



**Village of North Palm Beach  
Planned Unit Development Amendment Submittal Checklist**

**Instructions to Applicant:**

Answer all questions completely.

A filing fee in the amount of \$1,500.00, and special services fees in the amount of \$2,000 for major amendment and a filing fee in the amount of \$500.00, advertising fees in the amount of \$1500.00 and special services fees in the amount of \$2,000 for minor amendment 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 consultants.**

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

**Petitioner's Statement: (Explanation and reason 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 findings:

- A. That the proposed change would not be contrary to the Village's Future Land Use Element and would not have an adverse effect on the Comprehensive Plan.

B. That the proposed use or uses shall be of such location, size and character as to be in harmony with the appropriate and orderly development of the zoning district in which situated.

C. That the proposed use or uses shall not be detrimental to the orderly development of adjacent zoning districts.

D. That the location and size of the proposed use or uses, the nature and intensity of the principal use and all accessory uses, the site layout and its relation to streets giving access to it, shall be such that traffic to and from the use or uses, and the assembly of persons in connection therewith, will not be hazardous or inconvenient to the neighborhood nor conflict with the normal traffic of the neighborhood.

E. That the location and height of buildings, the location, nature and height of walls and fences, and the nature and extent of landscaping of the site shall be such that they will not hinder or discourage the proper development and use of adjacent land and buildings nor impair the value thereof.

F. That the standards of density and required open space in the proposed project are at least equal to those required by this ordinance in the zoning district in which the proposed project is to be located, except as may be permitted for key redevelopment sites through subsection 45-35.1. VIII.

G. That there shall be no uses within the proposed project which are not permitted uses in the zoning district in which the proposed project is to be located.

Note: Additional attachments may be added to provide more information in answering questions.



## Planned Unit Development Amendment 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 including property control number or folio number and legal description of property.
4. A list of all property owners within a five hundred (500) 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 five hundred (500) foot radius of the boundary lines of the subject property. No return address. Executed affidavit signed by the person responsible for completing the property owner's list.
7. Proof of ownership by one entity or submittal of unified control document.

### Survey

8. 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

9. 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 relationships to the surrounding road system including the width of the existing travelway.
- 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 turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.
- n. Address additional standards as outlined in Section 45-35.1 VIII.