



SITE PLAN APPLICATION

CLASS III / CLASS IV / CLASS V



SITE PLAN REVIEW & APPEARANCE BOARD

INSTRUCTIONS FOR COMPLETING AND FILING THE SITE PLAN APPLICATION

Applications for site 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 11;
2. Three (3) copies of a Traffic Study or Traffic Statement as applicable;
3. Colored renderings of the architectural elevations;
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) Site plan b) Landscape plan c) Preliminary engineering plan d) Composite Overlay Plan
 - e) Building elevations and floor plans f) Survey
5. Processing fees for the categories of site plan reviews are \$610.00* for a Class III modification, \$1,010.00* for a Class IV modification and \$1,400.00* for a Class V new submission (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;* and,
6. Other information may be requested, if required.

New site plans (Class V), and site plan modifications (Class III and Class IV) [see page 11 for description of these site plan review categories], are reviewed by the Site Plan Review and Appearance Board (SPRAB), which meets every other Wednesday. It takes approximately five (5) to seven (7) weeks between submission of the application and action by SPRAB. 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. In order to be accepted, plans must be prepared, signed, and sealed by the appropriate professional as listed below:

- Site Plan - Registered Architect, Landscape Architect, or Registered Engineer
- Landscape Plan - Registered Landscape Architect
- Engineering Plans - Registered Engineer
- Survey - Registered Engineer or Licensed Surveyor

Note: 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 SITE 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: _____

PROJECT DATA

The following information must be provided in the spaces below, and must be shown on the Site 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: _____

COLOR SAMPLES/FINISHES SCHEDULE

Please note type of material proposed

	ATTACH SAMPLES		ATTACH SAMPLES
ROOF	<input type="text"/>	AWNINGS	<input type="text"/>
WALLS	<input type="text"/>	RAILINGS	<input type="text"/>
FASCIA	<input type="text"/>	DOORS	<input type="text"/>
WINDOWS	<input type="text"/>	SCREENING (PATIO/POOL)	<input type="text"/>
COLUMNS	<input type="text"/>	OTHER	<input type="text"/>

INDICATE FINISH TYPE (Flat, Gloss etc): _____

SUBMIT EIGHT COPIES OF A PHOTOGRAPH(S) OF THE STREETScape VIEW(S) OF THE SUBJECT SITE AND THE BUILDINGS IMMEDIATELY ADJACENT TO IT.

AFFIX EIGHT COPIES OF A PHOTOGRAPH OF BUILDING WITH PROPOSED COLORS TO APPLICATION

PROJECT RELIEF

Does any component of the project require relief from any of the applicable requirements noted in the Land Development Regulations? Yes No

WAIVERS: No waivers are requested

Fee: See Section 2.4.3(K)

Pursuant to LDR Section 2.4.7(B), a waiver involves the granting of partial or total relief from a specific regulation. A formal letter of request with reference to the Section and a justification for granting the waiver is required.

Pursuant to LDR Section 2.4.7(B)(5), prior to granting a waiver, the granting body shall make findings that the granting of the waiver:

- (a) Shall not adversely affect the neighboring area
- (b) Shall not significantly diminish the provision of public facilities;
- (c) Shall not create an unsafe situation; and,
- (d) Does not result in the grant of a special privilege in that the same waiver would be granted under similar circumstances on other property for another applicant or owner.

The following waiver(s) are requested:

<u>LDR Section</u>	<u>Requirement</u>	<u>Relief Requested</u>

*If additional waivers are requested, please provide a copy of this page with the additional information.

Required fee(s) and justification statement(s) is/are attached:

VARIANCE: No variances are requested

Fee: See Section 2.4.3(K)

Variances have been requested. See attached copy of the Board of Adjustment Variance application. Review by the Board of Adjustment is scheduled for _____. If any variances have already been approved, please provide such verification.

INTERNAL ADJUSTMENT: No internal adjustments are requested

Fee: See Section 2.4.3(K)

Pursuant to LDR Section 2.4.7(C), An adjustment involves the lessening, or a total waiver, of those development standards which affect the spatial relationship among improvements on the land. A formal letter of request with reference to the Section and a justification for granting the adjustment is required.

The following internal adjustment(s) are requested:

<u>LDR Section</u>	<u>Requirement</u>	<u>Relief Requested</u>

*If additional adjustments are requested, please provide a copy of this page with the additional information.

Required fee(s) and justification statement(s) is/are attached:

IN-LIEU OF PARKING: Fee: See Section 4.6.9(E)(3). No in-lieu of parking is requested

In-lieu of parking is requested; the Application is attached.

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 Class III/ Class IV/ Class V site plan
approval for: _____

(Project File)

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 and Industrial 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 AT&T 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 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.

Site Plan

LDR Section 2.4.3(B)

In addition to the information included in the Project Data Sheet, the following items must be included on the site plan:

1. Title Block showing project name, engineering scale, date, page number, name of preparer.
2. North arrow and location map insert.
3. Site boundaries per the legal description.
4. Center line of right-of-way of any adjacent street, and location of any improvements between the property and the adjacent streets.
5. Approximate location of lot lines of adjacent properties, structures, and improvements.
6. Location of nearest driveway or point of access to adjacent properties (including any that are across a street), if within 50 ft. of subject property. If none, indicate on plan.
7. Approximate location of all utilities on the site.
8. Location of other significant features such as water bodies, trees and vegetation (tree survey may be required).*

*Items 7 and 8 may be shown on a survey sheet, and then only the utilities or features which are to be incorporated into the development need be included on the site plan.

9. Location of all proposed structures with setbacks dimensioned from the closest property line.
10. Intended use of each structure.
11. Ingress and egress for vehicles and pedestrians, traffic flow indicated with arrows, pavement markings, traffic control devices.
12. Location of parking areas, loading zones, landscape islands, and traffic aisles. In addition, a detail showing parking space striping, space sizing, wheel stops and handicap accessibility features such as ramps.
13. Manner in which utilities are to be provided to the structures.
14. Location of buffers, fencing, walls.
15. Location of signs with heights and dimensions.
16. Lighting details, including location, height, and coverage of fixtures (including pole and wall mounted fixture details).
17. Location and description of solid waste disposal and recycling facilities, including height of enclosures and type of gating to be used.
18. Spot elevations, existing and proposed.
19. Finished floor elevations of all structures.
20. Type of building construction and occupancy classification pursuant to the Standard Building Code.
21. Details on project phasing, if applicable.
22. Signature and seal of preparer.

Landscape Plan

LDR Section 2.4.3(C)

The following information must be included on the landscape plan:

1. Title Block showing project name, engineering scale, date, page number, name of preparer.
2. Existing and proposed parking spaces, vehicular use areas, access aisles, sidewalks, building locations and similar features.
3. Statement of intent as to method and coverage of irrigation.
4. Name and location of plan material to be installed or preserved.
5. Legend including botanical and common names, height, spread, and spacing of all plant material.
6. Location of all landscape features and preserve areas in context with existing and proposed buildings and improvements.
7. Tabulation which includes all relevant statistical information including but not limited to the following:
 - a. Total paved area _____ sq.ft.
 - b. Required interior green space = _____ sq.ft. (10% of total paved area).
 - c. Interior green space provided _____ sq.ft.
 - d. Total number of trees required _____ sq.ft. (1 interior tree is required for each 125 sq.ft. of required interior green space).
 - e. Number of interior trees provided _____ trees.
 - f. Perimeter green space required _____ sq.ft. (depth of buffers x length).
 - g. Perimeter green space provided _____ sq.ft.
 - h. Number of perimeter trees required _____ trees (1 perimeter tree is required for each 30 lineal feet).
 - i. Number of perimeter trees provided _____ trees.

XERISCAPE CALCULATIONS

- j. Required shrubs and ground covers _____ sq.ft. (30% of required interior and perimeter green space, see b & f).
- k. Shrubs and ground cover provided _____ sq.ft.
- l. Required native plant materials _____ sq.ft. (25% of required shrubs & ground cover, see j).

- m. Native plant materials provided _____ sq.ft.
 - n. Number of native trees required _____ trees (50% of required trees, see d & h)
 - o. Native trees provided _____ trees.
8. Location of outdoor lighting.
 9. Location of refuse areas and method of screening.
 10. Location of utility easements and overhead lines.
 11. Location of Signs.
 12. Demonstrate that the proposed landscaping is consistent with existing vegetation preserved on site.
 13. Required Management Plan: For all areas of preserved plant communities larger than one-half (½) acre in area, the owner shall submit a narrative management plan indicating the manner in which the native plant communities will be preserved. The narrative shall include:
 - a. Whether or not the existing vegetation is to be preserved in the existing species composition.
 - b. If applicable, the manner in which the composition of existing plant material is to be preserved, hand removal of invasive species, prescribed burning, etc.
 - c. Maintenance schedule for removal of exotics.
 - d. Maintenance Schedule of removal of debris.
 14. Signature and seal of preparer.

Preliminary Engineering Plan
LDR Section 2.4.3(D)

Preliminary engineering plans shall be drawn on a topographic base (unless the use of spot elevations are previously approved by the City Engineer) with topographic features extended to ten feet (10') beyond the site.

The following information must be included on the Preliminary Engineering Plan:

1. Title Block showing project name, scale, date, page number, name of preparer.
2. Approximate location as shown in records of Delray Beach and/or field observations of all existing water, sewer, and drainage facilities, along with streets, sidewalks, and above ground improvements which provide service to and on the site. Notes shall state the disposition of all existing facilities including service lines, meters, etc.
3. Proposed location, sizing and design basis of water, sewer, fire suppression, and drainage facilities which are to serve the site including pertinent calculations and the method of providing service to the proposed structures.
4. Location of proposed street lights.
5. Surface water management calculations indicating the proposed system's ability to meet storm water quality and quantity requirements in accordance with L.W.D.D. and S.F.W.M.D Regulations.
6. A plan sheet which includes all proposed improvements on one plan sheet at a scale other than what is required in Section 2.4.3(B)(1) may be included. This additional submittal is in addition to plans submitted meeting the scale requirement in Section 2.4.3(B)(1).
7. Signature and seal of preparer.

Composite Overlay Plan

The submittal and review of a composite overlay plan is crucial in helping to ensure that the physical features being proposed do not conflict with each other; and it helps to obtain faster plan approval certification. A composite overlay plan is a single plan sheet that illustrates and labels specific features that have the potential to introduce design conflicts, and allows early review to ensure such conflicts do not occur.

The single composite overlay plan sheet must be submitted that includes the following information:

- All existing and proposed landscape materials and locations
- All existing and proposed overhead and subsurface utilities along the perimeter and those that traverse the site, such as:
 - Water lines, irrigation lines, fire hydrants, fire suppression and check valves
 - Sewer lines, cleanouts, etc.
 - Septic tanks and lines
 - Electrical transformers and anticipated electric lines (overhead and buried)
 - Storm systems, inlets, drainage pipes, easements
 - Telephone lines and boxes
 - General utility easements
- All existing and proposed freestanding lighting poles
- All physical improvements, such as parking lots, buildings, etc.

Any conflicts among the site plan features noted above will need to be substantially resolved prior to a supportive recommendation made for site plan approval.

Architectural Elevations

LDR Section 2.4.3(G)

The following information must be included on the architectural elevation plan:

1. Title Block showing project name, scale (architectural scale is permitted), date, page number, name of preparer.
2. All four (4) elevations (north, east, south and west), of the proposed structure(s) or the elevation which is being modified when an existing structure is involved.
3. Dimension all elevations including height measurements.
4. All architectural features of the structures, the type of exterior surfaces and exterior color.
5. The location of air conditioning and other mechanical equipment and methods of proposed screening.
6. The location of air conditioning equipment and other features depicted on a roof plan.

SITE PLAN REVIEW CATEGORIES

CLASS III

A modification to the site plan which represents either a change in intensity of use, or which affects the spatial relationship among improvements on the land, requiring partial review of Performance Standards found in Section 3.1.1.

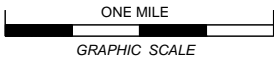
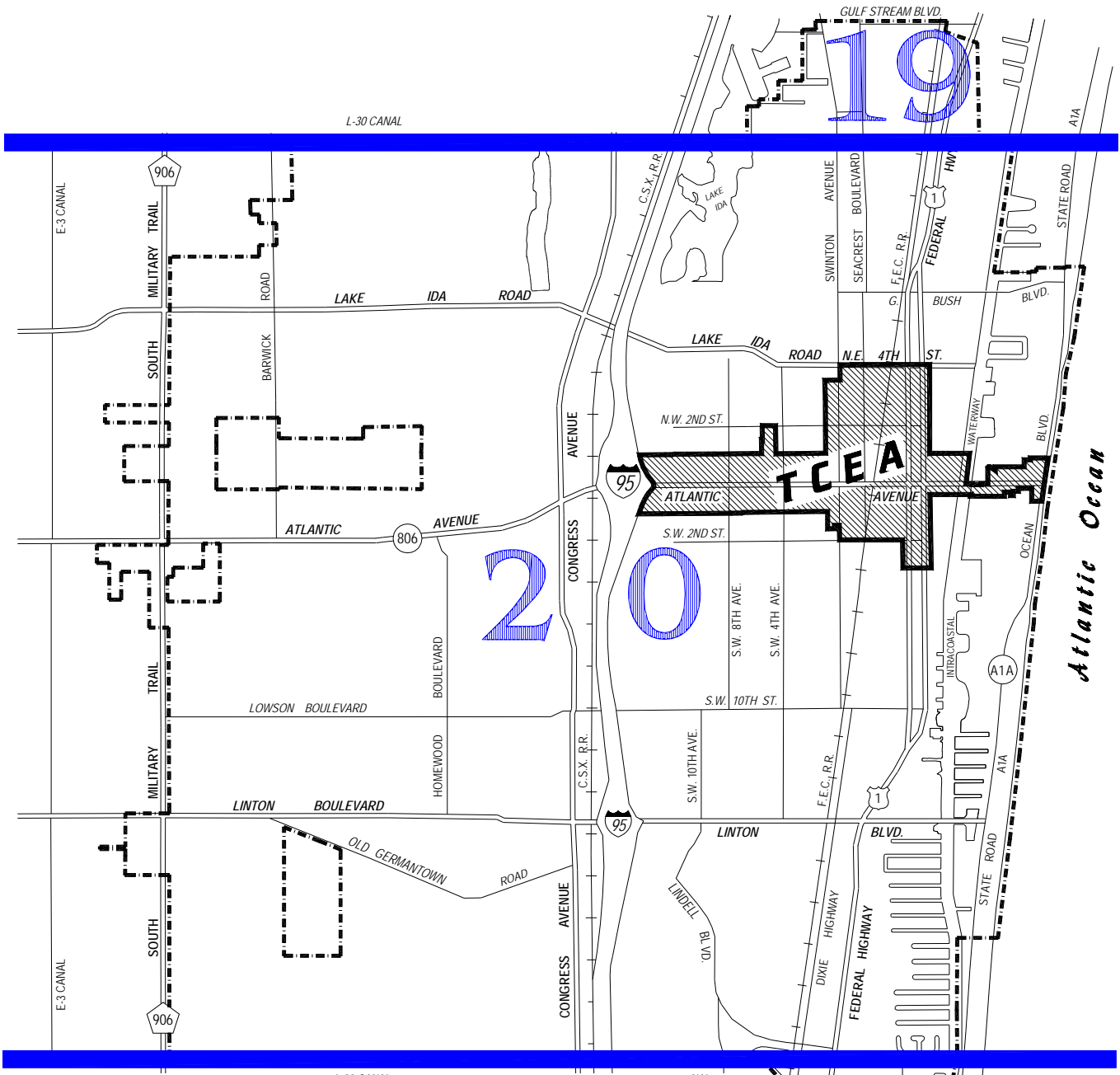
CLASS IV

A modification to a site plan which represents either a significant change in the intensity of use or significant changes which affect the spatial relationship among improvements on the land, requiring full review of Performance Standards found in Section 3.1.1.

CLASS V

New application for development of vacant land, or modification of a developed property when no valid site plan of record exists and which requires full review of Performance Standards found in Section 3.1.1.

- 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 ***](#)