



Zoning Map Change Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$5,000.00, and special services fees in the amount of \$2,000 must accompany this application. **Since advertising and special services costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper and consultants.**

Provide required attachments (warranty deed, survey and plans) as shown on the attached checklist.

Petitioner's Statement: (Explanation and reason for the request).

Use attachments as necessary.

Proposed Zoning District (Check as Appropriate)

<input type="checkbox"/> Agricultural Residential (AR)	<input type="checkbox"/> Institutional and Public Facilities (IPF)
<input type="checkbox"/> Commercial Low (CL)	<input type="checkbox"/> Planned Unit Development (PUD)
<input type="checkbox"/> Commercial Law Office (CLO)	
<input type="checkbox"/> Parks and Recreation (PR)	
<input type="checkbox"/> Conservation (CN)	
<input type="checkbox"/> General Commercial District (C-G)	

Applicant's Statement of Justification (Attach additional sheets as necessary).

The applicant is to explain how the request conforms to the following findings:

A. The request is consistent with the Town's comprehensive plan.

B. The request would not give privileges not generally extended to similarly situated property in the area, or result in an isolated district unrelated to adjacent or nearby districts.

C. An error or ambiguity must be correct.

D. That there exists changed or changing conditions which make approval of the request appropriate.

E. That substantial reasons exist why the property cannot be used in accordance with the existing zoning.

A large, empty rectangular box with a black border, intended for the respondent to provide an answer to question E.

F. That the rezoning is appropriate for the orderly development of the Town and is compatible with existing and conforming adjacent land uses, and planned adjacent land uses.

A large, empty rectangular box with a black border, intended for the respondent to provide an answer to question F.

Note: Additional attachments may be added to provide more information in answering questions.



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General Requirements

1. Application Review Fee and Advertising Fee.
2. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
3. Copy of the Warranty Deed including property control number or folio number and legal description of property.
4. All residential projects must submit a completed School Concurrency Form (attached). The form will be sent back to the applicant after sufficiency review. The applicant must then submit it to the School District and pay any submittal fees.
5. A list of all property owners within a thousand (1000) foot radius of boundary lines of the subject property from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office.
6. Executed affidavit signed by the person responsible for completing the property owner list.
7. Two (2) sets of STAMPED (meter stamps not acceptable), plain envelopes with the typed names of the owners within a five hundred (500) foot radius of the boundary lines of the subject property. No return address. Executed affidavit signed by the person responsible for completing the property owner's list.

Survey

8. Survey (to include):
 - a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
 - b. Survey, signed and sealed, (not more than a year old) and legal description of the property, including any and all easements of record (referenced by Official Records (OR) Book and page) prepared by a surveyor registered in the State of Florida.

Development Concept Plan

9. Development Concept Plan (to include):
 - a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
 - b. The boundaries and dimensions of the property and its relationships to the surrounding road system including the width of the existing travelway.

- c. The location and dimension of existing manmade features such as existing roads and structures with indication as to which are to be removed, renovated or altered.
- d. The location of existing easements, watercourses, section lines, water and sewer lines, well and septic tank location, and other existing important physical features in and adjoining the project.
- e. Identification of surrounding land use, future land use designation and zoning within 100 feet of the site as well as for the petitioned site.
- f. A layout of the proposed lots and/or building sites including the following: common open areas, generalized landscaping and buffer zones, internal circulation patterns including off-street parking and loading facilities, total project density, percentage of building lot coverage, floor area square footage, percentage of impervious surface coverage, percentage of open space areas, the shape, size, location and height of all structures.
- g. Proposed phasing of construction for the project, if applicable.
- h. Estimated square footage of the structures, the number of employees, estimated seating, and the estimated number of users of the facility, such as members, students and patients, if uses other than residential proposed.
- i. Proposed hours of operation for commercial uses.
- j. A drainage statement (or drainage plan if required).
- k. Size, location and orientation of signs.
- l. Proposed lighting of the premises.
- m. Traffic Impact Analysis addressing at a minimum: Distribution and assignment of traffic, intersection improvements, additional roadway needs (travel lanes and turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

Plan Revisions

- 10. If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number of plans as required for application submittal.
 - a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.