Property that may occur before the date of final public hearing on the application for Comprehensive Plan amendment or Development Order approval.

5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.
6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

Affiant (Signature)

Affiant (Print Affiant Name)

The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by _____ [] who is personally known to me or [] who has produced _____ as identification and who did take an oath.

Notary Public (Signature)

(Notary's Seal)

(Print Notary Name)

NOTARY PUBLIC State of Florida at Large

My Commission Expires: _____

Attachment G.
Applicant's Notice Affidavit and Property Appraiser List

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. The accompanying Property Owners List is, to the best of his/her knowledge, a complete and accurate list of all property owners, mailing addresses and property control numbers as recorded in the latest official tax rolls for all property within one thousand (1000) feet of the real property described in Attachment A, or all property within one thousand (1000) feet of all contiguous property owned whole or in part by the owner of the real property described in Attachment A, if applicable; and
3. He/she will cause the real property described in Attachment A to be posted with a notice of public hearing on a sign provided by the Town in accordance with the requirements of Article 115 of the Town's Unified Land Development Code.

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