

# SPA

# PETITION FOR SITE PLAN APPROVAL

**SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY**

**Applicants must make an appointment with the planner in charge of the case, in order to submit this application**

MEETING DATE \_\_\_\_\_ CASE NO. \_\_\_\_\_ HTE NO. \_\_\_\_\_  
NAME OF PROJECT \_\_\_\_\_

1. The undersigned hereby petitions the City of Boca Raton for the above under the applicable City Code of Ordinances and that the necessary reviews/hearings by the Staff and Planning and Zoning Board be called for such purpose to allow:

Containing \_\_\_\_\_ square feet on that property located at (street address) \_\_\_\_\_

Property ID# : \_\_\_\_\_

2. (I) (We) are the (check one): ( ) Owners ( ) Lessee ( ) Contract Purchaser ( ) Trustee ( ) Other (please specify)

3. Record owner of property \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone \_\_\_\_\_

Occupant of property \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone \_\_\_\_\_

4. The undersigned is aware that the Planning and Zoning Board may stipulate or require that the petitioner exercise the approval as granted within a specified time period.

5. The undersigned is aware that if approval is granted by the Planning and Zoning Board, they may stipulate such conditions and require some modifications as they deem necessary to accomplish the proper and orderly development of this proposal.

6. The undersigned acknowledges that the proposed structure **needs/does not need** (circle one) to be reviewed by the FAA.

7. I hereby certify that the information submitted pursuant to this application is true and correct, to the best of my knowledge.

Signed \_\_\_\_\_

Owner of record or his authorized agent  
Petitioner

**(ATTACH NOTARIZED AUTHORIZATION)**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Petitioner's Name \_\_\_\_\_

Address of Petitioner \_\_\_\_\_

Telephone/Fax No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Received by \_\_\_\_\_

Date Received \_\_\_\_\_

FILING FEE:	\$ _____
AD PROCESSING FEE:	\$ _____
ADMIN AD PROCESSING:	\$ <u>75.00</u>
TRAFFIC DEPOSIT:	\$ _____
ADMINISTRATIVE FEE:	\$ _____
TOTAL FEES:	\$ _____

**NOTE: Attach THREE (3) sealed and signed surveys/legal descriptions (survey not more than six months old) of subject property; complete site plan approval checklist, and EIGHTEEN (18) sealed and FOLDED copies of the proposed site plan.**

## SITE PLAN APPROVAL CHECKLIST

The following checklist is designed to assist petitioners in preparing required materials for review. The petitioner should check off each item to ensure that it is included. **ITEMS OMITTED WILL DELAY REVIEW PROCEDURES.** Utility plans, landscaping plans, architectural elevations, etc. may be shown on separate sheets. The following items are required as part of a complete site plan approval application.

**YES NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Certificate of title executed by a reputable title insurance company or an attorney licensed to practice law in the State of Florida, stating that the property described in the survey supplied with the application is owned by the petitioner. If not all of the property is owned by the petitioner, a letter of authorization by each property owner who has an interest in the property for which the approval is being sought shall be required prior to processing the application.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Where applicable, at the time of formal application for site plan review, a letter from the property owner will be required stating that a Unity of Title will be provided at time of building permit. A condition will be placed on the approval to that effect. If the recording of a Unity of Title will create problems for the property owner, an alternative must be accepted by the City prior to placement on the Planning and Zoning Board agenda. Should that condition become a problem for the property owner after approval, a revised approval must be sought with new applications and fees. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Completed application and fee plus Planning Advisory (PA) date _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Eighteen (18) detailed, professionally signed and sealed site plans drawn to scale on 24" x 36" sheet size and folded to 9" x 12". An engineering scale with adequate resolution for verification of measurements should be used. The site plan shall include the following:  |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Name and address of owner, applicant, and person preparing the site plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Title and/or project name, project address and developer/builder.   |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Date, location map, north arrow, and graphic scale. The location map and site map should be oriented to same north arrow.   |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Locational sketch showing property line, the property in relation to adjacent area, watercourses, and other essential features.   |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Site data, including: zoning and Comprehensive Plan designation of the site and adjoining properties, acreage of site, square footage of structures, floor area ratio (FAR), proposed and maximum permitted height of structures, parking calculations (required and proposed), green and open space as well as proposed water and sewer usage.   |
| <input type="checkbox"/> | <input type="checkbox"/> | f) Proposed/existing lot and building site lines.  |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Proposed and required minimum setback line.   |
| <input type="checkbox"/> | <input type="checkbox"/> | h) Density and number of proposed dwelling units (residential only).   |
| <input type="checkbox"/> | <input type="checkbox"/> | i) Accessory structures and dimensioned waste/storage collection point(s).   |
| <input type="checkbox"/> | <input type="checkbox"/> | j) Available water lines, wells and sewer lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | k) Proposed location of sidewalks, bike paths, bike rack, litter containers, dumpster, curbs, gutters, water mains, sanitary sewers, storm drains, manholes, inlets, seawalls or wells.  |
| <input type="checkbox"/> | <input type="checkbox"/> | l) Existing and proposed fire hydrants   |
| <input type="checkbox"/> | <input type="checkbox"/> | m) Landscape yards, irrigation system, or treatment of perimeter areas such as fences, walls or berms.   |
| <input type="checkbox"/> | <input type="checkbox"/> | n) Width and location of existing or proposed public or private streets and easements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | o) Complete dimensioning of driveways and aisles, vertical clearance and intersection radii.   |
| <input type="checkbox"/> | <input type="checkbox"/> | p) Drawing details of regular and handicapped parking stalls.  |
| <input type="checkbox"/> | <input type="checkbox"/> | q) Drawing details of dumpster enclosure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | r) Phasing of the site including any temporary landscaping/accesses.   |
| <input type="checkbox"/> | <input type="checkbox"/> | s) Location, percentage, and size of areas to be conveyed, dedicated or reserved as open space, public parks, recreational, and similar uses.  |
| <input type="checkbox"/> | <input type="checkbox"/> | t) Areas of site indicated as potential conservation or preservation areas under the Comprehensive Plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | u) Name of adjoining property owners or development projects.  |

**SITE PLAN APPROVAL CHECKLIST (Cont'd)**

- 5. Where a site plan covers only a part of real property owned by the applicant, a master phasing plan shall be provided.
- 6. Three (3) typed signed and sealed 8-1/2"x14" legal descriptions and three (3) signed and sealed surveys (including centerline grades to establish a crown of road elevation prepared by a registered land surveyor). Provide an electronic WORD file of the legal description.
- 7. Preliminary design of bridges or culverts as may be required.
- 8. An existing tree survey depicting all trees having a diameter 2" or greater as measured 4-1/2 feet above the ground.
- 9. Five (5) hard copies of a traffic study and or parking accumulation study and two (2) electronic pdf files of the traffic study and/or parking study and site plan (11"X17"), if required by City Traffic Engineer.
- 10. If a traffic study is required for this application, please note additional fees will be due for Palm Beach County reviews.
- 11. All Planning Advisory (PA) comments have been addressed. A PA response letter should be provided (18 copies).
- 12. A computer generated colored copy of the site plan and floor plan and elevations will be required prior to the scheduling of a public hearing.
- 13. Please meet with your project planner about one week prior to formal submittal to ensure that the information, drawings, etc., are complete. We will not process any applications until all pertinent information has been received and determined to be complete.

**I HEREBY CERTIFY THAT THE SITE PLAN INFORMATION SUBMITTED IS COMPLETE, ACCURATE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Any person who acts as a lobbyist pursuant to City Code, Article V. Code of Ethics, Division 2, Lobbyist Registration, must register with the City Clerk prior to engaging in lobbying activities.

# PROJECT DATA SHEET

**PROJECT NAME** \_\_\_\_\_

**ACREAGE** \_\_\_\_\_

**BUILDING SQUARE FOOTAGE** \_\_\_\_\_

**FLOOR AREA RATIO** \_\_\_\_\_

**DENSITY** \_\_\_\_\_

**NUMBER OF HOTEL ROOMS** \_\_\_\_\_

**PARKING SPACES REQUIRED** \_\_\_\_\_

**PARKING SPACES PROVIDED** \_\_\_\_\_

**PARKING STRUCTURE**                       YES                       NO

**ZONING, EXISTING** \_\_\_\_\_

**LAND USE CATEGORY, EXISTING** \_\_\_\_\_

**USE, EXISTING** \_\_\_\_\_

**USE, PROPOSED** \_\_\_\_\_

## TRAFFIC REVIEW DEPOSIT (OUTSIDE CONSULTANT)

As of April 1, 2009, some new transportation related studies submitted to the City of Boca Raton as part of our land development review process will be sent out for review by a third party transportation consultant. A determination of whether the Transportation Study will be sent out for review by a third party will be made by the City Traffic Engineer after receipt of the Planning Advisory Review comments.

Should a transportation related study be required for your development proposal, please see the new requirements listed below:

- An initial deposit is necessary to ensure review of any studies submitted and processing on your project application per the following fee schedule:

Size of Project	Initial Deposit	Minimum Account Balance
Less than 10 acres	\$5,000	\$1,000
10 – 30 acres	\$8,000	\$1,600
30 acres & over	\$12,000	\$2,400

The City will deposit funds, as provided by the developer, into a project account to pay for the traffic review services. The consultant will notify the City if the account balance falls below the minimum balance indicated above and the City will then assure a supplemental deposit is provided prior to authorizing additional review work. Subsequent to the project's final approval, any remaining review funds deposited for a particular project will be refunded. Also, should it be determined that a traffic study and review are not required, deposited funds will be refunded.

In addition, a non-refundable \$250 administrative fee is required.

Please remit your deposit and administrative fee to:

City of Boca Raton  
201 W Palmetto Park Road  
Boca Raton, FL 33432  
Attn: Development Services Administration

A fee payable to the "Palm Beach County Commission" is due for Traffic Impact Study (minimum fee of \$150\*).

\*Actual amount due is responsibility of the petitioner's Traffic Engineer

- **As part of your formal submittal package, please provide five (5) hard copies and two (2) electronic pdf files of the traffic study and/or parking study and site plan (11"x17").**