



INTERNAL USE ONLY

Date: _____

Permit #: _____

SITE AND DEVELOPMENT PLAN SUBMITTAL CHECKLIST

Project Address:

Project Name:

Parcel Number:

INSTRUCTIONS TO APPLICANT

- Include all applicable required documentation (I.E. Warranty Deed, survey, and plans) and site plan requirements pursuant to Town ULDC, Article 155.
- Application fees shall be as established by the town council and paid at the time of application. **As special service costs may vary, the final amount will be reconciled upon receipt of invoices from the consultants.**

GENERAL REQUIREMENTS

N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Application Review Fee.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Copy of the Warranty Deed.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Completed Universal Permit application signed by owner and applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Project Description/Justification Statement with detailed description of the current site conditions and a comprehensive overview of the property's history, including any prior approvals including but not limited to: A statement that demonstrates how the project complies with all relevant zoning regulations and aligns with the goals, objectives, and policies of the Comprehensive Plan. How the project meets each of the relevant criteria of the general principles outlined in Section 155-020. The narrative should describe proposed operations, including hours and days of operation, number of employees or users, and confirmation of any food and/or alcohol service on-site. Additionally, include a section on sustainability measures incorporated into the project, such as Low Impact Development (LID) techniques, energy-efficient design, water conservation strategies, or green building certifications (e.g., LEED). Outline any Crime Prevention Through Environmental Design (CPTED) practices, including methods such as natural surveillance and territorial reinforcement being utilized to enhance safety and deter crime.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Provide either a Service Availability or Will Serve letter from the appropriate service provider, as applicable, to address all Level of Service (LOS) and Concurrency requirements.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Include a Level of Service (LOS) analysis with a statement the development will provide the necessary LOS as required by the Comprehensive Plan to meet the following standards: (1) Sanitary Sewer (2) Solid Waste (3) Drainage (4) Potable Water (5) Roadways (6) Mass Transit (7) Recreation & Open Space
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. All residential projects must submit a completed School Concurrency Form (attached). The form will be sent back to the applicant after completeness review. The applicant must then submit it to the School District and pay any submittal fees. Provide correspondence from the School District regarding school bus stops and otherwise Safe Routes to Schools.



N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Summarize all community outreach efforts conducted or planned. Provide documentation of any feedback received and a clear explanation of how this input has been incorporated into the project design.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Depending on the nature of your application, additional items, plans, or studies may be required. Please check with the Planning, Zoning, & Engineering Division at the time of submittal as well as during the processing period.

SURVEY

N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Submit two (2) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100' of project boundary.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Survey (not more than a year old) including legal description of the property, all easements of record (referenced by Official Records or Book and page number) and signed and sealed by a surveyor registered in the State of Florida.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Existing structures within 100' of project boundary.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Existing topographical conditions of the property.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Existing utilities (including inverts of pipes, rim elevations, well fields, and septic tanks, etc.) within 100' of project site.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Existing trees identified by caliper and species.

SITE PLAN

N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Submit two (2) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy with manual or digital Signature and Seal of a Florida Registered Professional.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Project name, date, scale, north arrow, and revision dates on each drawing.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Location Map – clearly showing the location of the property in relation to existing roads and landmarks.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Zoning of the site and identification of land use and zoning of adjacent properties.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Location of lots, buildings and structures with finished floor elevations and applicable setbacks.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Tabular Project Data to include the following information: <input type="checkbox"/> Site area in acres and square feet <input type="checkbox"/> Residential Only: Density per acre <input type="checkbox"/> Required and proposed parking with calculation (By proposed use, if multi-use), including ADA, bicycle, and Electric Vehicle (EV) charging parking spaces <input type="checkbox"/> Required and proposed Dimensional Criteria (Setback, height, lot width, depth, frontage, etc) <input type="checkbox"/> Required and proposed Floor area <input type="checkbox"/> Required and proposed Building lot coverage <input type="checkbox"/> Impervious area (Excluding lot coverage) <input type="checkbox"/> Pervious or landscape area <input type="checkbox"/> Square footage of useable open space <input type="checkbox"/> Number of users of facility (Employees, seating, etc. as necessary depending on project type) <input type="checkbox"/> Hours of operation



N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>7. Off-street parking and loading layout with typical details.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide parking space row total counts. <input type="checkbox"/> Depict wheel stops and/or curbs for parking. <p>Provide dimensions for the:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aisle and driveway widths <input type="checkbox"/> Interior and terminal landscaping islands <input type="checkbox"/> Parking spaces, including ADA
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>8. Provide a Waste Management Plan for garbage and recyclables including the required Site Plan details, plus the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and design of solid waste enclosures and/or storage areas. Where containers shall be placed for collection purposes (if applicable). Detail shall be provided of solid waste enclosures which identifies the enclosures height, screening, gates, and type of materials to be used for the enclosure. <input type="checkbox"/> Type & size of solid waste enclosures, collection containers and/or storage areas. <input type="checkbox"/> Any proposed turnaround areas for collection vehicles (if applicable). <p>For any questions, please contact the Solid Waste Authority or the Town's Public Works Department.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>9. Bicycle racks provided on site plan with accompanying detail. Bike rack "blow-up" plans showing layout and clear dimensions</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>10. Provide certified auto-turn analysis as applicable (fire, solid waste, and delivery vehicles). Include the vehicle specifications used to run the auto-turn analysis.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>11. Labeled dimensions for loading and maneuvering areas and screening as necessary. For drive-thru site, show and dimension the required vehicle stacking.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>12. Photometric Plan of all outdoor illumination: Location and height of lighting fixtures; and illumination levels, direction and shielding. Details for lighting including materials, finishes, colors, and anchoring.</p> <p>Exterior lighting shall be an integral part of the project's architectural and landscape design. Fixture style and design should be compatible with the building design, while providing appropriate and safe levels of lighting.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>13. Indicate that all light fixtures are Dark Sky certified and conform to relevant standards established by the International Dark Sky Association (IDA), the Design Lights Consortium (DLC), or an equivalent respected organization.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>14. Location, details, and nature of all recreational facilities and common areas amenities, if any. Provide the acreage to be conveyed, dedicated or preserved as usable open space.</p> <p>Provide the acreage, percentage, and locations of usable Open Space for recreational and similar uses, which are areas designated for active or passive activities. Usable Open Space should be categorized as follows:</p> <p><i>Public Spaces:</i> Areas intended for public gathering and socialization, such as plazas, public squares, gardens, outdoor dining courtyards, enhanced pedestrian areas, and similar spaces. These areas may also include public art easements.</p> <p><i>Private Spaces:</i> Areas primarily for the use of the property's residents or occupants, such as park spaces, gardens, courtyards, enhanced pathways with seating and shade structures, and similar amenities.</p> <p>Note: Usable Open Space does not include areas such as private or fenced courtyards, patios, or similar spaces associated with individual unit owners.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>15. Ensure all focal points and terminal vistas are clearly marked and incorporated into the overall site design to enhance visual appeal and connectivity with surrounding environment.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>16. Location, details, and specifications of accessories and furnishings (i.e. tree grates, planters, benches, etc.)</p>



N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. Location, size, and orientation of signs.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. Proposed phasing of construction if applicable including any temporary access drives, etc.

LANDSCAPE PLANS

N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Submit two (2) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy signed and sealed by a Florida Registered Landscape Architect.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Landscape plan, drawn to a standard scale with Project name, date, north arrow, and revision dates on each drawing.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Irrigation Plans showing irrigation layout with a note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material; such system shall include a rain sensor."
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Clearly depict and label all existing landscaping, including caliper, species, and condition, as well as their designation for preservation, relocation, or removal. Provide details for the tree protection and removal procedure with locations of fencing, critical root zone, and root pruning shown on plan.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Provide a legend including the botanical and common names, height, water usage ratio, spread and spacing of all plant materials. Indicate if native, drought-tolerant, Florida-Friendly, and/or flowering.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Tabular Landscape Data to include the following information: <input type="checkbox"/> Pervious and impervious calculations <input type="checkbox"/> Required and proposed perimeter landscaping with calculations <input type="checkbox"/> Required and proposed interior landscaping with calculations <input type="checkbox"/> Indication of native species and calculations. <input type="checkbox"/> Indication of flowering species and calculations. <input type="checkbox"/> Provide such other information that may be required to determine whether the landscape plan meets the Code requirements.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Site visibility triangles should be shown adhering to the Code requirements.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Light pole fixtures and light pole locations showing a 15-foot radius around each light pole.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Indicate required plantings around any freestanding signs.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. Root Barrier is provided if within 7' of utility pipe, curbs, pavement, foundations and other infrastructure.



N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Indicate required plantings around any dumpster/recycling enclosures.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. Berm Details: <ul style="list-style-type: none"> <input type="checkbox"/> Cross-Sectional Drawing: Where a berm is provided, submit a cross-sectional drawing illustrating the proposed landscaping in the context of surrounding features, including adjacent buildings, signs, and roadways. <input type="checkbox"/> Non-Linear Construction: A landscape berm that does not incorporate a wall shall be constructed in a meandering and undulating manner.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. Indicate required screening around any ground-mounted mechanical equipment with location of service openings. Specifically indicate perimeter clearance/safety zone.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. Location of accessories and furnishings (i.e. tree grates, planters, benches, etc.)
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. Provide a detailed diagram of the Vehicle Use Area clearly indicating the location, dimensions, and total area of all interior landscape planting zones. The exhibit must verify that the required number and type of trees, shrubs, and other plant materials have been included within these interior planting areas, separate from the perimeter buffer requirements.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. Describe how the landscaping areas and plan incorporates stormwater management features such as rain gardens, bioswales, permeable pavements, or other Low Impact Development (LID) practices. Show locations and details of these features on the landscape plan.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. Environmental Impact Statement. Provide a written assessment of the current environmental conditions found on site, including any endangered or threatened flora or fauna, or ecological communities. Detail any existing invasive plant species on-site and provide a management plan for their removal. Detail the potential impacts on the environment and any necessary mitigation measures.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19. Ensure that the selected plant species are well-suited to the site's soil, light, water conditions, and are appropriate for the specific location within the property. Plantings within the vicinity of any above-ground utility lines shall conform to the criteria shown in "Right Tree, Right Place" document issued by Florida Power & Light, or any successor document.

ARCHITECTURAL PLANS

N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Submit two (2) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy signed and sealed by a Florida Registered Professional.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Identify construction material with finishes, colors, ornaments, and type of construction of all structures per Florida Building Code including roof, walls, trim, pavers, etc
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Color and rendered elevations of the project which accurately depict the proposed development and landscaping upon completion. Closely adjacent buildings are to be included for proper context. All buildings shall incorporate well-proportioned architectural features, elements and details to achieve good human scale.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Front, side and rear elevations of all buildings showing the concealment/screening of any rooftop mechanical/accessory equipment. If multiple levels are proposed, provide dimensions and clear heights for each.



N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Dimensioned floor plans for all floors with identification of the proposed use(s) and the area of the proposed use(s). Include square footage of each typical residential unit.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Detail sheet identifying all perimeter fences, walls, and gates, with elevation demonstrating the height, material, color, and finish for both sides.

PRELIMINARY ENGINEERING PLANS

N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Submit two (2) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Provide all engineering plans: <ul style="list-style-type: none"> <input type="checkbox"/> Demolition Plan including full area of disturbance <input type="checkbox"/> Separate Pavement Marking and Signage plan, showing all pavement markings and traffic signage. <input type="checkbox"/> Paving Grading and Drainage Plans <input type="checkbox"/> Paving Grading and Drainage Details <input type="checkbox"/> Water and Sewer Plans <input type="checkbox"/> Typical Cross Sections of full length of site in both directions and of all road right of ways <input type="checkbox"/> Fire Access Plan Showing How Fire/Garbage Trucks Enter and Exit Site with Min 38' inside radius and 50' outside radius.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Written drainage statement providing a comprehensive description of the system design and the applicable design standards utilized. Runoff calculations must adhere to the methodologies established by the South Florida Water Management District (SFWMD) and the Loxahatchee Groves Water Control District.. <p>This statement should include the strategies employed to manage stormwater, including any detention, retention, or infiltration systems designed to control runoff and ensure the peak discharge rate and volume remains below pre-development condition. Runoff from any impervious surfaces should be directed over areas where percolation into the soil can occur prior to introduction into any storm sewer or other receiving facilities. Additionally, the statement must demonstrate how water quality requirements will be addressed.</p>
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Proposed stormwater management system with location of inlets, piping, and positive outfall along with typical sections of stormwater retention/detention pond, including soil types, slope, top elevation, bottom elevation, normal water surface elevation, and the max water surface elevations for storm events.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Show the location of all downspouts on the buildings and structures and clearly show the direction of water flow from each downspout.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Provide an Operations & Maintenance Plan including a standard schedule of maintenance procedures. Include inspection frequencies, typical maintenance activities and other responsibilities as necessary for long-term functioning.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Proposed water distribution system showing location of all existing and proposed utilities for water. Fire hydrants, water mains, service lines and Fire Department connections, with size of line.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Proposed sanitary sewer collection system and point of connection, or size and location of septic tank and drain field if applicable.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Proposed streets and roadways with dimensions and cross section.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Curve radii for all internal and external vehicular use areas.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. Provide written correspondence you have met with PBCWUD to go over layout of water and sewer layout and easement requirements of PBCWUD.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Provide copy of water and sewer capacity letter for project from PBCWUD



N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Provide written correspondence from Palm Beach County Traffic Indicating driveway locations, widths, and stacking is acceptable if project is adjacent to Palm Beach County Roadway
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Provide written correspondence from the entity who will own and maintain each adjacent roads that the entity will indeed own and maintain the particular road adjacent to the project.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Provide FDOT Pre Application Letter for Project if Project is adjacent to FDOT Roadway
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Provide Fire/Garbage Access Plans showing truck routes with min radius of 38' inside and 50' outside dimensioned at all turns showing how the vehicle enters and exits the property. Fire access plan shall include fire hydrant locations, FDC locations, and fire flow calculations. Dimension distance between hydrants and between hydrants and FDC.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Existing and proposed fire hydrants and FDC's.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Cross sections shall be submitted depicting the major high points and low points throughout the project across the full length of the property in both directions and through parking lots and building(s). Both existing grades and proposed final grades shall be shown as well as proposed slope, materials, thickness of material, compaction and LBR (Lime Rock Bearing Ratio) of material if applicable.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Provide evidence of legal positive fallout with peak discharge rate and volume below pre-development conditions.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Access to the project by means of paved dedicated right-of-way.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Demonstrate that all pedestrian pathways, sidewalks, curb ramps, parking areas, and building entrances comply with ADA standards, including: Width and slope requirements; Detectable warnings at curb ramps; Accessible routes from parking areas to building entrances; Accessible path from public way to accessible entrances.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Provide a Construction Staging and Truck Logistics Plan. Demonstrate how and where contractors will park, deliver and store materials, and include the location of dumpsters, mobile office, portable toilets, silt fencing, and tire cleaning areas.

TRAFFIC/MULTI-MODAL

N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide the approval for Palm Beach County Traffic Performance Standards (TPS). Obtaining County TPS approval does not preclude the City from requesting further traffic analysis considering potential traffic concerns or impacts on the transportation network, including the City's local network.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Provide a Traffic Impact Analysis addressing at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> Traffic generation analysis <input type="checkbox"/> Distribution and assignment of traffic <input type="checkbox"/> Intersection improvements <input type="checkbox"/> Additional roadway needs (travel lanes and turn lanes) <input type="checkbox"/> Traffic control devices <input type="checkbox"/> Future right-of-way
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide documentation of coordination with Palm Beach County Traffic Division, Palm Tran, Palm Beach Transportation Planning Agency (TPA), including any planned improvements to transit facilities or services. Include any comments or requirements from these agencies.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Identify pedestrian connections to nearby transit stops and provide the dimensions of any existing and/or proposed transit shelters, benches, bike racks.
N/A	Meet	Need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Identify any schools within project's walking or biking distance. Provide plans showing Safe Routes to Schools, including sidewalks, crosswalks, signage, and any proposed improvements to enhance student safety.



N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>6. Demonstrate how the project aligns with any relevant local and state transportation plans and policies, including:</p> <ul style="list-style-type: none"><input type="checkbox"/> Comprehensive Plan transportation elements.<input type="checkbox"/> TPA's Long-Range Transportation Plans (LRTP).<input type="checkbox"/> Bicycle and Pedestrian Master Plans.<input type="checkbox"/> Any corridor or area-specific transportation studies.
---	---

PRELIMINARY LIFE SAFETY PLANS

N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Submit two (2) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Fire apparatus circulation plan incorporating approved road widths and turning radius. Provide both arcs and center point that arcs are measured from.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. All proposed and existing buildings: provide occupancy classification, construction type, square footage, number of floors and height of building to highest occupiable floor level
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Location of all existing and proposed water utilities, fire hydrants, and main sizes. Fire hydrants and other fire protection appliances need to be placed along fire department access routes.

PLAN REVISIONS

N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Submit two (2) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
N/A Meet Need <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Each revision/resubmittal date pertaining to the application must be identified in a revision chart.

Additional Comments: