



MASTER DEVELOPMENT PLAN APPLICATION



INSTRUCTIONS FOR COMPLETING AND FILING THE MASTER DEVELOPMENT PLAN APPLICATION

Applications for master plan approval may be submitted to the Planning and Zoning Department at any time between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Please print or type all of the required information, and ensure that the application is complete and accurate.

In order to be accepted for processing, the application must be accompanied by:

1. Standard Application Items, as listed on Page 9;
2. Three (3) copies of a Traffic Study or Traffic Statement as applicable;
3. An architectural elevation plan, in color (if applicable);
4. Six (6) copies of each of the following plans, together with one (1) 11" x 17" reduced copy, in collated, stapled and folded sets:
 - a) Land Use Plan
 - b) Conceptual Development Plan(s)
 - c) Description of the Development
5. Processing fee of \$1,400.00* (make checks payable to the City of Delray Beach) * *Plus an additional fee of \$100 per acre, (or fraction thereof), beginning at 3.01 acres; or \$100 for each new 10,000 sq. ft. (or fraction thereof) above 100,000 sq. ft. of non-residential or mixed-use floor area; or \$50 for each new 10 residential units (or fraction thereof) above 100 units, whichever is greater up to a maximum of \$3,000 per project;*
6. Other information may be requested, if required.

Applications for Master Plans are reviewed by the Planning & Zoning Board, which holds its regular meetings on the third Monday of each month. An application for a Master Development Plan shall be submitted by the first Friday of the month in order to be on the agenda of the following month's P&Z Board meeting. It takes approximately seven (7) weeks between submission of the application and action by the P&Z Board. This time may vary, depending upon the number of comments made by staff, and the time required by the applicant to submit revisions.

Please refer to the appropriate sections of the City's Land Development Regulations when designing your project and completing this application. A pre-application conference with a member of the Planning staff is strongly recommended, and can be scheduled at your convenience. We will be glad to assist you in any way possible.

NOTE:

- It is the policy of the Planning and Zoning Board of the City of Delray Beach that it is generally inappropriate for Board Members to discuss with petitioners, their agents, or affected parties, a land use petition outside of a formal meeting situation. In order to provide a forum for discussion prior to the public hearing, a petitioner or a Board member may request that the petition be placed on a work session agenda. When this occurs, notice will be given to the petitioner and to the designated representative of nearby neighborhood organizations (pursuant to a listing maintained by the Planning & Zoning Department). At the work session, the petitioner may present his/her project and, discussion may ensue among the Board, staff, and petitioner. At the Chair's discretion, limited public comment may be taken.
- Development presentations before all Boards and City Commission must be either on a LCD projector (power point) or an overhead projector. If you wish to use the City's equipment please notify staff ahead of time. Board-mounted displays should not be used as a part of a presentation.

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT
APPLICATION FOR MASTER PLAN APPROVAL**

Project Name: _____

Address or General Location: _____

Brief Description of Project: _____

PART ONE - APPLICANT INFORMATION:

APPLICANT

Name: _____

Address: _____

Telephone Number: _____ E-Mail/Fax: _____

AGENT

Name: _____

Address: _____

Telephone Number: _____ E-Mail/Fax: _____

OWNER (if other than applicant)

Name: _____

Address: _____

Telephone Number: _____ E-Mail/Fax: _____

PART TWO - PROPERTY INFORMATION:

Property Control Number: _____

Legal Description (attach separate sheet if necessary): _____

Zoning District: _____

Future Land Use Map Designation: _____

Size of Property: _____ sq.ft. _____ acres

_____ width _____ depth

_____ frontage

Existing Use of Property: _____

PROJECT DATA

The following information must be provided in the spaces below, and must be shown on the Master Plan.

Ground floor area: _____ sq. ft. _____ % of site
 Total floor area: _____ sq. ft. _____ % of site
 Parking/paved area: _____ sq. ft. _____ % of site
 Open (landscaped) space: _____ sq. ft. _____ % of site
 Water bodies: _____ sq. ft. _____ % of site

Number of residential dwelling units: _____
 Dwelling units per acre: _____

<u>Number of Units</u>	<u>Size</u>
Efficiency _____	_____ sq. ft.
1 Bedroom _____	_____ sq. ft.
2 Bedroom _____	_____ sq. ft.
3 Bedroom _____	_____ sq. ft.
4 Bedroom _____	_____ sq. ft.

Parking spaces required pursuant to LDR Section 4.6.9:

Include all use areas (Example: For an automobile dealership state showroom, office and service bays use areas)

Use _____ : Calculated at _____ spaces per _____ = _____
 Use _____ : Calculated at _____ spaces per _____ = _____
 Use _____ : Calculated at _____ spaces per _____ = _____
 Use _____ : Calculated at _____ spaces per _____ = _____
TOTAL = _____

Parking spaces provided:

Regular _____
 Compact _____ (NOTE: Up to 30% of required spaces may be compact)
 Handicapped _____
TOTAL: _____

Building data provided pursuant to LDR Section 4.3.4(K), Development Standards Matrix:

Setbacks:

Front: _____ ft. Rear: _____ ft.
 Interior side: _____ ft. Street side: _____ ft.
 Height: _____ ft. Floors: _____

OWNER'S CONSENT

(This form must be completed by **ALL** property owners)

I _____, the fee simple owner of the following
(Owner's Name)

described property (give legal description): _____

hereby petition to the City of Delray Beach for master plan approval for

(Project Name)

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. I consent to inspection and photographing of the subject property by the Planning and Zoning Department Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

Owner's Signature)

The foregoing instrument was acknowledged before me this _____, day of _____, 20 ____ by _____, who is personally known to me or has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)

OWNER'S DESIGNATION OF AGENCY

(This form must be completed by **ALL** property owners if designating an Agent)

I _____, the fee simple owner of the following
(Owner's Name)

described property (give legal description): _____

hereby affirm that _____

(Applicants/Agent's Name)

is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

(Owner's Signature)

The foregoing instrument was acknowledged before me this _____, day of _____, 20 ____ by _____, who is personally known to me or has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)

NOTIFICATION OF UTILITY PROVIDERS

This sheet must be submitted with the site plan to each of the utility provider listed below. For FPL review, also complete and submit the attached FPL Commercial, Industrial and Residential Project Checklist.

Dear Sir/Madam:

The City of Delray Beach has received an application for development approval as described below:

Owner/Applicant _____

Project Name _____

Project Address/Location _____

Proposed Improvements _____

Please review the attached plan and provide the requested information. This sheet should be returned to:

City of Delray Beach
Planning & Zoning Dept
100 NW 1st Avenue
Delray Beach, FL 33444

Will the proposed development affect existing utility service? ____Yes ____No

Will the proposed development require extension of existing utility service? ____Yes ____No

Comments: _____

Utility Provider _____

Representative's Name and Title _____

Signature _____ Date _____

Addresses of Utility Providers:	
John Van Vleet, FP&L Senior System Project Manager 9329 S. Military Trail Boynton Beach, FL 34436	Nani Santiago Florida Public Utilities Company Engineering Technician 401 S. Dixie Highway West Palm Beach, FL 33401
Henry Patino Comcast Cable 7201 North Federal Highway Boca Raton, FL 33487	Bob Lowen, Specialist BellSouth Telecommunications Corp 2021 S. Military Trail W. Palm Beach, FL 33415

STANDARD APPLICATION ITEMS

LDR SECTION 2.4.3(A)

1. A copy of the latest recorded warranty deed, and a certificate from an attorney or title company (not title insurance) certifying who the current fee simple title holders of record of the subject property are, and the nature and extent of their interest therein. The title certificate must contain the legal description of the subject property exactly as it appears on the survey and list all existing easements, mortgages and other encumbrances (i.e. Unity of Title etc.).
2. The written consent of the owner(s) must be provided in a certified form. When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates that the corporation's representative is authorized to act on behalf of the corporation. These forms are available from the Planning Department.
3. A vicinity map which clearly shows the subject property, adjacent properties, and their relationship to streets located at a minimum within one-half mile of the property. Vicinity map shall be at a scale that is readily readable and include sufficient landmarks to quickly identify location of proposed project.
4. A survey (6 copies) which shows the property described pursuant to the legal description contained in the warranty deed. Such survey shall show all improvements on the property and must be certified as reflecting conditions on the site as they existed within six (6) months prior to the filing of the application.
5. Application filing fee, pursuant to LDR Section 2.4.3(K)(1).
6. For all projects which include residential dwelling units complete the attached "School District of Palm Beach County – School Concurrency Application and Service Provider Form", and a check or money order for the appropriate fee (\$200.00 for 20 units or more or \$50.00 for less than 20 units), made payable to: The School District of Palm Beach County.

PLAN EXHIBITS

The survey, site plan, landscaping plan, preliminary engineering plans, tree survey, photometric plan, irrigation plan (excluding architectural elevations and floor plans, which utilize an architect's scale) shall be prepared at the same scale. Acceptable scales shall include of 1"=10', 1"=20' or 1"=30'.

In addition to the submitted plans, a digital copy of all plan exhibits provided on CD is required. The digital copy must be in a PDF format and shall be prepared at a size of 8½" x 11" or 11"x 17", depending upon legibility.

Land Use Plan

LDR Section 2.4.3(L)(1)(b)

A graphic representation of the entire site which shows or provides:

1. A location map;
2. Adjacent street system and parcels and the uses thereon;
3. Project name;
4. Development areas identified by land use categories;
5. The general location of major water, sewer, and drainage devices required for the project; and,
6. A legend and tabular data regarding land areas devoted to uses (streets, open space, type of use, etc.), square footage of building use per land use category, and phasing schedule.

Conceptual Plan(s)
LDR Section 2.4.3(L)(1)(c)

A graphic representation of the entire site, phases thereof, or development areas which shows:

1. The relationship between the entire site and adjacent parcels;
2. The relationship between development phases and/or internal development areas;
3. Traffic circulation, parking areas, building locations, landscape areas, and utility facilities; and,
4. Elevations depicting architectural styles for the proposed development and information regarding architectural details e.g., building materials, pavement textures, signing materials, lighting fixtures, street furniture, etc.

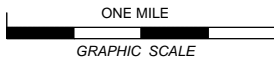
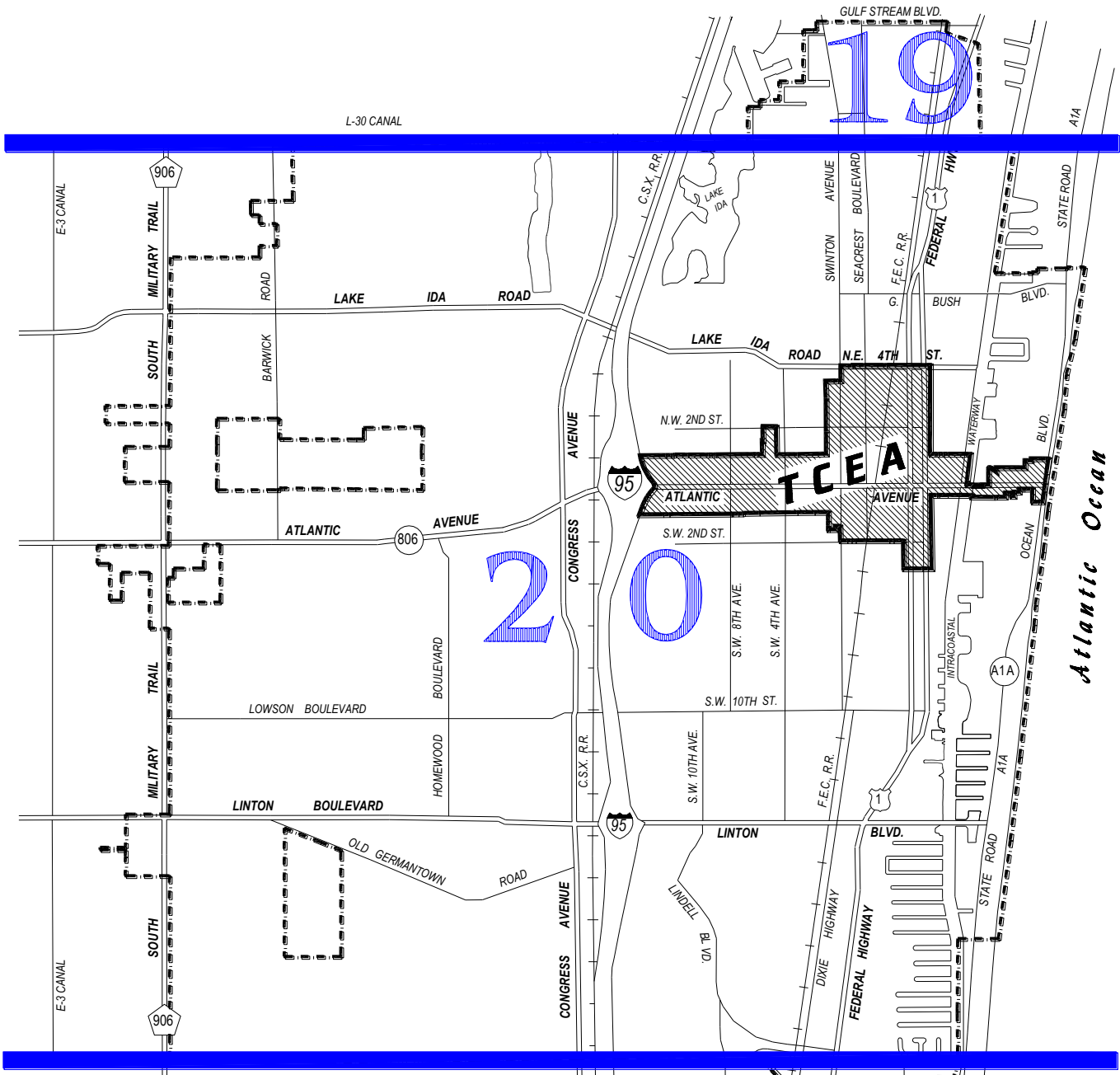
DESCRIPTION OF THE DEVELOPMENT

LDR Section 2.4.3(L)(1)(d)

The narrative shall set forth the following:

1. General information about the project;
2. Statement of character of the project and its specific objectives regarding impact upon the community;
3. Statement as to uses;
4. Phasing sequence, if any, including phasing of the installation of public improvements;
5. Variance, waivers, special exceptions or other concessions requested for the project;
6. Statements pertaining to payment of processing, in lieu, impact and special fees;
7. Statements pertaining to anticipated processing and review sequences;
8. Statements pertaining to initial contact with service providers and/or agencies involved with storm drainage, water management, solid waste disposal and related items as is appropriate; and,
9. Statements pertaining to compliance with County and City Wellfield Protection requirements, and Hazardous Waste Disposal requirements.

- CITY OF DELRAY BEACH, FLORIDA -



--- CITY LIMITS ---

**CONCURRENCY SERVICE AREA
(CSA) MAP**



CITY OF DELRAY BEACH, FL
PLANNING & ZONING DEPARTMENT
2002

-- DIGITAL BASE MAP SYSTEM --



Commercial, Industrial & Residential Project Checklist

Project Name: _____

Location: _____
Street or Road Address City and County

Company Name: _____

____ / ____ / ____
 Form Submittal Date

1 Contact Information:

*Primary Point of Contact:	_____	Office:	_____	Cell:	_____	Email:	_____
Electrical Contractor:	_____	Office:	_____	Cell:	_____	Email:	_____
Contact for Design:	_____	Office:	_____	Cell:	_____	Email:	_____
Other:	_____	Office:	_____	Cell:	_____	Email:	_____

For Agreements and Invoices, please provide:

Contact Name: _____

Mailing Address: _____ or Email: _____

* Person FPL will contact to discuss the project, and send communications to regarding changes affecting the status of the job

2 Description

Type of Business (Please select one)

<input type="checkbox"/> Office	<input type="checkbox"/> Retail
<input type="checkbox"/> Multiple-Unit Complex	<input type="checkbox"/> Medical
Number of Units _____	<input type="checkbox"/> Restaurant (specify) _____
Number of Meters _____	Seating Capacity _____
Meter Designation _____ (Suite, Unit, Apt, etc)	<input type="checkbox"/> All Electric
	<input type="checkbox"/> Gas / Electric

3 Construction Plans

Site Plan, Water, Sewer, Drainage, Paving and Landscape Plans including but not limited to:

- * Existing and proposed facilities
- * Existing utility poles, meters and/or padmounted transformer locations
- * Easement designations, wetland boundaries

Electrical Riser Diagram

Panel Schedule

CAD File: *Can be an electronic file or a file on a disc. Should be in DXF or DWG format and include the following:*

a. Contact ph# of CAD firm that did the design	e. Drainage areas
b. Site plan	f. Dedicated utility easements
c. Sewer lines (both main and service lines)	g. Wetland area - if applicable
d. Water lines (both main and service lines)	h. Lift Station

4 Environmental Concerns

Location of Wetlands or Environmentally protected areas _____

Location of any protected species on or near site (within 2 miles) _____

Location of any contaminated soil concerns _____

Can utilities be permitted with developers crossing of environmental areas? Yes? No?

5 Electrical Requirements

Voltage:

<input type="checkbox"/> 120/240 1 Phase	<input type="checkbox"/> 120/208 3 Phase
<input type="checkbox"/> 120/240 3 Phase (Open Delta)	<input type="checkbox"/> 277/480 3 Phase
<input type="checkbox"/> 120/240 3 Phase (Closed Delta)	



Commercial, Industrial & Residential Project Checklist

Service Details

Wire Size:

Number of Sets:

Total Estimated Demand: (kW)

Total A/C Square Footage:

Number of A/C Units: size tons

Additional Electrical Requirements

Main Panel disconnect size (amps)

Number of meters required

Meter address / designation (suite, unit, apt, etc)

Lift Station (Yes / No)

Other electrical needs

5 Construction Schedule

Please include the below required information in (mm/dd/yy) format.

1) Clearing, Site Work, Water & Sewer

2) FPL design layout by:

3) Installation completed by:

4) Desired date for Permanent Service

6 Installation of FPL Construction Material

Customer to install: all FPL facilities for credit

FPL to install all of its facilities

Directional Bores for crossing under roadways or environmental areas to get into project

Customer to directional bore Yes: No:

FPL to directional bore Yes: No:

7 Easement

Platted: Yes: No:

Specific: Yes: No:

Utility: Yes: No:

Final Plat recorded by: (date)

8 Other Concerns

Are there any existing FPL facilities in conflict with proposed construction & critical dates for relocation or removal?
Explain:

Are there any special construction requirements / restrictions. (Use construction entrance only, no weekend work or work outside of normal working hours)?
Explain:

Are there existing buildings on-site to remain in operation during construction?
Explain:

Are there existing overhead power lines and/or service lines that need to be removed and/or abandoned?
Explain:

Once all above information is received we can begin Design of the Project.

Design Phase = 6 - 8 weeks

Scheduling Phase = 3 weeks

Construction Phase = dependent on the scope of the project

***** Please send completed form and CAD file to your Area CPM *****
[*** Please contact your Area CPM for assistance ***](#)