



TOWN OF LOXAHATCHEE GROVES

155 F Road • Loxahatchee Groves, Florida 33470 • 561-807-6670 • loxahatcheegrovesfl.gov

Land Development Permit Application

Application Information

1. The issuance of a Land Development Permit by the Town for site work with complete engineering plans is required prior to the approval of any building permit application.
2. Escrow account for cost recovery per Town of Loxahatchee Groves Code of Ordinances, Part II, Section 34-3 and pre-construction meeting (to be scheduled by applicant) are required for all applications.
3. Retroactive (after the fact) applications require 4x listed application fee in addition to escrow deposit.
4. All Permits are processed electronically via the [MGO](#) portal

The following information & documents are required for acceptance of the application. Please check boxes corresponding with the documents being submitted. The list of plans and documents are provided to assist applicants with preparing complete and accurate submittal packages.

☐ Land Development Permit

- ☐ Completed Land Development Application Form
- ☐ Proof of Ownership (Deed, Listed Agent of Registered Corporation)
- ☐ Owner's Affidavit
- ☐ Agent Consent Form (If Other than Owner)
- ☐ Contractor's Registration with Town of Loxahatchee Groves
- ☐ Boundary & Topographic Survey
- ☐ Approved Site Plan indicating location and extend of proposed activity
- ☐ Payment (at the time of submittal) to be made at <https://apps.gov-easy.com/Home>
[How to Make Payment](#) Make payment for the total amount due including all selected applications to begin the review of your application.

☐ Site Development

- ☐ Application – Fill out Page 1 of this application
- ☐ Paving, Grading & Drainage Plans & Details
- ☐ Erosion Control Plans & Details (this can be combined with PGD plans)
- ☐ Maintenance of Traffic Plans & Details (this can be combined with PGD plans)
- ☐ Engineer's Calculations with Surface Water Management (typically with SD permit)
- ☐ Boundary & Topo Survey

Include if Applicable

- ☐ Copy of Recorded Plat
- ☐ Landscaping and Irrigation Plans and Details
- ☐ Architectural Plans including Mechanical, Electrical and Plumbing
- ☐ Landscaping and Irrigation Plans and Details
- ☐ Site Lighting Layout Plans, Details and Photometrics
- ☐ Pavement Markings and Signage Plans and Details
- ☐ Water and Wastewater Plans and Details
- ☐ Wastewater Pumping Station Plans and Details

☐ Agricultural Water Use Permit – Submit map indicating the following

- ☐ The project boundaries of the property owned or controlled by the permittee/applicant
- ☐ The area on the property that is being or will be irrigated.
- ☐ All existing and proposed withdrawal point locations. Label all wells, pumps and culverts so they match
- ☐ A north arrow and map scale; and
- ☐ Labeled landmarks such as roads and political boundaries



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☐ Methodology used to calculate the requested water amounts for each use type in the table above (e.g., Modified Blaney-Criddle method, historical use, water budget calculations, other similar facilities, etc.).
Link available at www.loxahatcheegrovesfl.gov

Applicants are to include additional documents if relevant to the proposed activities, and/or as requested by review staff. The Town may also require copies of applications for or permits issued by other agencies, if applicable, as requested by review staff.

Application Instructions

1. Select Application type(s) by checking appropriate boxes.
2. Include Attachments per list on following page for all included permit types.
3. Read Standard Conditions of Approval and notes for selected permit types, then sign the application.
4. E-mail completed application to: permits@loxahatcheegrovesfl.gov with the project address in the subject line.
5. Receive confirmation e-mail and with Application ID(s) (typically one to five days).
6. Upon acceptance of the application the project plans to be uploaded via the [Gov-Easy Portal](#)
7. Make payment to Town of Loxahatchee Groves for Total Amount Due including all selected applications to begin the review of your application.

*** Escrow deposit of \$5000 required for multiple, concurrent applications.**

Check All That Apply	Land Development Applications	Application Fee	Escrow Deposit	Total Amount Due
<i>Site Development (SD) (Requires Vegetation Removal Application)</i>				
	Site Development	\$250	\$2,000	\$2,250
	Agricultural Water Use	\$250	\$2,000	\$2,250



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Project Information

Project Information

Project Name: _____

Project Value (\$): _____ Acres: _____

Parcel Control No(s): _____

Project Address(es): _____

Project Description

Brief written description of proposed project:

Site Information

Plat Name: _____ Lot No.: _____ Plat Book/Page: _____

Access Road: _____

Road Frontage (feet): _____

Property Owner Information (Include extra sheets if needed for multiple properties/Owners)

Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Applicant Information

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Contractor Information

Contact Name, Title: _____

Company: _____

Town Contractor ID: _____ FL License No: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Billing Information

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ E-mail Address: _____



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Standard Conditions of Approval

1. Prior to the commencement of construction, the Applicant shall schedule a preconstruction meeting with Town's staff or its agents. Site construction observations by Town's staff or its agents related to the infrastructure permit will not be performed until the pre-construction meeting has occurred. Failure to comply with this condition could result in a Stop Work Order of all work/construction activity for the subject development site.
2. The construction, operation and/or maintenance of any elements of the subject project shall not have any negative impacts on the existing drainage of surrounding areas. If, at any time during the project development, it is determined by the Town's staff or its agents that any of the surrounding areas are experiencing negative drainage impacts caused by the project, it shall be the Applicant's responsibility to resolve said impacts in a period of time and a manner acceptable to the Town's staff or its agents prior to additional construction activities. At its discretion, the Town may issue a stop work order or cease issuing permits until all drainage concerns are resolved.
3. The Applicant shall comply with all Occupational Safety and Health Administration (OSHA), United States Environmental Protection Agency (EPA) and State of Florida Department of Environmental Protection (FDEP) regulations and permit requirements for construction activities.
4. Applicant shall comply with all FDEP NPDES general permit requirements, including but not limited to, preparation of a Storm Water Pollution Prevention Plan and identification of appropriate Best Management Practices (BMP's), as generally accepted by the FDEP. Regular maintenance of these (BMP's) is expected and a failure to do so may result in "negative drainage impacts" and would be governed as described in condition number 6; reports must be submitted to the Town on a weekly basis.
5. Prior to the issuance of the Certificate of Completion for the floodplain development permit, the Applicant shall provide a signed and sealed certification letter from the engineer-of-record and record drawings for Town's staff or its agents review and approval. Record drawings shall detail the location of all underground utilities in state plane coordinates and shall show the bank slopes and depict the surface area for all water management facilities. The vertical datum shall be clearly identified on each plan sheet. Underground facilities within AutoCAD shall be adjusted to the as-built locations and shall be layered using the Town's AutoCAD Layering Definitions. The submittal shall include 3 hard copies signed and sealed by a professional surveyor licensed in the state of Florida and electronic copies shall be submitted with both AutoCAD and PDF files.
6. The Permittee shall complete all tasks required by the Town for closeout of this Permit.
7. Record drawings shall detail the location of all underground utilities in state plane coordinates and shall show the bank slopes and depict the surface area for all water management facilities. The vertical datum shall be NAVD 88 and shall be clearly identified on each plan sheet with the conversion for NGVD 29. Underground facilities within AutoCAD shall be adjusted to the as-built locations.
8. As part of the final inspection, the owner or owner's authorized agent shall submit a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in Division IV of the Town of Loxahatchee Groves Ordinance No. 2017-19. It shall be the responsibility of the applicant to schedule inspections with Town staff after the conclusion of site work

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Standard Conditions of Approval

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9. Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility, or the owner's authorized agent, shall submit:
 - o If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
 - o If the elevation used to determine the required elevation of the lowest floor was determined in accordance with Section 175.155 of the Town's flood ordinance, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.
10. Final Inspections: Development for which a permit or approval is required shall be subject to inspection to determine compliance with the requirements of the flood ordinance and other approvals.

The Owner or Owner's authorized Agent shall schedule a Final Inspection with Town Staff as part of the permit closeout procedure. Failure to schedule this inspection may result in revocation of issued permits, fees, or code enforcement actions as deemed necessary by the Town or its representative in order to ensure compliance with all terms and conditions of the permit.

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Agricultural Water Use Permit

Parcel/ Site Name	Acres Owned/Leased	Parcel Control Number
Total Acres Owned/Leased:		

- 1) Provide the name of the water source. Examples include the Upper Floridan aquifer and the Biscayne aquifer.
- 2) MGY = Million gallons per year of water to be withdrawn over a 12-month time period under a 1-in-10-year drought condition (i.e. 1,500,000 gallons each day/ $1,000,000 = 1.5 \times 365 = 547.5$).
- 3) MGM= Maximum million gallons per month of water to be withdrawn in any single month under the 1-in-10-year drought condition

<u>Agricultural Use Type</u>	<u># of Acres Irrigated</u>	<u>Pump Size</u>	<u>Pipe Size</u>	<u>Canal of Withdrawal</u>

Ex: Crops, Livestock, Aquaculture, Equestrian

<u>MGY=Millions of Gallons per Year</u>	<u>MGM=Maximum Gallons per Month</u>

END