



## Planned Unit Development Waiver Submittal Checklist

### Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$100 per waiver, and special services fees in the amount of \$2,000 must accompany this application. **Since advertising and special services costs vary, the final amount will be reconciled upon receipt of invoice from the newspaper and consultants.**

Provide required attachments (warranty deed, survey, list of property owners and plans) as shown on the attached checklist.

### Describe Waiver Requested.

**Petitioner's Statement:** (Explanation, extent and nature of your request) **Provide 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 findings:

- A. The extent to which the alternate standard proposed by the applicant differs from the code's standard that would be waived.

- B. Whether the granting of the waiver will lead to innovative design in which other minimum standards are exceeded.

- C. Whether the request clearly demonstrates the public benefits to be derived.

- D. Whether the request furthers the goals of the village master plan, and exemplifies the architectural, building, and site design techniques desired within the Village's Appearance Plan.

E. Any unusual circumstances regarding the property or immediate area, including the location of power lines, specimen trees, or shade trees.

F. The effect of approving or denying the waiver on the development project and on the surrounding area.

G. Consistency with the comprehensive plan.

H. How the proposed waiver provides a public benefit.

- I. How the proposed waiver does not detract from the design principles supporting the zoning district the property is located and the broader intent of the Code.



## Waiver Submittal Checklist

### 1. General

- a. Application Review and Advertising Fees.
- b. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
- c. Copy of Warranty Deed.
- d. A signed and sealed boundary survey (**not more than a year old**) and legal description of the property, including any and all easements of record (referenced by Official Record Book and page), prepared by a surveyor registered in the State of Florida.
- e. Copies of Survey  
**Submit Five (5) copies (24" x 36"); One (1) set (11" x 17"); One Electronic Digital Copy**
- f. A list of all property owners within a 500' radius of boundary lines of the subject property and a vicinity map delineating the proposed area and its boundaries from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office.
- g. Executed affidavit signed by the person responsible for completing the property owner list.
- h. A set of **STAMPED** (*meter stamps not acceptable*), plain envelopes with the typed names of the owners within a 500' radius of the boundary lines of the subject property. No return address.

**Please note, the following are not grounds for issuance of Waiver.**

1. **Financial hardship alone.**
2. **Nonconforming use of neighboring lands, structures or buildings in the same or other districts and permitted use of land, structures or buildings in other districts.**