



Town of Loxahatchee Groves Comprehensive Plan Amendment Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$5,100.00, 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 consultant.**

Provide required attachments (warranty deed, survey, list of property owners and plans) as shown on the checklist.

Petitioner's Request

Surrounding Future Land Use, Zoning Classification and Existing Use.

Comprehensive Plan Elements

Indicate the Proposal's Consistency with all Elements of the plan, including specific data.

The Elements of the Comprehensive Plan are as follows: Use attachments as necessary):

| | |
|------------------------------|------------------------|
| a. Conservation | h. Capital Improvement |
| b. Infrastructure | i. Property Rights |
| c. Transportation | |
| d. Recreation and Open Space | |
| e. Housing | |
| f. Future Land Use | |
| g. Intergovernmental | |
| Coordination | |

Applicable Zoning Code Provision _____

Applicable Statutory Provisions _____

Justification for Request

- A) Provide proposed future land use map designations.
- B) Indication of the public need for the proposed future land use.
- C) Indication of why the proposed location is the most suitable for the future land use proposed.
- D) Indication of how the proposed future land use will further the Town's goals and objectives adopted in the Comprehensive Plan.
- E) Provide analysis of impacts to surrounding properties if proposed land use map amendment is adopted.
- F) Provide supporting data and analysis.



Comprehensive Plan Amendment Submittal Checklist

1. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
2. Copy of the Warranty Deed for the property.
3. Two copies of a signed and sealed survey (**not more than a year old**) and legal description of the property, including any and all easements of record (referenced by Official Record Book and Page), prepared by a surveyor registered in the State of Florida.
4. Four copies of a Traffic Impact Analysis addressing the Level of Service (LOS) with five-year traffic at typical and at maximum project traffic. The analysis must also determine the LOS for 2040 with the increase in traffic due to the proposed land use amendment at typical and at maximum project traffic. The analysis must be prepared in accordance with Palm Beach County Traffic Performance Standards Ordinance.
5. Four copies of level of service letters from infrastructure providers and school board if the proposed project is residential in nature.