



VILLAGE OF TEQUESTA
 Department of Community Development
 345 Tequesta Drive
 Tequesta, Florida 33469
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 www.tequesta.org

DEPARTMENTAL USE ONLY
 Ck. # _____
 Fee Paid: _____
 Intake Date: _____
 PROJECT #:

APPLICATION FOR SITE PLAN REVIEW

DRC

PLANNING & ZONING BOARD Meeting Date: _____

VILLAGE COUNCIL Meeting Date: _____

INSTRUCTIONS TO APPLICANTS:

1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide all required documents as shown on the attached checklist. If not applicable, indicate with N/A.

*All construction, additions, and/or alterations within the Village, except in districts R-1A and R-1, must be reviewed by the Planning & Zoning Board. The Planning & Zoning Board meets the **third Thursday of every month at 5:30 p.m.**, as needed in the Village Hall Council Chambers, 345 Tequesta Drive. The applicant will be informed by letter of their scheduled meeting date. The Planning and Zoning Board shall have general authority as outlined in Sec. 22.53. After review and recommendation by the Planning & Zoning Board, applications will be heard by the Village Council for final approval. The Village Council meets regularly on **the second Thursday of every month at 6:00p.m.**, in the Village Hall Council Chambers.*

I. PROJECT DESCRIPTION & OWNER/AGENT INFORMATION

PROJECT NAME: _____

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

Property Control Number (PCN), list additional on a separate sheet: _____

Estimated project cost: _____

Property Owner(s) of Record: _____

Address: _____

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Applicant/Agent (if other than owner complete consent section on page 3):

Name: _____

Address: _____

Phone No.: _____ Fax No.: _____ E-mail Address: _____

II. LAND USE & ZONING

A) **ZONING DESIGNATION** _____ B) **FUTURE LAND USE DESIGNATION** _____

C) Existing Use(s) _____

D) Proposed Use(s), as applicable _____

III. ADJACENT PROPERTIES

	Name of Business/ Subdivision	Land Use Designation	Zoning Designation	Existing Use(s)	Approved Use(s)
NORTH					
SOUTH					
EAST					
WEST					

IV. APPLICANT’S STATEMENT OF JUSTIFICATION

Provide a statement of use from the applicant that the submitted site plan is consistent with the goals, objectives, and all other provisions of the village comprehensive development plan, and further that the projected use is specifically authorized by development ordinances and regulations. The statement shall include, but not be limited to, specific references to those sections of the comprehensive plan relating to the proposed development. Attach additional sheets if necessary.

V. OWNER/APPLICANT ACKNOWLEDGEMENT AND CONSENT

Consent statement (to be completed if owner is using an agent)

I/we, the owners, hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application.

By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the Village of Tequesta, Florida Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

Owner's Name (please print)

Applicant/Agent's Name (please print)

Owner's Signature

Applicant/Agent's Signature

Date

Date

VI. APPLICATION FEES

- (1) **Pre-application meeting.** A pre-application submittal meeting shall be held with the owner and/or applicant and his/her design team and the community development director and his/her development staff.
FEE: A \$300.00 fee applies.
- (2) **Review by the Development Review Committee (DRC).** The Community Development Director or designee shall submit such application for departmental staff and consultant review within 30 days of receipt of a completed application.
FEE: a \$400.00 fee applies.
- (3) **Review by the Planning and Zoning Board.** The Community Development Director or designee shall submit such application for Planning and Zoning Board review within 45 days of receipt of a completed application.
FEE: a \$300.00 fee applies.
- (4) **Review by Village Council.** Within 45 days of review by the Planning and Zoning Board, the Community Development Director or designee shall then submit such application, including the recommendations of the Planning and Zoning Board, for Village Council review.
FEE: a \$300.00 fee plus an additional fee based on the estimated cost of work applies.

To cover all additional administrative costs, actual or anticipated, including, but not limited to, engineering fees, consultant fees and special studies, the applicant shall compensate the village for all such costs prior to the processing of the application or not later than 30 days after final application approval whichever is determined as appropriate by the village. Failure to make such payment may be grounds for not issuing a building or zoning permit, certificate of occupancy or completion.

Costs associated with advertising for public hearings and other public notice requirements are the responsibility of the applicant. The fee shall be paid prior to such application being scheduled for a public hearing requiring notice.

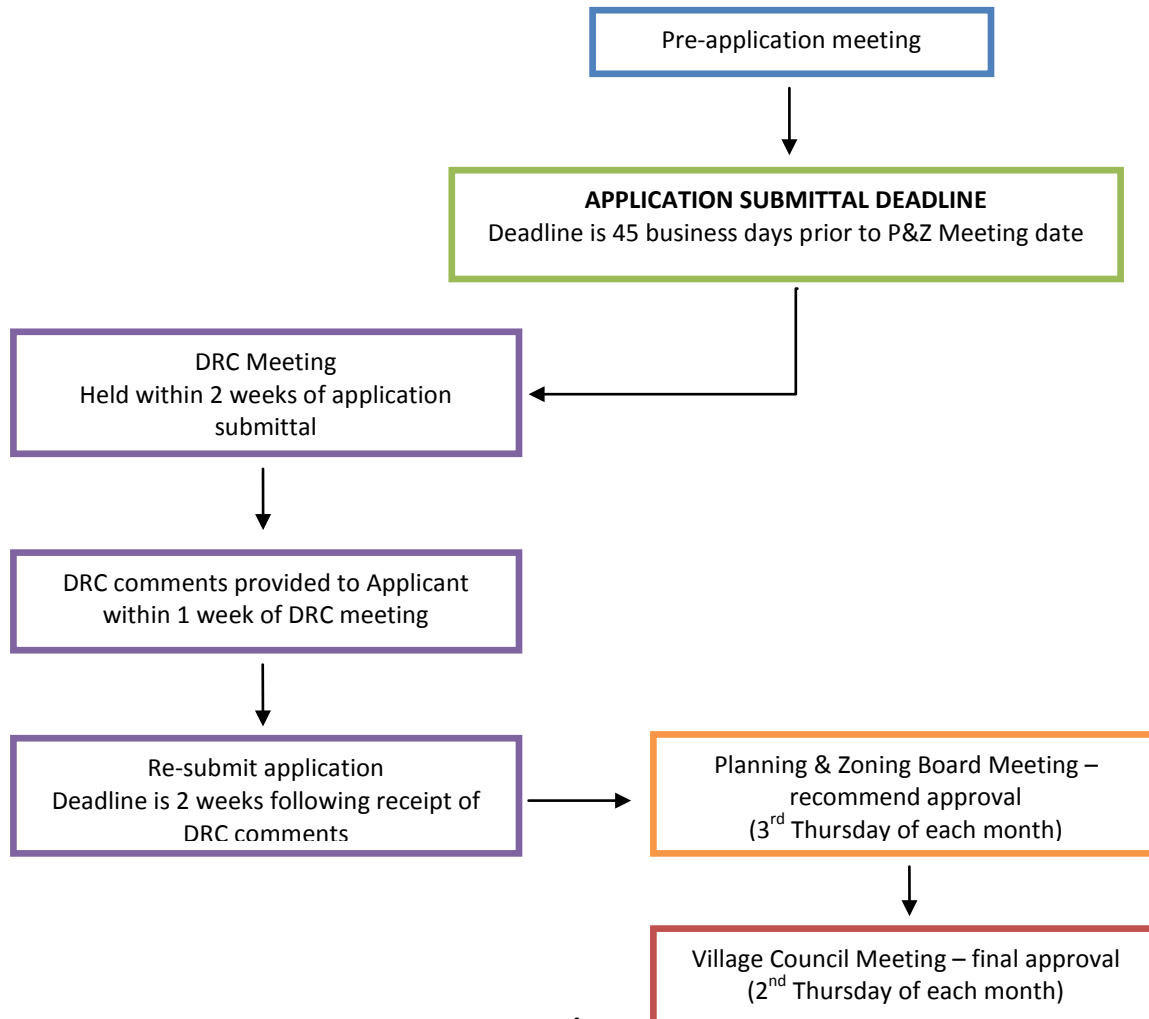
Owner's Signature to Acknowledge

VII. APPLICATION SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

The applicant will submit to the Village of Tequesta Department of Community Development the following documents for review by the Development Review Committee (DRC), **forty-five business (45) days** prior to the meeting date:

- 1) **Seven (7) 11x17 sets and Three (3) full size sets** of professionally prepared site plans showing all existing and proposed structures, setbacks, parking and loading layout, ingress and egress, sidewalks and walkways, exterior lighting layout, dimensions of street frontages, property lines and all signage.
- 2) **Fourteen (14) 11x17 sets and Two (2) full size sets** of Landscaping Plans in accordance with Village of Tequesta Code of Ordinances, Division IV, Landscaping.
- 3) **Fourteen (14) 11x17 sets** of multi-dimensional color renderings and/or photographs are to be provided. The Planning & Zoning Board requires an exact rendering of the proposed modification, construction or addition. Color photographs or prints as close to the actual colors to be used must be supplied. Since color printers often do not display the correct color, it is recommended that samples of the paint chips, as well as a sample of the support materials (i.e., canvas, wood, metal, etc.) be provided.
- 4) **One (1) CD disk with PDF files** including the completed application.
- 5) Any other documents, maps, photographs, or drawings that may help clarify the position of the applicant.

NOTE: All renderings, models, drawings, photos, etc., will become the property of the Village of Tequesta.



VIII. SITE PLAN REVIEW APPLICATION SUBMITTAL CHECKLIST

GENERAL

- (1) A completed application signed by owner, agent/applicant. Authorization must be attached if applicant is other than owner.
- (2) Required application fees.
- (3) Statements of unity of title, warranty deed, or purchase contract of the subject property.
- (4) General location map, showing relation of the site for which site plan approval is sought to major streets, schools, existing utilities, shopping areas, important physical features in and adjoining the project, and the like.
- (5) A recent aerial photograph of the site.

SURVEY

- (1) A signed and sealed boundary survey (not more than one year old) and legal description of the property, including any and all easements of record as well as existing topographical conditions of the site.
- (2) Existing streets and roadway improvements (medians, driveways, signage, etc.) and existing structures within 100' of the project boundary.
- (3) Existing utilities within 100' of the project boundary.
- (4) Existing trees identified by caliper and species.

SITE PLAN

- (1) A site plan containing the title of the project and names of the architect, engineer, project planner and/or developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:
 - a. Boundaries of the project, any existing streets, buildings, watercourses, easements, section lines, and water and sewer lines, well and septic tank locations, and other existing important physical features on the site and on property adjacent to the site.
 - b. Tabular project data to include:

Total gross site area in acres & square feet	
Total number of units (multi-family)	
Total square feet of each primary structure	
Total square feet of accessory structures	
Total footprint of each building in sq ft & %	
Overall mean building height & number of stories	
Finished floor elevation for all structures	
Total project density in units per acres, if applicable	
Total proposed off-street parking spaces	
Height and location of proposed fences and/or walls	
Proposed drive aisle width	
Proposed sidewalk width	

c. Provide site data and setbacks:

	Lot coverage	Impervious area	Open space area	
TOTAL SQ FT				
PERCENT (%) OF SITE				

	Front	Side	Side	Rear
Primary structure				
Accessory structure				

- d. Plans and location for recreation facilities, if any, including buildings and structures for such use.
- e. All mechanical equipment and dumpster locations, screens and buffers.
- f. Refuse collection and service areas.
- g. Access to utilities and points of utilities hookups and location of all fire hydrants close enough for fire protection.
- h. Plans for signage including size, location and orientation.
- i. Project information on beds, employees, seating, etc. as necessary depending upon the type of development.
- j. Exterior lighting of all buildings, parking areas and the overall site, addressing glare, traffic safety, economic effect and compatibility and harmony with adjacent properties.
- k. Proposed topographic considerations including natural vegetation, berms, retaining walls, privacy walls, and fences.

(2) Required floodplain management data:

- a. Flood zone designation
- b. Base flood elevation
- c. Coastal high hazard design considerations

ENGINEERING PLANS

- (1) Proposed access (ingress/egress) to project, drive aisles, driveways, streets and sidewalks with dimensions and turn radii for internal and external vehicular traffic.
- (2) Proposed traffic control signs.
- (3) Preliminary storm drainage and sanitary sewage plans or statements. If the village determines that the drainage and/or sewage plans require independent review, the applicant shall pay for such review by an independent engineer.
- (4) Plans for the extraction of fill and mineral resources and alterations or modifications to the slope, elevation, drainage pattern, natural vegetation and accessibility of the development.
- (5) A comprehensive traffic study, provided by an engineering firm. The study shall be paid for by the applicant and shall include but not be limited to the following:
 - a. Future right-of-way dedications.
 - b. Intersection improvements.
 - c. Traffic control devices.
 - d. Traffic generation analysis.
 - e. Distribution and assignment of traffic access.
 - f. Additional roadway needs.

- g. Traffic safety standards, including the separation of pedestrian and vehicular traffic.
- h. Compliance with Palm Beach County Performance Standards Ordinance.

LANDSCAPE PLANS

- (1) Landscaping plan, including types, sizes and locations of vegetation and decorative shrubbery, and showing provisions for irrigation systems. Plans shall also provide delineation of existing trees and information as to which trees will be reused or removed. Landscaping plans shall comply with section 78-400. In addition, landscaping plans shall include irrigation plans in accordance with section 78-398, and shall demonstrate compliance with Florida Friendly Landscaping design standards as required by section 78-394, as applicable (See section 78-392 for applicability).
- (2) Plans shall provide clear sight lines.
- (3) Location of light poles.
- (4) Provide landscape plan data:

	Required	Provided
Number of trees (including percent native)		
Number of shrubs (including percent native)		
Amount of groundcover (including percent native)		
Total percent of native vegetation		

ARCHITECTURAL PLANS

- (1) Architectural elevations and color renderings for buildings in the development, and exact number of units, square footage and types, together with typical floor plans of each type.
- (2) Type of construction of all buildings per Florida Building Code.
- (3) Color finishes and material examples and/or samples for all structures including roof, walls, trim, pavers, etc.

ADDITIONAL REQUIREMENTS

- (1) Environmental impact study/assessment. All proposed new development and major redevelopment, as part of the site plan review and subdivision review process, shall submit a environmental statement describing how the proposed development will affect the estuarine water quality of the class III waters of the village, and also an environmental impact assessment study prepared by a qualified ecologist or other professional qualified to do such an assessment. The study shall meet the requirements Ch. 50 Article II, pertaining to environmentally sensitive lands.
- (2) Notification of neighboring jurisdictions of any external impacts that a proposed project might have within those jurisdictions and assessment and mitigation of those impacts shall be required.
- (5) If common facilities (such as recreation areas or structures, common open space, etc.) are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, surety arrangements, or other legal instruments providing adequate guarantee to the village that such common facilities will not become a future liability for the village.
- (6) If development is to occur in phases, those phases should be clearly delineated on the site plan and identified in the plans and requirements appurtenant to that site plan, and each development phase shall be subject to site plan review by the village.

- (7) The substance of covenants, grants of easements or other restrictions proposed to be imposed upon the use of the land, buildings and structures, including proposed easements or grants for public utilities, if applicable.
- (8) A statement that the development/redevelopment will provide the necessary infrastructure to meet the following level of service standards pursuant to the criteria outlined in Sec. 78-331(h):
 - a. Traffic (roads and rights-of-way)
 - b. Sanitary sewer
 - c. Drainage
 - d. Potable water
 - e. Recreation
 - f. Fire flow requirements
 - g. Pedestrian walkways
- (9) A statement from the applicant or landowner that all pertinent permits are concurrently being sought from the applicable county, state, and federal agencies listed below. Include a copy of the letter/document with the application. Such permits shall be secured prior to the issuance of a building permit for any development on property included within the site plan.
 - a. Palm Beach County Health Department
 - b. Palm Beach County School District
 - c. Tequesta Fire-Rescue Department (Fire Marshal)
 - d. Loxahatchee River Environmental Control District (ENCON)
 - e. Palm Beach County Department of Environmental Resources Management (DERM)
 - f. South Florida Water Management District (SFWMD)
 - g. Florida Department of Transportation (FDOT)
 - h. Metropolitan Planning Organization of Palm Beach County (MPO)
 - i. Palm Beach Traffic Engineering Division
 - j. Martin County Metropolitan Planning Organization
 - k. Martin County Traffic engineering Department
 - l. Florida Power & Light
 - m. Telephone service provider, as applicable
 - n. Solid Waste purveyor
 - o. Tequesta Water Department
 - p. Other municipal, county, state and/or federal agencies as may be applicable.