



Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 • (561)793-2418 • (561)793-2420 •
www.loxahatcheegrovesfl.gov

Town of Loxahatchee Groves Unified Land Development Code

Section 110-025. - Minimum required information for all applications.

(A)

All applications shall include the following:

- (1) Owner's and agent's name, address, telephone number, and notarized signature;
- (2) Agent's relationship to property;
- (3) Proof of ownership and any other party's interest in the property, including binding contract of sale;
- (4) Existing zoning and future land use plan map designations;
- (5) Description and justification for the request;
- (6) Legal description;
- (7) Copy of a certified and sealed survey dated within two years, to include statement of amount of acreage or square footage of land involved, whenever the request is site-specific, unless waived by the Town Planner or designee;
- (8) For all applications that are subject to review criteria by these regulations, an explanation as to how the application satisfactorily addresses each criterion;
- (9) Supplemental application information and materials as may be required for each type of development application. This information is found within each article devoted to the various development applications.
- (10) Fee deposit for cost recovery as determined by the Town Manager.

(B)

Applications for plan amendment, site plan, variance, or rezoning that could result in an increase in the density or intensity of permitted uses, specifically excluding any variance for one single family residence, shall submit to the Town a traffic study assessing the proposed development's vehicular and pedestrian access; on-site circulation; parking; any proposed roadway or easement vacations or road closures, whether permanent or temporary for construction purposes; and off-site roadway impacts, including net traffic impact and traffic impact within adjacent neighborhoods. The traffic study shall utilize the most current edition of the Institute of Transportation Engineers' Trip Generation manual and shall use generally accepted methodologies.

Building Permit Submission Requirements

1. Three original, completed (3) Copies of the Palm Beach County Building Permit Application
 - a. Application must be signed and notarized as per Section 7 (Owner) and Section 8 (Contractor) of the form
2. Application Fee of \$60.00 per application must be paid upon submission. Payments may be made via cash or check. Checks should be made out to the Town of Loxahatchee Groves.
3. Digital copy of all plans, drawings and surveys upon application submission.
4. Three (3) hard copy sets of the survey that has been done within the past two (2) years.
5. Three (3) hard copy sets of the plans and drawings.
6. Three (3) hard copy sets of any specifications for equipment, etc.

Helpful Links:

Building Permit Application Form:

<http://www.co.palm-beach.fl.us/pzb/permit/permits/forms/pfsp167.pdf>

Lox Groves Municode Link:

https://www2.municode.com/library/fl/loxahatchee_groves/codes/unified_land_development_code