



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

**INSTRUCTIONS TO APPLICANT:**

1. Answer all questions completely.
2. A filing fee in the amount of Three Hundred Thirty Dollars (\$330.00) for Class I and Two Thousand Two Hundred Ten Dollars (\$2,210.00) for Class III modifications must accompany this application.
3. Provide required attachments (warranty deed, survey and plans) as shown on the attached checklist.

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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. **PETITIONERS STATEMENT:** (Explanation & reasons for the request) **Use attachments as necessary.**
  
6. **PROJECT LOCATION & ADDRESS:** \_\_\_\_\_
7. **PARCEL IDENTIFICATION NUMBER(S):** \_\_\_\_\_
8. **PROPERTY SIZE:** (Square feet/Acres) \_\_\_\_\_
9. **PRESENT USE OF PROPERTY:** \_\_\_\_\_
10. **PROPOSED USE OF PROPERTY:** \_\_\_\_\_
11. **EXISTING FUTURE LAND USE DESIGNATION:** \_\_\_\_\_
12. **EXISTING ZONING OF PROPERTY:** \_\_\_\_\_
13. **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 this 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 AMENDMENT**  
**SUBMITTAL CHECKLIST**

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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. <b>Agent's authorization or power of attorney must be attached if applicant is other than owner.</b>   |
| <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 completed 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"><li>• Seven (7) copies (24" x 36")</li><li>• One (1) set (11" x 17")</li></ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. A signed and sealed boundary survey ( <b>not more than a year old</b> ) 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 (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.

## **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.
- 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.

## **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 by a Florida Registered Professional.

## **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. 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**

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")