



**Town of Loxahatchee Groves  
Application for  
Site & Development Plan Amendment**

**Instructions to Applicant:**

Answer all questions completely.

A filing fee in the amount of \$2000 plus \$5,000 escrow must accompany this application. **Since special services costs vary, the final amount will be reconciled upon receipt of invoices from the consultant.**

Provide required attachments (warranty deed, survey and plans) as shown on the attached checklist.

**Project Name** \_\_\_\_\_

Agent's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Correspondence Address: (If different than agent or owner)**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**This is the address to which all agendas, letters and other materials will be forwarded.**

**Petitioner's Statement:** (Explanation and reasons for the request) **Use attachments as necessary.**

Project Location & Address \_\_\_\_\_

Parcel Identification Number(s) \_\_\_\_\_

Property Size (Square feet/Acres) \_\_\_\_\_

Present Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Existing Future Land Use Designation \_\_\_\_\_

Existing Zoning of Property \_\_\_\_\_

**Owner's Authorization:** Each petition must bear the signatures of all owners of property in the petitioned area. **A letter of authorization allowing a person other than the owner to sign or represent such a petition must be attached to and accompany said petition. (Please use attached form)**

Signature of Owner(s) of Record \_\_\_\_\_ Print Name \_\_\_\_\_

Signature of Applicant or Agent \_\_\_\_\_ Print Name \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification.

Signature of Notary Public \_\_\_\_\_ Print Name \_\_\_\_\_

Notary Public State of \_\_\_\_\_ County of \_\_\_\_\_

Commission Number \_\_\_\_\_ Commission Expires \_\_\_\_\_

Notary Seal \_\_\_\_\_

**(Print, Type, or Stamp Commissioned Name of Notary Public)**

**Agent Authorization Form**  
**Town of Loxhatchee Groves**

I hereby give AUTHORIZATION to \_\_\_\_\_ to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions, which may arise as part of the approval of this application for the proposed use of

**Applicant Information**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Agent Information:**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Notary Public Information:**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ by \_\_\_\_\_ Name of person acknowledging. He or she is personally known to me, or who has produced \_\_\_\_\_ as identification (type of identification and did or did not take an oath (circle correct response)).

Signature of Notary Public \_\_\_\_\_ Print Name \_\_\_\_\_

Notary Public State of \_\_\_\_\_ County of \_\_\_\_\_

Commission Number \_\_\_\_\_ Commission Expires \_\_\_\_\_

Notary Seal or Stamp \_\_\_\_\_



## Site and Development Plan Amendment Submittal Checklist

### GENERAL REQUIREMENTS

1. Application Review Fee.
2. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
3. Copy of the Warranty Deed.

### SURVEY

4. SURVEY (to include):
  - a. Submit seven (7) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
  - b. Survey, signed and sealed, (not more than a year old) and legal description of the property, including any and all easements of record (referenced by Official Records (OR) Book and page) prepared by a surveyor registered in the State of Florida.
  - c. Existing topographical conditions of the property.
  - d. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc. within 100' of project boundary.
  - e. Existing structures within 100' of project boundary.
  - f. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.
  - g. Existing trees identified by caliper and species.

### SITE PLAN

5. SITE PLAN (to include):
  - a. Submit seven (7) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
  - b. Project name, date, scale, north arrow and revision dates on each drawing.
  - c. Manual Signature and Seal of a Florida Registered Professional.
  - d. Location Map – clearly showing the location of the property in relation to existing roads and landmarks.
  - e. Tabular Project Data (gross site area, building lot coverage, floor area, impervious area, landscape/open areas, water management area, derivation of number of parking spaces, and project density).

- f. Project information (number of users of facility, employees, seating and hours of operation).
- g. Location of lots, buildings and structures with applicable setbacks.
- h. Off-street parking and loading layout (with dimensions and access location).
- i. Location and details of refuse collection areas.
- j. Location, size and orientation of signs.
- k. Location of lighting standards and foot candle dispersion.
- l. Zoning of the site and identification of land use and zoning of adjacent properties.
- m. Location and nature of all recreational facilities and common areas if any.
- n. Proposed phasing of construction if applicable.

## **ENGINEERING PLANS**

- 6. **ENGINEERING PLANS** (to include):
  - a. Submit seven (7) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
  - b. Proposed streets and roadways with dimensions and cross section.
  - c. Curve radii for all internal and external vehicular use areas.
  - d. Access to the project by means of paved dedicated right-of-way.
  - e. Proposed traffic control signs and striping.
  - f. Proposed water distribution system with location of fire hydrants and point of connection.
  - g. Proposed sanitary sewer collection system and point of connection, or size and location of septic tank and drainfield if applicable.
  - h. Drainage statement describing system design and the design standards used.
  - i. Proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations.
  - j. Existing and proposed fire protection systems.
  - k. Traffic Impact Analysis addressing at a minimum: Distribution and assignment of traffic, intersection improvements, additional roadway needs (travel lanes and turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

## **ARCHITECTURAL PLANS**

- 7. **ARCHITECTURAL PLANS** (to include):

- a. Submit seven (7) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- b. Floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per Florida Building Code by a Florida Registered Professional.

## **LANDSCAPE PLANS**

8. LANDSCAPE PLANS (to include):
  - a. Submit seven (7) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
  - b. Location, size and specification of all proposed landscaping prepared by a Florida Registered Professional.
  - c. Depiction of tree preservation and removal.
  - d. Clear Sight Distances.
  - e. Environmental assessment report. This report shall provide a written assessment of the current environmental conditions found on site, including any endangered or threatened flora or fauna, or ecological communities.
  - f. Irrigation note to read as follows: *"All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor."*

## **PLAN REVISIONS**

9. If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number of plans as required for application submittal.
  - a. Submit seven (7) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.

## **What constitutes an Administrative site plan amendment?**

Approval of a site plan or site plan modification is required prior to any development of land in the Town, except as follows:

(A)Development of up to four single-family residences on adjacent plots provided that no subdivision sign or community entry feature is proposed.

(B)Administratively approved modifications to approved site plans, limited to the following, provided no variance is required for the modification or that the modification does not violate any condition of site plan approval, and further provided that the modification does not change any verbal commitment or representation from the applicant, agent or owner made at the public hearing or in the application, or other understanding upon which approval may have been based:

- (1)Relocation or substitution of landscaping materials.
- (2)Minor architectural modifications including the addition of awnings and canopies.
- (3)Construction of bus stop shelters.
- (4)Erection of signs.
- (5)Diminution in size of a structure.
- (6)Demolition of a structure.
- (7)Waterbody maintenance activities.
- (8)Subdivision of land.
- (9)Road maintenance activities. A permit is required under Section 05-040.
- (10)Clearing or excavation of land. A permit is required under Section 05-040.