



**The Village of North Palm Beach**

Community Development Department

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[www.village-npb.org](http://www.village-npb.org)

**PLAT APPLICATION**

To Be Completed by the Village of North Palm Beach Staff				
Received By				
Fee Paid (\$300 with \$2000 special services fees check Yes or No)	YES		NO	
Completed Documentation (see page 2)	YES		NO	

Date Received

**DEADLINE:** Submission and fee must be received by 3:00 PM on the day of the deadline. Refer to the Community Development Department for submission deadlines. To ensure quality submittal, this project will only be added to an agenda when a complete submission has been provided to the department. Incomplete submittals will not be accepted.

Project Number

The undersigned property owner is applying for a Plat Review relating to the following (check all that apply):	
<input type="checkbox"/> <b>New Plat</b>	<input type="checkbox"/> <b>Replat</b>

PROPERTY INFORMATION		
Street Address:	PCN Number:	Zoning District:
Subdivision:	Block:	Lot:
Representative or Agent's interest in property (Owner, Lessee, Etc):		
Date of Pre-Application Meeting Requested:		
Has a previous application been filed?		
Project Name:		
Owner's Representative or Agent		Landowner (Owner of Record)
Business Name (if applicable):		Business Name (if applicable):
Print Name and Title:		Print Name and Title:
Signature:		Signature:
Date:		Date:
Street Address:		Street Address:
Mailing Address City/ State/ Zip:		Mailing Address City/ State/ Zip:
(Property Landowner's Mailing Address City/ State/ Zip)		
Phone Number:		Phone Number:

Email:	Email:
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*\*\*All information submitted in connection with this application becomes a permanent part of the public records of the Village of North Palm Beach\*\**

<b>DOCUMENTATION CHECKLIST</b>	
<i>The following items must be submitted with the Plat Application:</i>	
	Completed application with owner and applicant/agent signatures
	Proof of property ownership (in the form of a copy of an original recorded deed or title insurance policy)
	Narrative addressing all review criteria per applicable ordinance.
	Accurate, certified topographic survey of the property and adjacent road(s) with crown spot grades. Elevations must reference NAVD88 Datum.
	Copy of recorded plat (if application is to replat)
	Legal Description (Digital copy in WORD)
	Conceptual site plan
	Copy of any submerged land lease, if existing, complete with all addendums <i>(if applicable)</i>
	Documents, photographs, and other evidence
	Digital submittal in PDF format of all of the above (via CD or USB drive)

**CRITERIA FOR PLAT APPROVAL**  
*(Below is a summary sections related to platting. For the complete language, please refer to the Code of Ordinances)*

**SEC. 36-7 [GENERAL [PREREQUISITES TO SUBDIVISION]**

Before any land under the jurisdiction of these subdivision regulations is to be subdivided which will require any new street, alley, easement or public right-of-way to be created or before any building, street, drainage or utility construction in said subdivision is begun, plans shall be submitted to the planning commission and approved by the village council according to the procedures established herein.

**SEC. 36-8 [QUALIFICATION OF PERSON MAKING SURVEY]**

Every subdivision of lands made within the provisions of these regulations shall be made under the responsible direction and supervision of a land surveyor who shall certify on the plat that the plat is a true and correct representation of the lands surveyed, that the survey was made under his responsible direction and supervision, and that the survey data complies with all requirements of these regulations and F.S. chapter 177. The certification shall bear the signature, registration number and the official seal of the land surveyor.

**SEC. 36-9 [PRE-APPLICATION CONFERENCE]**

Prior to the preparation of the preliminary plat, the subdivider or his agent shall informally seek the advice of the village council, the department of community development and other responsible agencies, in order to become familiar with the subdivision requirements and provisions of the comprehensive plan affecting the territory in which the subdivision is proposed to be located. The subdivider shall submit ten (10) copies of the adequate plans and data to clearly show existing conditions of the site and its vicinity and the proposed layout of the subdivision. It is intended that this procedure will assist the subdivider in preparing a plat which will meet the requirements of these regulations. This procedure does not require a formal application or fee.

**SEC. 36-10 [PRELIMINARY PLAT PROCEDURE]**

Prior to the clearing of any land, removal of any vegetation, the cutting or grading of any street or the making of any street improvements or the installation of utilities, the subdivider shall secure from the village council an approval or conditional plat approval for a preliminary plat and construction plans of the proposed subdivision in accordance with the following procedure:

- (1) Application for preliminary plat approval. In order formally to seek action on the preliminary plat, the subdivider shall submit an application form, a minimum of twenty (20) copies of the preliminary plat and the application fee to the department of community development.
- (2) Developments of regional impact. For all subdivisions that are presumed to be developments of regional impact as provided in F.S. chapter 380, and chapter 22F, Florida Administrative Code, a copy of the preliminary plat and a completed application for development approval shall be submitted to the village council, the regional planning agency and the state

land planning agency. A development order shall be issued prior to the review and approval of construction plans as provided in section 36-12 of these regulations.

(3) Fees. A filing fee of three hundred dollars (\$300.00) shall be paid to the village by the subdivider at the time of filing the application together with a deposit of the estimated costs of the village in processing the application. Upon the village determining the actual costs, applicants shall pay the balance, if any, in full of such costs including advertising and cost of review by the village engineer prior to final consideration of the application. If the deposit exceeds actual costs, the balance shall be refunded to applicant.

(4) Review comments. The department of community development shall forthwith transmit one (1) copy of the preliminary plat to the village engineer, copies to the village council and additional copies to appropriate agencies. Each of these agencies shall review the preliminary plat and submit any written recommendations to the planning commission, which shall hold a public hearing on the preliminary plat with due public notice as defined in F.S. Chapter 163.170 [section 163.3164(17)]. The subdivider, or his duly authorized representative, shall attend these meetings of the planning commission to discuss his preliminary plat.

(5) Planning commission review. The planning commission review shall include consideration of the review comments. In addition, particular attention shall be given to the arrangement, location and width of streets, their relation to the topography of the land, water supply, sewage disposal, drainage, lot sizes and arrangement, the present or future development of adjoining lands, and the requirements of the comprehensive plan and zoning ordinance.

(6) Planning commission action. Following the hearing on the preliminary plat, the planning commission shall recommend to the village council one (1) of the following actions: Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form, and siting shall be used to provide visual interest. In multiple building projects, variable siting or individual buildings may be used to prevent a monotonous appearance.

1. Issue a certificate of preliminary plat approval.

2. Issue a certificate of conditional plat approval, subject to any necessary modifications which shall be noted on the preliminary plat or attached to it in writing.

3. Disapproval of the preliminary plat or any portion thereof, stating the reasons for disapproval in writing. The subdivider may reapply for preliminary plat approval in accordance with provisions of this section.

(7) Notification of action. The recommendation of the planning commission and the action of the village council shall be noted on two (2) copies of the preliminary plat, one (1) copy of which shall be returned to the subdivider and the other retained by the department of community development.

(8) Failure of the planning commission to take action. Failure of the planning commission to make a recommendation to the village council, as required by paragraph (6) of this section, within ninety (90) days of filing the preliminary plat, shall give the applicant the right to appeal directly to the village council for action, unless the applicant agrees to an extension of time.

(9) Effect of approval. Approval of the preliminary plat by the village council shall not constitute approval of the final plat but shall be deemed an expression of approval of the layout submitted as a guide to the preparation of the final plat. Preliminary approval shall expire and be of no further effect twelve (12) months from the date of preliminary approval unless the time is extended by the village council prior to expiration; otherwise, the subdivider must reapply for preliminary plat approval in accordance with provisions of this section.

