



Town of Loxahatchee Groves Special Exception Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee as noted below, and special services fees 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.**

- Category A \$5,100
- Category B \$500
- Category C \$250

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

Type of Special Exception (Provide Code Section)

Petitioner's Statement: (Explanation, and reasons for the request) **Use attachments as necessary.**

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

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

- (1) That the use will not cause a detrimental impact to the value of existing contiguous uses, uses in the general area, and to the zoning district where it is to be located.

(2) That the use will be compatible with the existing use on contiguous property, with uses in the general area and zoning district where the use is to be located and compatible with the general character of the area, considering population density, design, scale and orientation of structures to the area, property values and existing similar uses or zoning.

(3) That adequate landscaping and screening are provided to buffer adjacent uses from potential incompatibilities.

(4) That adequate parking and loading is provided, and ingress and egress is so designated as to cause minimum interference with traffic on abutting streets.

(5) That the use will not have a detrimental environmental impact upon contiguous properties and upon properties located in the general area or an environmental impact inconsistent with the health, safety, and welfare of the community.

(6) That the use will not have a detrimental effect on vehicular, pedestrian or equestrian traffic, or parking conditions, and will not result in the generation or creation of traffic inconsistent with the health, safety and welfare of the community.

(7) That any special requirement set out in the Schedule of District Regulations for the particular use involved have been met.

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(8) That the use will not have a detrimental effect on the future development of contiguous properties or the general area, according to the Comprehensive Plan.

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(9) That the use will not result in the creation of incompatible noise, lights, vibrations, fumes, odors, dust or physical activities, taking into account existing uses, uses located on contiguous properties, uses in general.

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(10) That the use will not overburden existing public services and facilities.

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Special Exception Submittal Checklist

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.
4. A list of all property owners within a thousand (1,000) foot radius of boundary lines of the subject property or adjacent property owners from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office.
5. Executed affidavit signed by the person responsible for completing the property owner list.
6. Two (2) sets of **STAMPED** (*meter stamps not acceptable*), plain envelopes with the typed names of the owners within a 1000' radius of the boundary lines of the subject property or adjacent property owners. No return address.

SURVEY

7. 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

8. 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 relationship to the surrounding road system including the width of the existing travel way.
 - 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/or turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

PLAN REVISIONS

- 9. 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.