



**VILLAGE OF TEQUESTA**  
 Department of Community Development  
 345 Tequesta Drive  
 Tequesta, Florida 33469  
 Ph: 561-768-0451 / Fax: 561-768-0698  
 www.tequesta.org

**DEPARTMENTAL USE ONLY**  
 Ck. # \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PROJECT #:

**APPLICATION FOR MINOR SITE PLAN REVIEW**

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.*

**I. PROJECT DESCRIPTION AND OWNER & AGENT INFORMATION**

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

DESCRIPTION OF WORK/MODIFICATION: \_\_\_\_\_

Property size in acres and square feet: \_\_\_\_\_

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 next page):**

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. 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

**IV. APPLICATION FEES**

- (1) **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** (final approval)    OR    **B) \$500.00** (recommendation to Village Council)
- (2) **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.

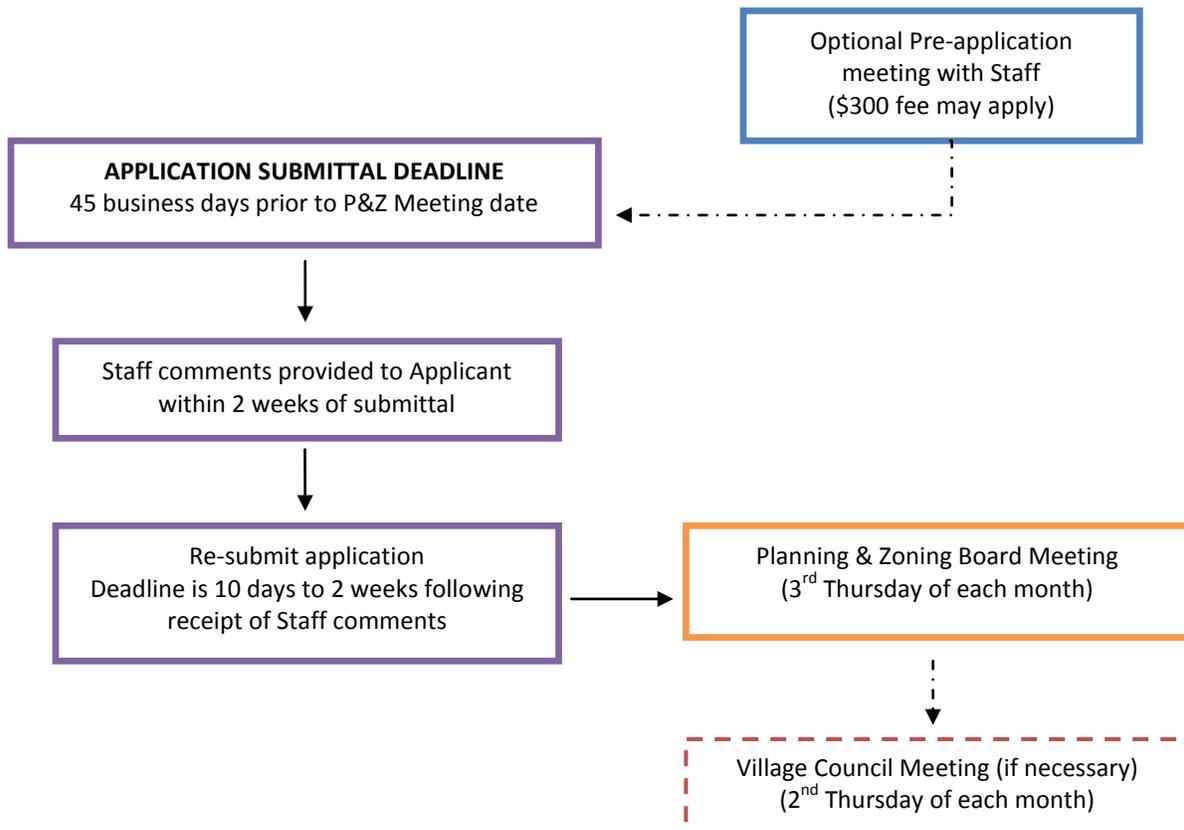
\_\_\_\_\_  
Owner's Signature to Acknowledge

## V. APPLICATION SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

The applicant will submit to the Village of Tequesta Department of Community Development the following documents for Planning & Zoning Board review, **forty-five business (45) days** prior to the meeting date:

- 1) **Three (3) complete application packages including full 24x36 plan size drawings and/or plans for preliminary staff review. Once staff comments have been provided and addressed, the applicant is to re-submit for Board or Council review as required below.**
- 2) **Fourteen (14) 11x17 sets and Two (2) 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.
- 3) **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.
- 4) **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.
- 5) **One (1) CD disk with PDF files** including the completed application.
- 6) 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.**



## VI. SITE PLAN REVIEW APPLICATION SUBMITTAL CHECKLIST

### GENERAL

- (1) A completed application signed by owner, agent/applicant.
- (2) Required application fees.
- (3) 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.
- (4) 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.

### 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 and with sufficient site tabular data.

### 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. Plans shall provide clear site lines. 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).

### ARCHITECTURAL PLANS/GRAPHIC RENDERINGS

- (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.