



**CITY OF GREENACRES
APPLICATION FOR
SITE & DEVELOPMENT PLAN APPROVAL**

INSTRUCTIONS TO APPLICANT:

1. Answer all questions completely.
2. A filing fee in the amount of Two Thousand Seven Hundred Fifty Dollars (\$2,750.00) must accompany this application.
3. Provide required attachments (warranty deed, survey and plans) as shown on the attached checklist.

1. **PROJECT NAME:** _____

2. **AGENT'S NAME:** _____

ADDRESS*: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: (____) _____ **FAX:** (____) _____

EMAIL: _____

3. **OWNER'S NAME:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: (____) _____ **FAX:** (____) _____

EMAIL: _____

4. ***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.****

5. **PETITIONER'S STATEMENT:** (Explanation & reasons for the request) **Provide and attach letter**
6. **PROJECT LOCATION & ADDRESS:** _____
7. **PARCEL IDENTIFICATION NUMBER(S):** _____
8. **PROPERTY SIZE:** (Square feet/Acres) _____
9. **EXISTING USE OF PROPERTY:** _____
10. **PROPOSED USE OF PROPERTY:** _____
11. **EXISTING FUTURE LAND USE DESIGNATION:** _____
12. **PROPOSED FUTURE LAND USE DESIGNATION:** _____
13. **EXISTING ZONING OF PROPERTY:** _____
14. **PROPOSED ZONING OF PROPERTY:** _____
15. **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.**

Signature of Owner(s) of Record

Signature of Applicant/Agent

Type Name of owner(s)

Type Name of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____,
by _____, who is personally known to me, or who has
produced _____ as identification.

Notary Seal

Notary Public, State of Florida

Notary Name (Typed, Stamped or Printed)

Commission No.: _____

My

Commission Expires: _____



CITY OF GREENACRES
SITE & DEVELOPMENT PLAN
SUBMITTAL CHECKLIST

CITY USE		
YES	NO	N/A

I. GENERAL (One Copy)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Application Review Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Completed application signed by owner and applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Copy of Warranty Deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. All residential projects must submit a complete d School Concurrency Form (attached). The form will be sent back to the applicant after sufficiency review. The applicant must then submit it to the School District and pay any fees. |

II. SURVEY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Copies: <ul style="list-style-type: none"> • Seven (7) copies (24" x 36") • One (1) set (11" x 17") |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. A signed and sealed boundary survey (not more than a year old) and legal description of the property, including any and all easements of record (referenced by OR Book and page), prepared by a surveyor registered in the State of Florida. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Existing topographical conditions of the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100' of project boundary. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Existing structures within 100' of project boundary. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Existing trees identified by caliper and species. |

III. SITE PLAN

- a. Copies:
 - Seven (7) copies (24" x 36")
 - One (1) set (11" x 17")

- 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 to include the following information:
 - gross site area in acres and square feet
 - road area for residential projects
 - net area for residential projects
 - net density for residential projects
 - required and proposed parking with calculation
 - floor area
 - building lot coverage
 - impervious area excluding lot coverage
 - landscape area

- f. Project information (number of users of facility, employees, seating and hours of operation).

- g. Location of lots, buildings and structures with finished floor elevations and 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.

IV. ENGINEERING PLANS

- a. Copies:
 - Seven (7) copies (24" x 36")
 - One (1) set (11" x 17")
- 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, and finish floor 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/or turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

V. ARCHITECTURAL PLANS

- a. Copies:
 - Seven (7) copies (24" x 36")
 - One (1) set (11" x 17")
- b. Floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per Florida Building Code prepared by a Florida Registered Professional.
- c. Color chips arranged on 8 1/2" x 11" sheet(s) of paper for all proposed materials. Only 1 copy is required.

VI. LANDSCAPE PLANS

- a. Copies:
 - Seven (7) copies (24" x 36")
 - One (1) set (11" x 17")

- b. Location, size and specification of all proposed landscaping prepared by a Florida Registered Professional.

- c. Clear Sight Distances.

- d. 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.

- e. 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."*

- f. Tree removal and relocation plan depicting disposition of all existing trees on site.

PLAN REVISIONS

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.

Copies:

- Seven (7) copies (24" x 36")
- One (1) set (11" x 17")



THE SITE PLAN PROCESS
City of Greenacres
Planning and Engineering Department

