

2-17-00055
Zoning Application/Case#

1 S. County Rd.
Property Address

TOWN OF PALM BEACH ZONING APPLICATION CHECKLIST

INSTRUCTIONS TO APPLICANT: Your complete submission will include a disc, payment of fees, and other documents as indicated below. Please refer to detailed instruction sheets for reference. Incomplete or incorrectly prepared applications will not be accepted.

nla **NOTE:** If the Zoning Administrator has told you that your project must be referred to ARCOM or the Landmarks Preservation Commission prior to your Town Council hearing, you are required to submit the ARCOM or LPC application package including the ARCOM/LPC application, one full size set of signed & sealed plans, and the appropriate ARCOM/LPC filing fee. This must be submitted at the same time that you submit for your variance, special exception or site plan review. Be sure to use the correct COMBO NOTICE and include a copy of that application with your submittal.

➤ **DIGITAL SUBMISSION REQUIREMENTS**

The contents of your disc must include the following:

- ✓ Disc properly labeled with case number and street address and containing files as indicated on attached instruction sheet and as indicated below. Refer to instruction sheet for proper formatting and naming conventions.
- ✓ Copy of this checklist prepared by staff
- ✓ TYPED Application (including a location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets and indicates house numbers of the properties shown. **MUST** include a parking statement).
- ✓ Notice Affidavit (or appropriate Combo Notice if applicable)
- ✓ Tax map identifying 300-foot radius and subject property (obtained from property appraiser)
- ✓ List of all property owners within 300-foot radius (obtained from property appraiser)
- ✓ Sample envelope – scanned copy of the envelope and contents (see instructions)
- ✓ Letters from other agencies: ___ Dept. Environmental Protection ___ Traffic Concurrency ___ Army Corps of Engineers ___ Other
- ✓ Any associated correspondence

➤ **NON-DIGITAL SUBMISSION REQUIREMENTS**

NOTE: All full-size plans must include the zoning case number, be signed and sealed and be folded together as one set.

- ✓ One (1) full-sized set of signed & sealed plans including streetscape (Submit original and include on disc)
- ✓ One (1) full-sized set of signed and sealed existing floor plans & elevations (Submit original and include on disc)
- ✓ One (1) full-sized set of signed and sealed paving and drainage plans (Submit original and include on disc)
- ✓ One (1) current survey (abstracted), including any historic trees (Submit original and include on disc)
- ✓ Twelve (12) mini-sets of the Zoning Application (including a location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, indicates house numbers of properties shown and **MUST** include a parking statement), reduced plans (maximum size 11 x 17) including existing floor plan and elevations with plans stapled to applications. ALL PLANS MUST INCLUDE ZONING CASE NUMBER

- **AFFIDAVIT OF MAILING (ORIGINAL must be submitted to the Town no later than FIVE DAYS AFTER SUBMITTAL DEADLINE).** Notices to surrounding property owners (see instructions). If this project is a "COMBO" be sure to include correct notice and both applications.

- **FEE:** \$4,500 ^{1,500 - SE} _{3,000 - SPR - C}

Sogan Elliott
TOWN STAFF

11/14/17
DATE