



CLASS I MODIFICATION SITE PLAN APPLICATION



SITE PLAN REVIEW & APPEARANCE BOARD

INSTRUCTIONS FOR COMPLETING AND FILING THE CLASS I MODIFICATION SITE PLAN APPLICATION

Applications for a Class I site plan modification 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 submission must include:

1. A completed application;
2. Three (3) copies of a survey or the most recently approved site plan, showing all existing and proposed improvements to the site. If modifying the landscape plans provide three (3) copies of the most recently approved landscape plan, showing all existing and proposed improvements to the site;
3. Three (3) copies of architectural elevations for any structure(s) to be added to the site or modified, along with colored renderings of the elevations, if applicable;
4. Processing fee of \$200.00 (make checks payable to the City of Delray Beach); and,
5. Other information may be requested, if required.

The survey, site plan, and landscaping plan, shall be prepared at the same scale. Acceptable scales shall include of 1"=10', 1"=20' or 1"=30'.

Class I modifications involve changes to an approved site plan for items listed in Section 2.4.5(1)(1) such as walls, fences, dumpster enclosures, sheds etc. Class I modifications are approved administratively. However, some modifications may require review by the Site Plan Review and Appearance Board for changes in architectural elevations. It takes approximately one (1) to three (3) weeks for a modification to be processed, 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. The Planning and Zoning staff will be glad to assist you in any way possible.

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
CLASS I MODIFICATIONS SITE PLAN APPLICATION**

Project Name: _____

Project Address: _____

Building Permit No. (If Applicable): _____

APPLICANT

Name: _____
Print Name

Address: _____

Telephone Number: _____ E-Mail/Fax: _____

OWNER (if other than applicant)

Name: _____
Print Name

Address: _____

Telephone Number: _____ E-Mail/Fax: _____

Zoning District: _____

Future Land Use Map Designation: _____

Building Size (Square feet): _____

Existing Property Use: _____

Brief Description of Proposed Improvements: _____

Request is a Result of Code Enforcement Action: Yes No

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

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 I site plan modification 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)