



PRELIMINARY PLAT APPLICATION



INSTRUCTIONS FOR COMPLETING AND FILING THE PRELIMINARY PLAT APPLICATION

Applications for preliminary plat 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 7;
2. Three Copies of a Traffic Study or Traffic Statement as applicable;
3. Six (6) copies of each of the following plans, together with one (1) 8.5" x 11" reduced copy, in collated, stapled and folded sets:
 - a) Preliminary plat
 - b) Preliminary engineering plans
 - c) Composite Overlay Plan
 - d) Survey
4. Processing fee of \$2,020.00* for a major subdivision (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; and,*
5. Other information may be requested, if required.

Preliminary Plats are reviewed by the Planning and Zoning Board which holds its regular meeting on the third Monday of each month. An application for preliminary plat approval must be submitted by the first Friday of the month in order to be on the agenda of the following month's Planning and Zoning 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 Section 2.4.5(J) of the City's Land Development Regulations for the processing and findings required for the preliminary plat 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:

- Preliminary Plat - Licensed Surveyor
- Engineering Plans - Registered Engineer
- Survey – Licensed Surveyor, or Registered Engineer

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.

PSP No. _____

Date Received: _____

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT
APPLICATION FOR PRELIMINARY PLAT 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: _____

OWNER'S CONSENT

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

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

property (give legal description): _____

hereby petition to the City of Delray Beach for preliminary plat 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 – FOR PLAT ACTION

**This sheet must be submitted with the plat and survey 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:

Planning & Zoning Department
100 N.W. 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

Will the proposed development require additional easements? If so, please indicate the required easement width and location to be depicted on the plans. _____ 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 insurance 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 plat 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, preliminary plat, preliminary engineering plans and composite overlay plan 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.

Preliminary Plat

LDR Section 2.4.3(H)(1)

The Preliminary plat must be titled "Preliminary Plat" and encompass all the land contained in the warranty deeds and must include:

1. Title block showing project name, 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).

NOTE: 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. Spot elevations, existing and proposed.
10. Finished floor elevations of all structures.
11. Name and location of adjacent subdivisions and lots.
12. All existing easements (recorded or apparent), noting the purpose of the easements and references to recorded instruments. Existing easement which are to be removed, abandoned or relocated are to be shown in dashed lines. All existing (internal) property or lot lines which are to be removed, abandoned or relocated are to be shown in dashed lines.
13. Dimension boundary lines of new lots, tracts and easements.
14. The purpose of all easements and restricted use of lots and tracts shall be identified.

15. Identify proposed street names for all streets.
16. Location of street trees (if the subdivision is not associated with a site plan or landscape plan submission). On a separate exhibit indicate street tree specifications and planting details (for small subdivisions, the street tree plan may be submitted in the form of a narrative).
17. Location of street lights (if the subdivision is not associated with a site plan or landscape plan submission). A separate exhibit shall identify the type of street lights and note the responsibility for installation and maintenance.
18. If the subdivision includes future development tracts, show the location of anticipated street pattern, routing of utilities, points of access and proposed use of such tracts.
19. Dedication statement in the format as provided in the City Subdivision Forms. For common areas provide a narrative which describes the proposed method of ownership and maintenance.
20. A signature block in the format as provided in the City Subdivision Forms.
21. Bearings tying the plat to a section corner.

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 is 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 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

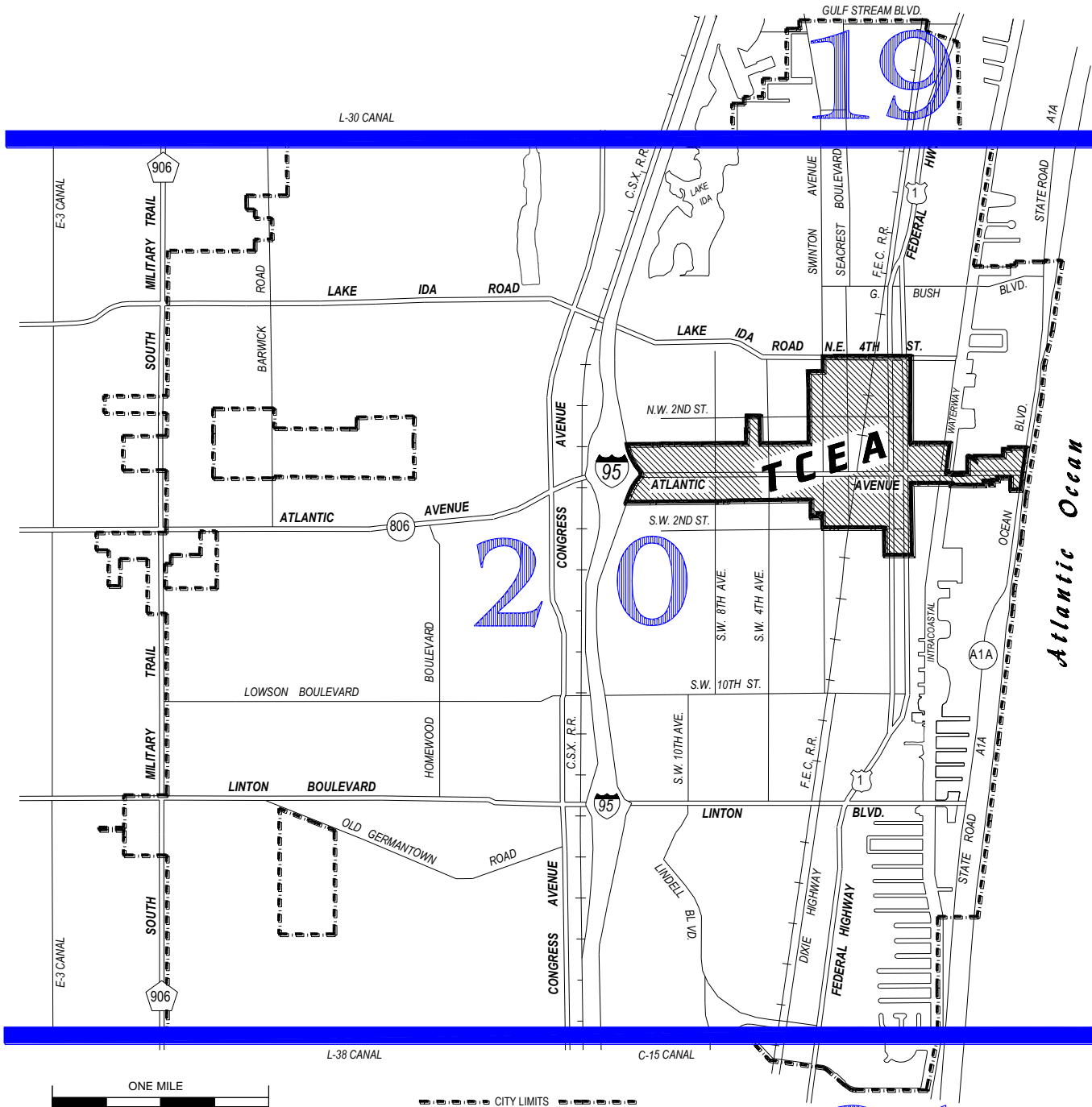
The submittal and review of a composite overlay plan is crucial in helping to ensure that the physical features being proposed do not conflict with each other; and it helps to obtain faster plan approval certification. A composite overlay plan is a single plan sheet that illustrates and labels specific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

- CITY OF DELRAY BEACH, FLORIDA -



**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:	<input type="text"/>	Office:	<input type="text"/>	Cell:	<input type="text"/>	Email:	<input type="text"/>
Electrical Contractor:	<input type="text"/>	Office:	<input type="text"/>	Cell:	<input type="text"/>	Email:	<input type="text"/>
Contact for Design:	<input type="text"/>	Office:	<input type="text"/>	Cell:	<input type="text"/>	Email:	<input type="text"/>
Other:	<input type="text"/>	Office:	<input type="text"/>	Cell:	<input type="text"/>	Email:	<input type="text"/>

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 ***](#)