

Exhibit "E"



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 South County Road
 Palm Beach, FL 33480
 (561) 838-5430 • www.townofpalmbeach.com

DEVELOPMENT REVIEW APPLICATION

Application Information			
FILE NUMBER:		ZONING NUMBER (if applicable):	
DATE:			
<input type="checkbox"/> LANDMARKS <input type="checkbox"/> Certificate of Appropriateness for design approval <input type="checkbox"/> Certificate of Appropriateness for demolition <input type="checkbox"/> Tax abatement project <input type="checkbox"/> Historically Significant building <input type="checkbox"/> Historic district/ site designation / undesignation <input type="checkbox"/> Town Council Combination review <input type="checkbox"/> LPC Staff Level Approval <input type="checkbox"/> Other (expand below)		<input type="checkbox"/> ARCOM <input type="checkbox"/> Design review approval- <u>major project</u> <input type="checkbox"/> Design review approval- <u>minor project</u> <input type="checkbox"/> Design review approval- <u>minor no notice</u> <input type="checkbox"/> Demolition <input type="checkbox"/> Town Council Combination review <input type="checkbox"/> Dimensional Waiver <input type="checkbox"/> ARCOM Staff Level Approval <input type="checkbox"/> Other (expand below)	
<input type="checkbox"/> TOWN COUNCIL <input type="checkbox"/> Special exception <input type="checkbox"/> Variance(s) <input type="checkbox"/> Site plan review <input type="checkbox"/> Division of land / replat <input type="checkbox"/> Amendment to the Town's zoning Code or zoning map or Comprehensive Plan or future land use map <input type="checkbox"/> Other (expand below)			
<input type="checkbox"/> Other:			
Property Information – Please attach Legal Description as “Exhibit A”			
ADDRESS OF PROPERTY			
FOLIO NUMBER(S)			
Property Owner Information			
PROPERTY OWNER NAME			
ADDRESS		CITY	STATE
ZIP CODE			
BUSINESS PHONE	MOBILE PHONE	EMAIL ADDRESS	
Applicant Information (if different than owner)			
APPLICANT NAME			
ADDRESS		CITY	STATE
ZIP CODE			
BUSINESS PHONE	MOBILE PHONE	EMAIL ADDRESS	

[illegible]

Please note the following information:

- All applicable affidavits must be completed and the property owner must complete and sign the "Power of Attorney" portion of the affidavit if they will not be present at the hearing, or if other persons are speaking on their behalf.
- Only submittals deemed **complete applications** shall be scheduled for consideration and placed on an agenda.
- Public records notice – All documentation submitted for this application is considered a public record subject to Chapter 119 of the Florida Statutes and shall be disclosed upon request.
- When the applicable board reaches a decision a final order will be issued stating the board's decision and any conditions imposed therein. The original development order shall remain on file with the Town of Palm Beach Planning, Zoning, & Building Department. Under no circumstances will a building permit be issued by the Town without a copy of the recorded final order being included and made a part of the plans submitted for a building permit.

Please read the following and acknowledge below:

- ☐ As part of the project approval, I voluntarily agree to dedicate a utility easement supporting the undergrounding project to the satisfaction of the Town of Palm Beach, which may include the installation of aboveground electrical equipment and pads to be placed on my property.

The aforementioned is acknowledged by:

- ☐ Owner of the subject property
- ☐ Authorized representative

SIGNATURE

PRINT NAME

DATE SIGNED

APPLICANT AFFIDAVIT

I, _____, being first duly sworn, depose and certify as follows: (1) I am the applicant or representative of the applicant. (2) This application and all information submitted in support of this application, including sketches, data, and other supplementary materials, are true and correct to the best of my knowledge and belief. (3) I acknowledge and agree that, before this application may be publicly noticed and heard by a review commission, the application must be complete and all information submitted in support thereof must be accurate.

SIGNATURE

If signed by a legally authorized agent, must be accompanied by a Power of Attorney form (below) authorizing the signer to sign on owner's behalf.

POWER OF ATTORNEY AFFIDAVIT

STATE OF _____

COUNTY OF _____

I, _____, being first duly sworn, depose and certify as follows: (1) I am the owner or representative of the owner of the real property that is the subject of this application. (2) I hereby authorize _____ to be my representative before the _____ Board.

PRINT NAME (and Title, if applicable)

SIGNATURE

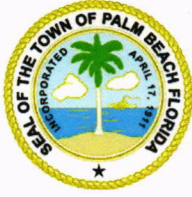
Sworn to and subscribed before me this _____ day of _____, 20____. The foregoing instrument was acknowledged before me by _____, who has produced _____ as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP

NOTARY PUBLIC

My Commission Expires: _____

PRINT NAME



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DEVELOPMENT REVIEW CHECKLIST

DATE OF PRE APPLICATION:	FILE NUMBER:
Documentation submittal requirements	
1	Copy of signed and dated Check List issued at Pre-Application meeting.
2	Completed Development Review Application , Affidavits (original signatures).
3	Signed and dated Letter of Intent (LOI) for Development Review which shall detail the proposed project and briefly describe the reasons why such application should be approved. LOI must respond to all review guidelines in the applicable section of the code as follows:
a	Landmarks Preservation in accordance with Section 54-122 and/or Section 54-161 and/or other
b	Architectural Review in accordance with Section 18-205 and/or Section 18-206
c	Special Exception in accordance with Section 134-229
d	Site Plan Review Approval in accordance with Section 134-1329
e	Variance(s) in accordance with Section 134-201
f	Other
4	Site History. Please provide a detailed history in chronological order of all zoning-related requests processed on or after January 1, 1970 applicable to this property. This information should be attached as an Exhibit to the Letter of Intent (LOI)
5	Item Notice for Mailer: Staff generated Mail Notice supplied to applicant
6	Digital signed and notarized Notice of Affidavit
7	Digital Tax Radius Map identifying the subject property with a 300 ft radius of the outside boundaries
8	Digital List of Property Owners (including subject property) located within 300 ft radius of the outside boundaries of the subject site to be notified
9	Sample Envelope and its contents (information in the prepared mailer envelope), to be approved by PZB prior to mailing by the applicant. Envelopes shall include Application, Notice to Property Owners, and a single page graphic depiction showing a building and landscaping of the intended project.
Plan submittal requirements (Architectural and landscape plans must be legibly formatted and sized 11" x17")	
10	Survey: Electronic version of original signed & sealed, dated no more than six months from date of application. Survey must provide: lot area, grade in NAVD as defined in the Town Code. (If no sidewalk exists, provide the elevation of the crown of the road) and spot elevations (NAVD).
11	Cover Sheet with project team, bulleted point scope of work, file number, address, sheet index, clearly labeled "First and Final Submittal" and dated with date of hearing.
12	Zoning Legend: All applicable zoning information (Use Town of Palm Beach PZB Department zoning legend.
13	Zoning Diagrams, graphic and shaded diagrams depicting the following: lot coverage, cubic content ration (CCR), open space, angle of vision, and building height plane
14	A vicinity map indicating the location of the subject property
15	A location plan indicating plan of the proposed project in reference to adjacent properties buildings and rights-of-way

16	A proposed Site Plan (fully dimensioned with setbacks and property lines) including location of all mechanical equipment proposed (AC and pool) and future (generator)	
17	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	
18	Current color photographs, dated, Min 4"x 6" of context, corner to corner, across the street and surrounding properties with a key directional plan (no Google images)	
19	Existing Conditions Drawings (Floor Plans & Elevations with dimensions).	
20	Historic plans and elevations (if available)	
21	Demolition Plans (Floor Plans & Elevations (graphically depicting areas of demolition)	
22	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks. All plans shall indicate location of all property lines and setbacks.	
23	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, FFE, proposed height heights in NAVD values). All elevations shall indicate location of all property lines and setbacks.	
24	Streetscape contextual elevation (showing abutting properties with height measurements in NAVD values), a minimum of two houses on either side in relationship of the proposed building.	
25	Proposed Section Drawings (showing grade, base flood elevation, FFE, proposed height heights in NAVD values)	
26	Enlarged section yard diagrams: sections of all required yard setbacks that show all proposed elements, encroachments, projections, overhangs, eaves, slabs, et al and elevations of equipment in required yards to demonstrate compliance; include in yard diagrams/sections property lines, setback lines, and setbacks and height of all elements within, measure from standard elevation datum marks. Diagrams shall be at an enlarged and drawn to a readily legible scale.	
27	Color Renderings (elevations and three dimensional perspectival drawings).	
28	Exterior Material and Finishes sheet. All exterior building colors and materials finishes proposed, including hardscape materials and accent and trim details.	
29	Materials Removal Plan	
30	Landscape Plans - street and onsite, rendered and non-rendered illustrations - identifying existing, proposed landscape including material key, selected species, and size container; also site and plant lighting, irrigation, raised curbs, a tree survey and tree disposition plan identifying all historic/specimen sized tree resources on site how such will be relocated and/or protected. Plans to indicate hardscape proposed, open space percentage and compliance with 25% native vegetation requirement.	
31	Construction Screening Plan that demonstrates how the adjacent neighbors will be screened from the construction activity through the use of landscaping and construction fencing/gates.	
32	Construction Staging and Truck Logistics Plan that demonstrates how the owner and contractors will identify specific locations on and adjacent to the project site for parking, material storage, deliveries, dumpster, portable toilets, tire cleaning area, silt fence, etc. and indicate the proposed route for truck traffic to best ingress and egress the property depending upon its location on the Island.	
33	Storm Water Management Plan / drainage civil pages (Ordinance 15-01, Section 86-91).	
34	Variance(s) diagram. Drawing(s) graphically depicting requested variances (proposed vs. required)	
35	Parking Statement. Provide a detailed parking statement which includes details of all available off-street parking, including information regarding the number of parking spaces designated for service use (for example: lawn service, pool service, staff/employee use, etc. COMMERCIAL PROPERTIES MUST:	

	<ul style="list-style-type: none"> ▪ # ON-SITE PARKING SPACES AVAILABLE: _____ ▪ # OF EMPLOYEES/STAFF PER SHIFT: _____ ▪ LOCATION WHERE EMPLOYEES/STAFF PARK OFF-SITE: _____ <p>RESIDENTIAL PROPERTIES MUST:</p> <ul style="list-style-type: none"> ▪ # ON-SITE PARKING SPACES AVAILABLE: _____ ▪ # OF EMPLOYEES/STAFF PER SHIFT: _____ <p>LOCATION WHERE EMPLOYEES/STAFF PARK OFF-SITE: _____</p>	
36	Historic Resources Report (This report shall include, but not be limited to, copy of the original Building Permit Card and subsequent modifications, Microfilm records, existing condition analysis, photographic and written description of the history and evolution of the original building on the site, all available historic data including original plans, historic photographs and permit history of the structure and any other related information on the property.	
37	Line of Sight studies	
38	Structural Analysis of existing building including methodology for shoring and bracing.	
39	Seating plan: #indoors, #outdoors, # within public right-of-way	
40	Payment of Fees	
Staff Level Approval Requirements:		
A	Written description and visuals that clearly convey what is existing and what is being proposed – including but not limited to dimensioned drawings with site calculations and current photographs as well as images, drawings, or renderings for reference	
B	If repairing or replacing in kind (same design, materials, and color), please confirm. if not, please specify variation.	
C	If submitting modifications to plans, proposed changes must be clouded and logged on the drawing with numbered labels in red.	
D	Copy of plans previously reviewed and approved by staff or a commission, if applicable. Include previous permit and/or project number(s).	

ADDITIONAL INFORMATION AND ACKNOWLEDGEMENTS

- A. Other information/documentation required for First submittal will be identified during Pre-Application meeting but may be modified based on further analysis.
- B. It is the responsibility of the applicant to confirm that documents submitted Paper Submittal sets (14 copies), and electronic version on CD are consistent with each other and legible.
- C. Only submittals deemed **complete applications** shall be scheduled for consideration and placed on an agenda.
- D. Payment of all applicable fees is due upon submission of the application

Applicant or Designee's Name

Applicant or Designee's Signature

Date