



## Village of North Palm Beach Special Exception Checklist

### Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$500, and special services fees in the amount of \$2,000.00 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.**

When the proposed special exception use will be located within a planned unit development, the special exception use review shall be conducted concurrently with the planned unit development approval process and any conditions relating to the proposed special exception use shall be set forth in the ordinance approving the planned unit development.

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 proposed request is in consistent with all elements of the Comprehensive Plan and land development regulations.

(2)

That the proposed special exception use will not have an undue adverse effect upon nearby property or generate excessive traffic or noise.

(3) That proposed special exception use is compatible with the existing or planned character of the neighborhood or area in which it would be located and is compatible with existing and future development.

(4) That all reasonable steps have been taken to minimize any adverse effect of the proposed special exception use on the immediate vicinity through building design, site design, landscaping and screening.

(5) That the proposed special exception use will be constructed, arranged and operated so as not to interfere with the development and use of neighboring properties, in accordance with applicable zoning district regulations.

(6) That the proposed special exception use will protect the village's tax base, will not create a financial burden on the village, and will be in the interests of the public health, safety, comfort, convenience and general welfare.

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



## 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 three hundred (300) foot radius of boundary lines of the subject property 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 300' radius of the boundary lines of the subject property. 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.