



TOWN OF SOUTH PALM BEACH
3577 South Ocean Boulevard, South Palm Beach, FL 33480
(561) 588-8889

DEVELOPMENT APPLICATION

All information must be printed or typed.

The completed application must be filed at least thirty (30) days prior to the date of the Architectural Review Board, Planning Board, or Town Council meeting at which the application is to be considered.

APPLICATION NO.: _____

SUBMITTAL DATE: _____

PROPERTY OWNER(S)	APPLICANT
Name:	Name:
Address:	Address:
Phone:	Phone:

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

Two (2) copies of all plans, plats, including application forms, etc. must be submitted with Application. (Further plans, etc. may be required.)

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

ADMINISTRATIVE APPEAL		REZONING	
ARCHITECTURAL REVIEW		SITE PLAN REVIEW	
COMPREHENSIVE PLAN AMENDMENT		SPECIAL EXCEPTION	
VARIANCE			

DO NOT WRITE BELOW THIS LINE

FOR DEPARTMENTAL USE ONLY

ACCEPTED FOR REVIEW

Town Official: _____
 Traffic concurrency letter included, if applicable?

Date: _____
 Yes ____ No ____

Fee Paid: _____

APPROVAL

Town Council/Architectural Review Board/Board of Adjustment/Construction Board of Adjustment and Appeals:

_____ Date: _____

Conditions of Approval: _____

GENERAL DATA TO BE COMPLETED BY APPLICANT

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): _____

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 Town's Comprehensive 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 Town. Additionally, all standards set forth in the Town Code of Ordinances for Special Exceptions, Variances, Administrative Appeals, etc. must be addressed. (Attach a separate Justification Statement if insufficient space.)

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 Town Council 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:

APPLICANT'S CERTIFICATION

(I) (We) affirm and certify that (I) (We) understand and will comply with all provisions and regulations of the Town of South Palm Beach, Florida. (I) (We) understand that if this Petition is approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of South Palm Beach and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Code. (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 Town of South Palm Beach, Florida, and are not returnable.

Witness

Signature of Applicant

Witness

Printed Name of Applicant

Applicant is:
 Owner
 Optionee
 Lessee
 Agent
 Contract Purchaser

Address: _____

 Telephone Number: _____
 Fax Number: _____