

## APPLICATION and REVIEW PROCESS

- A. Applicant to pick up and complete the “Beach Property Owners Application Checklist” from the City of Delray Beach Planning, Zoning and Building Department or see Appendix “C” of the Design Manual.

Copies of the “Beach Property Owners Design Manual” are available on CD ROM and hardcopy, at the City of Delray Beach Planning and Zoning Department. A web version can be viewed or downloaded from [www.mydelraybeach.com](http://www.mydelraybeach.com). Resource copies are also available at the Delray Beach Public Library. The Design Manual is necessary to complete the application.

Required Information: The following information must be presented in a North Beach/Seagate and Ocean Neighborhood site plan submittal:

- \* Standard application items pursuant to Sections 2.4.3(A), (B), (C), (D) and (G) of the City of Delray Beach Land Development Regulations
- \* Beach Property Owners Application Checklist
- \* Three (3) complete sets of plans; and
- \* Application fee

Incomplete applications will **NOT** be accepted.

- B. Completed applications will be accepted at the City of Delray Beach Planning and Zoning Department and will be evaluated by an independent design review consultant retained by the City of Delray Beach. Regular applications will be reviewed within fifteen (15) days of receipt. Applications involving specific requests, such as Architectural Styles outside of the listed categories or unique design elements not addressed in the Design Manual, may take additional time to review.

Completed applications that MEET all the Regulations, Design Guideline Thresholds, and Overall Design Intent for buildings, landscape and site plan issues as outlined in the Beach Property Owners Design Manual will receive a “Letter of Compliance” allowing the applicant to apply for building permits.

Completed applications that DO NOT MEET all or part of the Regulations, Design Guideline Thresholds, and Overall Design Intent can revise the non-conforming element(s) to meet the requirements and re-submit one time within thirty (30) days of receipt of initial comments without an additional review fee.

If the applicant decides to appeal any “Design Guidelines” that exceed the threshold set forth in Section II of the Design Manual, the application and recommendations will be forwarded to the Site Plan Review and Appearance Board (SPRAB) for review and determination of compliance and/or waivers.

## ◆ APPENDIX B - APPLICATION AND REVIEW PROCESS

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### B. *(Continued)*

If the applicant decides to appeal any “Regulations” set forth in Section I of the Design Manual, a request for a variance must be made according to Section 2.4.7 of the City of Delray Beach Land Development Regulations.

Applicant will receive a written evaluation and/or “Letter of Compliance” sent to the address listed on the application. A copy will be provided to the City of Delray Beach Planning and Zoning Department.

- C. Applicant can withdraw the application at anytime with written notice to the Planning and Zoning Department. Resubmittal will require submittal of new fees.
- D. Applicant must provide three (3) copies to the City of Delray Beach Planning and Zoning Department of any changes proposed by the applicant or requested by the City of Delray Beach during the permitting process that affect the project in regards to the Regulations, Design Guidelines and/or the Overall Design Intent as set forth in the Design Manual and/or as conditions of the “Letter of Compliance.” Significant changes may require resubmittal of application and review fees.