VILLAGE OF ROYAL PALM BEACH
PLANNING and ZONING
1050 Royal Palm Beach Boulevard
Royal Palm Beach, FL 33411
(561) 790-5131

DEVELOPMENT APPLICATION

APPLICATION NO.: _____ **SUBMITTAL DATE:** _____

PROPERTY OWNER(S)	APPLICANT
Name:	**Name:**
Address:	**Address:** **E-Mail:**
Phone:	**Phone:**

Proof of ownership, along with agent's authorization letter if Application if being submitted by anyone other than the Owner(s), must be submitted with Application.

One (1) original, plus nine (9) copies of all plans, plats and forms must be submitted with the application. (Additional copies of the application packet will be required for all subsequent Board meetings). For Minor Site Plan Modifications, submit one (1) original plus three (3) copies. In addition, ALL PLANS, PLATS AND APPLICATION FORMS MUST BE SUBMITTED IN ELECTRONIC FORMAT. Following Council approval 3 complete sets of plans shall be submitted for stamped sign off as well as an updated electronic copy of plans, plats applications in TIFF format.

CHECK APPLICABLE APPROVALS BEING REQUESTED:
(Fees per current Village Code must be submitted with application.)

☐	ADMINISTRATIVE APPEAL*	$250.00	☐	SITE PLAN MODIFICATION (Major)*	$2,000.00
☐	ANNEXATION	No Fee	☐	SITE PLAN MODIFICATION (Minor)	$500.00
☐	MASTER PLAN REIVEW	$2,000.00	☐	SITE PLAN REVIEW*	$2,000.00
☐	COMP PLAN AMEND. (LARGE)*	$3,000.00	☐	VARIANCE*	$100.00
☐	COMP PLAN AMEND. (SMALL)*	$2,000.00	☐	MOD. TO COUNCIL REQUIREMENTS*	$250.00
☐	REZONING*	$2,000.00	☐	SPECIAL EXCEPTION*	$1,000.00
☐	PRELIMINARY PLAT*	$1,000.00	☐	FINAL PLAT (see page 13)*	$1,500.00
☐	ARCHITECTURAL REVIEW (AAR)*	$250.00	☐	AAR APPEAL*	$250.00
☐	SITE PLAN EXTENSION	$250.00	☐	LANDSCAPE WAIVER/VARIATION	$100.00
☐	ZONING TEXT AMENDMENT*	$1,000.00	☐	SIGN VARIANCE*	$500.00
☐	SUBDIVION VARIANCE	$100.00	☐	PARKING VARIANCE*	$500.00
☐	ZONING CODE VARIANCE (CG)*	$500.00	☐	ZONING CODE VARIANCE (SF)	$100.00

Site Plan Review includes an additional $300.00 per acre fee. Master Plan includes an additional $100.00 per acre fee. Additional legal and mailing fees may also apply. *Application fees also subject to Legal Review Security Deposit of $185.00 per hour, minimum hours set per fee schedule adopted by Resolution No. 12-30 on 9/20/12.

DO NOT WRITE BELOW THIS LINE **FOR DEPARTMENTAL USE ONLY**

Received by: _____ Date:_____ Fee Paid:$_____

Sufficiency Approval Date _____TRC Date:_____

Notified _____ of TRC on _____ Accepted:_____
Received from applicant: ☐ 10 Applications ☐ 10 sets of Plans ☐ Fees ☐ CD of submittal ☐ Color Samples

GENERAL DATA

Project Name: _____

Project Location: (Address and property control no.) _____

Existing Zoning: _____

Proposed Zoning: _____

Existing Comprehensive Plan Designation: _____

Proposed Comprehensive Plan Designation: _____

Existing Land Use: _____

Proposed Land Use: _____

Total Site Area: _____ Sq. Ft. _____ Acres

Flood Zone Category: _____

Is site currently served by public water? Yes _____ No _____

Is site currently served by public sewer? Yes _____ No _____

RESIDENTIAL

Total Number of Dwelling Units: _____ Density (Units per acre): _____

COMMERCIAL

Total Square Footage: _____ Number of Buildings: _____

Describe briefly the nature of any improvements presently located on the subject property.

_____

_____

_____

Describe type of operation or business proposed; or the proposed construction.

_____

_____

_____

Estimate of construction costs: _____

_____

Describe in detail the phasing of the proposed development (Attach if insufficient space).

_____

_____

State the reasons or basis for the Approval request, and explain why this request is consistent with good planning and zoning practice, will not be contrary to the Village's Comprehensive Development Plan, and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Village. Additionally, all standards set forth in the Village Code of Ordinances for Special Exceptions, Variances, Sign Variances, Administrative Appeals, etc. must be addressed on the additional sheet provided with this application.

_____

_____

_____

Has any previous Application been filed within the last year in connection with the subject property?
(Yes) ☐ (No) ☐. If yes, briefly describe the nature of the Application.

_____

_____

Has a site plan been previously approved by the Village Commission for this property? (Yes) ☐ (No) ☐. If yes, please note date of previous approval.

_____

_____

_____

EXACT LEGAL DESCRIPTION OF PROPERTY:
(Attach if insufficient space)

Give the name, address and telephone number for the following persons or firms involved in this development:

AGENT [if different from Owner(s)]:	**DEVELOPER:**
Name:	**Name:**
Company Name:	**Company Name:**
Address:	**Address:**
Phone:	**Phone:**

PLANNER:	**ARCHITECT:**
Name:	**Name:**
Company Name:	**Company Name:**
Address:	**Address:**
Phone:	**Phone:**
	Florida Registration No.:

ENGINEER:	LANDSCAPE ARCHITECT:
Name:	**Name:**
Company Name:	**Company Name:**
Address:	**Address:**
Phone:	**Phone:**
Florida Registration No.:	**Florida Registration No.:**

SURVEYOR:	ATTORNEY:
Name:	**Name:**
Company Name:	**Company Name:**
Address:	**Address:**
Phone:	**Phone:**

CURRENT OCCUPANT:	ALL CORRESPONDENCE WILL BE MAILED TO APPLICANT ONLY UNLESS A SUBSTITUTE ADDRESS IS SPECIFIED BELOW:
Name:	
Address:	**Address:**
Phone:	**Phone:**

Consent Form

INSTRUCTIONS: Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit in person all material pertaining to the application. A separate form is required from each owner/contract purchaser. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified. Consent is valid for one year from date of notary, unless otherwise specified. Attach copy of last recorded warranty deed for subject property.

Project Name:_____ **Submittal Date**: _____

This form shall serve as **CONSENT** for the agent identified below to prepare or have prepared and submit all documents for the following application(s) affecting property I have an ownership interest in:

(☐) Architectural Review (☐) Comprehensive Plan Amendment (☐) Final Plats (☐) Major Site Plan Modification (☐) Minor Site Plan Modification (☐) Modifications to Council Imposed Conditions (☐) Preliminary Plats (☐) Rezoning (☐) Site Plan Review (☐) Special Exception Use (☐) Time Extension (☐) Variance (☐) Voluntary Annexations (☐) Zoning Text Amendments

[☐] Other (indicate request):_____

I hereby give CONSENT 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:

_____

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning & Engineering Department of Royal Palm Beach, Florida, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to Royal Palm Beach to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

OWNER/CONTRACT PURCHASER INFORMATION: I am the [ ] owner [ ] contract purchaser (one)

_____ _____
(Name - type, stamp or print clearly) (Signature)

_____
(Address) (City, State, Zip)

STATE OF FLORIDA
PALM BEACH COUNTY:

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

_____ _____
(Name - type, stamp or print clearly) (Signature)

NOTARY'S SEAL

AGENT INFORMATION:

_____ _____
(Name - type, stamp or print clearly) (Name of firm)

_____ _____
(Address) (City, State, Zip) Signature of Agent

STATE OF FLORIDA
PALM BEACH COUNTY:

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

_____ _____
(Name - type, stamp or print clearly) (Signature)

NOTARY'S SEAL

APPLICANT'S CERTIFICATION

(I) (We) affirm and certify that (I) (We) understand and will comply with all provisions and regulations of the Village of Royal Palm Beach, Florida. (I) (We) understand that if this Petition is approved by the Village, the aforementioned real property described herein will be considered, in every respect, to be a part of the Village of Royal Palm Beach and will be subjected to all applicable laws, regulations, taxes and police powers of the Village including the Comprehensive and Zoning Ordinance. (I) (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of (my) (our) knowledge and belief. Further, (I) (We) understand that this Application and attachments become part of the Official Records of the Village of Royal Palm Beach, Florida, and are not returnable.

_____
Witness

_____
Witness

_____
Signature of Applicant

_____
Printed Name of Applicant

Applicant is:

- ☐ Owner
- ☐ Optionee
- ☐ Lessee
- ☐ Agent
- ☐ Contract Purchaser

Address:

_____

_____

_____

Telephone Number: _____

Fax Number: _____

ARCHITECTURAL AND AESTHETIC REVIEW CRITERIA-ROYAL PALM BEACH

Application Date:_____ Applying for Meeting on_____

This is a required phase of the Village Site Plan Review process. Please complete form and return to the Planning Dept. with the appropriate attachments.

	Check appropriate box
SIGNAGE REVIEW	☐
ARCHITECTURE REVIEW	☐
LANDSCAPE REVIEW	☐

Business Name:_____

Location Address:_____

	NAME	ADDRESS	PHONE
Building Owner	_____	_____	_____
Property Owner	_____	_____	_____
Applicant	_____	_____	_____
Contact Person	_____	_____	_____

Description of proposed building and improvements (Justification Statement may be used if additional space is needed)

_____

_____

Property is Zoned:_____ Building is:

(☐) Free Standing Building
(☐) Part of a Complex
(☐) New
(☐) Existing

Signed:_____ (☐) Representative (☐) Owner

DEVELOPMENT APPLICATION CHECK-LIST AAR

(10 copies of the following items should be included in all development application packets)

- ☐ Development Application
- ☐ Application fees
- ☐ Last recorded warranty deed
- ☐ Applicable consent forms
- ☐ Survey
- ☐ Statement of use and justification
- ☐ Site Plan with the Tabular Data as required in Sec. 26-32 (5) (C)
- ☐ Landscape Plan (for Landscape Plan Approval)
- ☐ Elevations (for Building Architecture Approval)
- ☐ Colors (brand and number) and material samples
- ☐ Pictures of building (for paint color changes, architecture and signage)
- ☐ Sign information on attached sign information sheet (signage only)

Required Master Sign Package Information for Architectural Review

Wall Signs:

- Sign type
- Material sign is made of
- Color rendering of the proposed sign
- Colors with color number(s) for all elements of the sign
- Lettering style (font)
- Whether sign will be illuminated and if so by what method
- Copy content
- Location
- Size (overall height and width)
- If signage is proposed to incorporate logos or not
- Maximum and minimum letter height
- Drawings of the proposed sign drawn to scale
- An elevation drawing or picture of the bay or building showing the width of the bay or building to which the sign will be attched

Monument Signs:

- Material sign base and tenant panels are made of
- Color rendering of the proposed sign
- Colors with color number(s) for background and lettering on tenant panels and
- Lettering style (font)
- Whether sign will be illuminated and if so by what method
- Copy content
- Location and setbacks from all property lines
- A drawing depicting elevation of sign above finished grade
- Size (overall height and width)
- If signage is proposed to incorporate logos or not
- Maximum and minimum letter height to be allowed
- Drawings of the proposed sign drawn to scale