



# Town of Loxahatchee Groves Permit Application FAQ's

## 1 Do I need a permit?

In general terms, anyone looking to do work within the limits of the Town that would change or modify property, infrastructure, roadways, utilities, or vegetation is required to apply for a permit. Permits listed here are specific to construction activities. Certain activities are allowed for maintenance and operation of existing drainage, access roads, and agricultural properties.

[Unified Land Development Code \(ULDC\), Part V, Article 110](#)

[Code of Ordinances, Part 2, Chapter 10-18 and 34](#)

## 2 What about non-residential farm buildings? The County website says my building doesn't require a building permit.

An Application and an Affidavit are required to state the classification of the property for limitations on permitting requirements per Florida Statute (FS) 823.14 (Right to Farm Act) or FS 604.50 (Non-residential farm buildings) to apply. Lands must be classified as Agricultural by the Palm Beach County Appraiser under the procedures outlined in FS 193.461. A copy of the latest application form (DR-482) that was submitted for agricultural classification can be provided to the Town as additional documentation of ongoing agricultural activities.

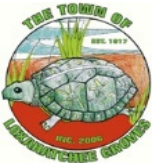
Regardless of the type of use, all buildings constructed within a Flood Zone are subject to floodplain development analysis per FS 604.50, even agricultural structures that are exempt from other types of permit requirements.

## 3 How long will it take for my application to be approved?

The goal of the Town is to review applications and issue responses in under 30 days, but there are several factors which can affect the total time required to process your application, including:

- The size, scale and complexity of the proposed activities
- Completeness of the initial application form, attachments, and payment of the review fee
- Adherence of the proposed activities to zoning regulations
- Applicant response time to requests for additional information or revised materials
- Location of the SHFA Flood Zone and existing vegetation relative to the proposed activities
- Outstanding balances with the Town, ongoing code compliance issues, or code enforcement action in progress at the proposed work site
- Potential impacts of the project
- Current application queue
- Third-party review, examination, or analysis by specialists, experts, and professionals, including engineering and legal review
- Conditions of Approval from a previous Town review
- Processing of Concurrent Applications, and the completeness of those applications

In all cases, the review cycle does not begin until payment of the review fee and escrow account (where required) have been confirmed.



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- 3 A flow diagram has been compiled to help illustrate the main steps of the review process for each of the application types, with the approximate number of days assigned to complete each step:

(Cont)

- Link to Building Application Review Process flow chart
- Link to Planning & Zoning Application Review Process flow chart
- Link to Land Development Application Review Process flow chart

### 4 Why do I need to apply for a permit?

- To safeguard the rural character of the Town, the well being of residents and visitors, and the integrity of vital components of infrastructure and operations like water supply, roadways, and drainage.
- To protect each citizen and their property from potential harm or damage related by work being conducted within the Town.
- To ensure that work is conducted by qualified persons, that construction projects are conducted in a safe manner, that mishaps, should they occur, are able to be addressed without delay, and that reasonable measures are being taken to monitor and identify potential issues before they escalate.
- Working without a permit can result in assessment of damages and/or fines, fees and/or penalties which can be assessed against the Owner's property, may lead to suspension or revocation of other current permits, and may potentially impact the approval and issuance of future permits.

### 5 What type of permit do I need to apply for?

A brief description of sample permit activities is provided below:

#### **In a Town Right-of-Way**

- Any excavation, trimming, filling, installation, blockage of sight or travel lines, disturbance or restriction of traffic, placement of vehicles, temporary event parking, or storage of materials intended to occur in, across,
- Constructing and/or connecting a driveway to a Town roadway.
- Constructing and/or connecting a drainage system, catch basin, culvert pipe, or overland flow to a Town drainage component.
- Installation, removal, or replacement of any underground utility or above-ground object.
- Removal, replacement, or abandonment of any installation.

#### **Site Development (Concurrent with Vegetation Removal)**

##### ***Infrastructure Component***

- Paving, grading, drainage, water, and wastewater, pump stations, lift stations, storage tanks

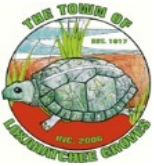
[ULDC, Part 3, Article 70 - Drainage, Swales and Culverts](#)

[ULDC, Article 91 - Underground Utility Lines](#)

##### ***Floodplain Component***

- Excavation, fill, building foundations, roadways, borrow pits, ponds, and all other topographical
- Any project proposing fill, excavation, grading, or vegetation removal within 50 feet of a designated FEMA
- Any activity with the potential to impact the operation, maintenance, or administration of the floodplain,

[ULDC, Article 175 - Floodplain Management](#)



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### **5 Vegetation Removal (Concurrent with Site Development)**

- (Cont)** • Trimming and/or removal of trees or other vegetative cover, unless said vegetative cover is non-viable or a [ULDC, Article 87 - Native Tree Preservation and Invasive Exotic Removal](#)

### **Building Permit (Other than a Structure)**

- Well houses, fences, walls, and various other constructed items may require submittal of a building

If you're not sure, you can a) submit a building application for a determination and b) arrange a pre-application

### **6 I plan to, or have already applied for a building permit with Palm Beach County. Do I need to apply**

Yes. Building permits will be reviewed by the Palm Beach County Building Division to see that your project

### **7 Can anyone apply for a permit?**

No. Only the property Owner can authorize the issuance of a permit to work on her/his property. The property Owner can designate an Agent to handle the paperwork on her/his behalf using the Agent Consent Form, in which case the authorized Agent can act as the Applicant and sign the permit Application.

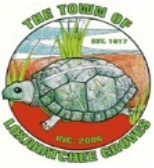
### **8 What do I need to get a permit?**

Requirements are specific to the type of permit. Requests from Reviewers for additional information from the Applicant are a normal part of the review process. The topography, geography, underlying soils, natural cover, extent of development, and previous development history of every piece of property are unique. All applications should start with the same basic components, which will include:

- 1) The application form, complete with contact information and a brief description of the activity.
- 2) Confirmation of payment of the required review fee.
- 3) Confirmation of an escrow account, where required, with the appropriate balance for Town cost recovery of expenses associated with the review, inspection, and closeout of your project.
- 4) Proof of Ownership of the property where work is to occur, and authorization by the Owner if anyone other than the Owner will complete the proposed activity.
- 5) Survey of the existing site and a plan view of the proposed activities showing the location of all work relative to the property boundaries
- 6) Activity-specific details which may include drawings, product approvals, manufacturer's data sheets, plumbing or electrical riser diagrams, or other items to illustrate the proposed activities.

### **9 What do the "Standard Conditions of Permit Issuance" mean to me?**

The "Standard Conditions of Permit Issuance" are meant to clarify the Town's role in the issuance of the permit, as well as the Applicant's role in the acceptance of the permit, and help to guarantee that construction work is handled consistently across the many ongoing projects.



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### 10 Can I check on the progress of my permit Application?

You can call the Permit Specialist at (561) 689-8600 to discuss your Application during the review process. Please have the details (Project Name, Permit Type, Address, and the date you applied) on hand.

### 11 My building requires multiple building applications. Do I need to submit them all?

Yes. Depending on the type of building, use, and complexity, Palm Beach County may require separate permit application forms for separate specialized disciplines so that the appropriate reviewers can obtain the specific information they need to evaluate the **mechanical** components (air conditioning), **electrical** components (wiring, panel, meter), **structural** components (foundation, walls, roofs, windows and doors), and **plumbing**. At a minimum, these four building applications should be anticipated for a habitable residential structure.

The Town charges one review fee for concurrent building applications submitted as a package. A complete set of plans for one building with components included will be treated as one application by the Town. If separate applications are submitted at different times for the various components, a separate fee will be charged for each separate submittal.

### 12 I'm building a single family residence. What permits do I need?

A typical new single family residence, as described above, can require as many as four separate building permits for the various components: mechanical (HVAC), plumbing, structural, and electrical. Work with Palm Beach County to determine which permits are required for your specific project, whether its new construction, renovation, or an addition.

### 13 My Building Application materials have been stamped as "Approved" by the Town and returned to

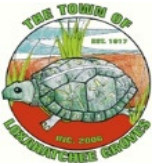
Palm Beach County building officials must review and approve all building permits before construction. Palm beach County will not accept building applications without the Town's approval stamp on them. You must submit your Town-stamped application materials to Palm Beach County for the final review and approval.

### 14 My Building Application materials have been approved by Palm Beach County. Am I ready to build?

Almost, but you must first provide notice to the Town that Palm Beach County has approved the application. You must also provide a Notice of Commencement to the Town at least thirty days in advance of any intended construction activities or related work (including delivery and stockpiling of materials, installation of fencing or construction site erosion control, etc.).

### 15 I've received a letter about my permit Application and I'd like to talk about it. Who can I call?

You can call the Permit Specialist at (561) 689-8600 to discuss your Application during the review process. Please have the Project Number, Project Name, Address, PCN, and the date you applied on hand.



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### **16 What are the Agent Consent Form and Applicant Ownership Affidavit for?**

The Agent Consent Form allows the Owner to designate an Agent to sign the Application, make binding decisions, complete other forms and provide supplemental attachments. In this case, the Agent becomes the Applicant. The Owner AND Agent are legally bound by the terms of the permit.

The Applicant Ownership Affidavit acknowledges that the Applicant has reviewed and accepts responsibility for all materials submitted, for compliance with the conditions of permit issuance, and is aware of the penalties that may result from noncompliance.

### **17 What Attachments do I need to send with the Application?**

Specific attachments are required based on the application type and extent of work being done. These are listed by application type on the first sheet of either the Land Development Application or Planning & Zoning Application. To avoid unnecessary time and expense, consider arranging a Pre-Application meeting with Town staff to discuss your particular project if you are uncertain how to acquire any of the listed supporting documents.

### **18 I'd like to open a cost recovery account under my permit. How do I do that?**

You can contact the Town Cashier at (561) 793-2418 to review payments, balances, and the current status of your cost recovery account.

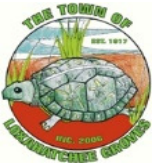
### **19 What is a cost recovery account, and why do I need one?**

The kinds of activities covered under Town permits vary considerably from Application to Application. Activities which require time from staff, personnel, specialists and engineering or legal professionals are variable, and the flexibility of the cost recovery account allows general permitting fees to be kept at a minimum.

### **20 Is a Pre-Application meeting required?**

For Planning and Zoning Applications, the Pre-Application Meeting is mandatory but provides numerous benefits in the form of preparation, shortened review time, and a succinct scope of required supplemental exhibits and information. The Pre-Application meeting is a way to familiarize Town staff with the specifics of your intended work, determine in advance which permits will be required and which Supplemental Attachments will be needed, and eliminate Applicant guesswork regarding the steps in the process. Applications submitted without the Pre-Application meeting can be expected to experience a higher likelihood of delays encountered when enlisting subconsultants for preparation of the Attachments, spend more time in correspondence regarding the Application materials, and run a higher risk of denial due to the submission of incomplete or unacceptable materials.

A Pre-Application Meeting is not required for Land Development or Building Applications, but a Pre-Construction Meeting is required.



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### **21 Is a Pre-Construction meeting required?**

Yes, a Pre-Construction meeting is required for all construction activities covered under a Town-issued permit. This will ensure that the necessary parties are aware of the activities and that processing of permit compliance goes smoothly.

### **22 Does my permit require inspections?**

Yes, compliance inspections are a part of every permit and help to ensure that communications between Town staff and the Applicant are up to date, that work is being completed in accordance with established practices and the Terms of Permit Issuance, and that permit closeout is on track.

### **23 I've finished construction. Does my permit expire automatically, or do I have to close it?**

The expiration date on your permit means that no work will be allowed following the expiration date, with potential penalties for failing to cease work or obtain an updated permit. If your project is expected to continue beyond the expiration date, you must notify the Town and obtain an extension or new permit to continue.

### **24 These forms don't seem right for what I'm trying to do. Does that mean I don't have to apply for a**

If you're still not sure, please contact the Permit Specialist at (561) 689-8600 to discuss your project.

### **25 Does the Town allow Tiny Houses?**

The Town considers a residential structure a "Tiny House" if the building consists of 500 enclosed square feet or less and meets all Florida Building Code requirements.

In general, Tiny Houses must meet the same Florida Building Code, Fire Prevention, and Life Safety Codes as any other structures. The ULDC sections on Modular homes (Section 80-065) and Manufactured homes (Section 80-070) are applicable to Tiny Houses. A fixed foundation, wind anchoring, flood protection, minimum floor elevation, and permitted utility services for potable water, wastewater, and electrical supply are also required.

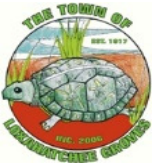
[ULDC, Section 80-065. - Modular home or factory-built home](#)

[ULDC, Section 80-070. - Manufactured home](#)

### **26 Does the Town allow Mobile or Manufactured homes?**

A mobile home must be formally declared as real property and registered with the Palm Beach County Property Appraiser.

All requirements of the Florida Building Code, Fire Prevention, and Life Safety Codes still apply. The Town Code of Ordinances section on Manufactured homes (Section 80-070) also requires a fixed foundation, wind anchoring, flood protection, minimum floor elevation, and permitted utility services for potable water, wastewater, and electrical supply, to be installed by a licensed contractor.



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### **27 What are Floodplain Compensating Storage Calculations?**

These are specific calculations that need to be prepared, signed and sealed by an Engineer. These calculations demonstrate that modifications to your property should not cause adverse impacts to neighboring properties and are a necessary component of the Town's flood insurance program. The South Florida Water Management District Permit Information Manual, Volume II contains a design example for floodplain compensating storage calculations in which flood routing is used to estimate the total volume generated during the 100-year, 3-day storm event in the pre- and post-development conditions. The amount leaving the site in the post-development condition cannot exceed the volume being exported in the pre-development condition.

### **28 I am a communications provider/installer. Do I need to pay a Right-of-Way permit fee?**

Yes, all installations in the right-of-way are required to pay a permit processing fee of \$500. This is not affected by what type of utility is being installed, and is based entirely on tasks carried out by administrative staff in the intake and review process.