

**TOWN OF PALM BEACH SHORES  
247 EDWARDS LANE  
PALM BEACH SHORES, FLORIDA 33404  
561-844-3457**

**DEVELOPMENT APPLICATION**

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

APPLICATION NO. \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

**TYPE OF APPROVALS REQUESTED**

ADMINISTRATIVE APPEAL		SITE PLAN MODIFICATION (Pf. 14-62)	
ARCHITECTURAL AND AESTHETIC REVIEW (Pf. 152.23)		SITE PLAN REVIEW (Pf. 14-62)	
COMPREHENSIVE PLAN AMENDMENT (Pf. 17.3)		SPECIAL EXCEPTION (Pf. 15.5)	
REZONING (Pf. 17.3)		VARIANCE (Pf. 15.1)	
ZONING TEXT AMENDMENT (Pf. 17.3(B))			

	PROPERTY OWNER(S)	APPLICANT
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

	AGENT (If different than Owner(s))	CURRENT OCCUPANT
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

	<b>PLANNER</b>	<b>DEVELOPER</b>
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

	<b>ARCHITECT</b>	<b>LANDSCAPE ARCHITECT</b>
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

	<b>SURVEYOR</b>	<b>ATTORNEY</b>
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

	<b>ENGINEER (USE ADD'L. SHEET FOR MULTIPLE ENGINEERS)</b>	<b>ALTERNATE PREFERRED ADDRESS FOR MAILING CORRESPONDENCE</b>
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

**APPLICANT CHECKLIST**  
**FOR ANY DEVELOPMENT WITHIN THE**  
**TOWN OF PALM BEACH SHORES**

1. Applicant acknowledges and understands that the fee for site plan review, architectural/aesthetic review, variance, special exception, rezoning, etc. **may not cover all review costs**. A final statement of any outstanding costs (covering advertising costs, legal, architectural and other consultants) will be sent to the applicant upon completion of the review process.
2. A construction schedule is required of all developers. This form will be supplied during the development process, and the Planning and Zoning Board must approve your proposed timetable for construction.
3. The Town requires payment of impact fees for floor area added during the development, re-development or renovation of a property. These impact fees will be used to pay for capital improvements relative to Fire Protection, Police Protection, Parks & Recreation and Public Buildings. The cost is \$1.60 per foot of A/C area for residential use, \$1.60 per foot of floor area for tourist use, and \$1.34 per foot of floor area for all other uses. Impact fees must be paid to the Town before a Certificate of Occupancy will be issued.
4. Roll-off dumpsters for construction/demolition debris and solid waste must be rented through the Town's contracted solid waste hauler, Waste Management.
5. Final as-built plans must be submitted to the town in digital form, preferably in PDF format.

**By signing below, I acknowledge that I have read and understand the 5 items listed above.**

\_\_\_\_\_  
 Signature of Property Owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed name of Property Owner

STATE OF FLORIDA  
 PALM BEACH COUNTY:

The foregoing instrument was acknowledged before me this day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_  
 (name of person acknowledging). He/she is personally known to me or has produced (type of identification) as  
 identification and did/did not take an oath (circle correct response).

\_\_\_\_\_  
 (Name - type, stamp or print clearly)

\_\_\_\_\_  
 (Signature)

NOTARY'S SEAL

**APPLICANT'S CERTIFICATION**

I (We) affirm and certify that I (We) understand and will comply with all provisions and regulations of the Town of Palm Beach Shores, 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 Palm Beach Shores and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Ordinance. 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 Palm Beach Shores, Florida and are not returnable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Authorization of Agent & Acknowledgement of Financial Responsibility:** I (We) hereby designate and authorize the above-signed person to act as (our) agent in regard to this application and accept financial responsibility for any costs incurred as a result of this application. Further, I (we) acknowledge that no permit will be issued before all fees associated with application are paid.

\_\_\_\_\_  
Signature of Owner(s) or Trustee,

\_\_\_\_\_  
Date

Applicant is:

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Lessee
<input type="checkbox"/>	Agent
<input type="checkbox"/>	Contract Purchaser

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Town Receipt No. \_\_\_\_\_

PROCEDURES AND  
TIMELINES TOWN OF PALM BEACH SHORES

All development applications are required to be submitted to the Planning and Zoning Board for review (Site Plan Review, Site Plan Modification, Architectural and Aesthetic Review, Special Exceptions and Variances) will be subject to the following procedures:

1. DRC review is regularly scheduled for the first Wednesday of each month at 2:00 pm. In order to be placed on the DRC agenda, a complete application must be submitted to the Town Clerk no later than 10 days prior to the regularly scheduled meeting. Incomplete or untimely applications will not be placed on a DRC agenda.
2. If, as a result of the initial DRC review, it is determined by the DRC that major revisions to the application are necessary and that a subsequent DRC meeting is also necessary, the complete revised application must be submitted to the Town Clerk no later than 10 days prior to the next regularly scheduled meeting. Applications that fail to include all revisions required by the DRC, or that are untimely will not be placed on a DRC agenda until they have been corrected and are timely.
3. If, as a result of the initial DRC review, it is determined by the DRC that only minor revisions to the application are necessary, but that further DRC review is not necessary, the complete revised application must be submitted to the Town Clerk no later than 10 days following the initial DRC review in order to be placed on the next available Planning and Zoning Board agenda. Planning and Zoning Board review is regularly scheduled for the fourth Tuesday of each month at 7:00 pm. Applications that fail to include all revisions required by the DRC or that are untimely will not be placed on a Planning and Zoning Board agenda until they have been corrected and are timely.

All development applications are required to be submitted to the Local Planning Agency for review (Comprehensive Plan Amendments, Zoning Text Amendments and Re-Zoning) will be subject to the following procedures:

1. DRC review is regularly scheduled for the first Wednesday of each month at 2:00 pm. In order to be placed on the DRC agenda, a complete application must be submitted to the Town Clerk no later than 10 days prior to the regularly scheduled meeting. Incomplete or untimely applications will not be placed on a DRC agenda.
2. If, as a result of the initial DRC review, it is determined by the DRC that major revisions to the application are necessary and that a subsequent DRC meeting is also necessary, the complete revised application must be submitted to the Town Clerk no later than 10 days prior to the next regularly scheduled meeting. Applications that fail to include all revisions required by the DRC, or that are untimely will not be placed on a DRC agenda until they have been corrected and are timely.
3. If, as a result of the initial DRC review, it is determined by the DRC that only minor revisions to the application are necessary, but that further DRC review is not necessary, the complete revised application must be submitted to the Town Clerk no later than 10 days following the initial DRC review in order to be placed on the next available Local Planning Agency agenda. Local Planning Agency review is scheduled for the fourth Tuesday of the month at 7:00 pm. on an as needed basis. Applications that fail to include all revisions required by the DRC or that are untimely will not be placed on a Local Planning Agency agenda until they have been corrected and are timely.

## **APPLICATION FEE INFORMATION**

Application fee for Site Plan Review	\$ 50.00
Application fee for Site Plan Modification Review	\$ 50.00
Application fee for Variance Request	\$ 250.00
Application fee for Special Exception Request	\$ 250.00
Application fee for Comp Plan Amendment	\$750.00
Application fee for Zoning Text Amendment	\$750.00

## **NUMBER OF COPIES**

Development Review Committee	10 copies, 2 of which are sealed by a licensed engineer, architect and/or surveyor.
Planning and Zoning Board	10 copies, 3 of which are sealed of which are sealed by a licensed engineer, architect and/or surveyor.

**Applicant acknowledges and understands that the fee for site plan review, architectural/aesthetic review, variance, special exception, rezoning, etc. *may not cover all review costs*. A final statement of any outstanding costs (covering advertising costs, legal, architectural and other consultants) will be sent to the applicant upon completion of the review process.**

**Tabular data showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements must be provided on all submitted plans. (§ 14-62, Town Code)**

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

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

PROJECT LEGAL DESCRIPTION: \_\_\_\_\_

PROPERTY ZONING DISTRICT: \_\_\_\_\_

PROPERTY FLOOD ZONE CATEGORY: \_\_\_\_\_

GENERAL DATA	EXISTING	PROPOSED	CODE REQUIREMENTS
COMPREHENSIVE PLAN DESIGNATION: (SF-5, MF-21, MF-30, MF-42, P, ROS)			
LAND USE: (Residential, Commercial, Recreational, Marina, Public, etc.)			
ZONING DISTRICT: (A, B, C, D, P, ROS, designated at Pf. 3.1, Town Zoning Ordinance)  (Max Density /Intensity per dwelling unit):			
TOTAL LOT COVERAGE:			
TOTAL COVERAGE OF A LOT BY BUILDINGS (pf.2.13, Town Zoning Ordinance):			
OFF STREET PARKING (Pf. 5.13):			
SETBACKS	EXISTING	PROPOSED	CODE REQUIREMENTS
FRONT YARD (Pf.5.5):			
REAR YARD( Pf.5.6):			
SIDE STREET (Pf.5.7):			
SIDE YARD (Pf.5.7):			
FLOOR AREAS	EXISTING	PROPOSED	CODE REQUIREMENTS
FIRST FLOOR AREA:			

SECOND FLOOR A/C AREA:			
TOTAL A/C AREA(Pf.2.23):			
FLOOR HEIGHT <i>See Pf. 4.6. Grade Elevations</i>	EXISTING	PROPOSED	CODE REQUIREMENTS
ESTABLISHED GROUND FLOOR HEIGHT:			
SECOND FLOOR HEIGHT:			
CEILING HEIGHT FIRST FLOOR:			
CEILING HEIGHT SECOND FLOOR:			
BUILDING HEIGHT	EXISTING	PROPOSED	CODE REQUIREMENTS
TOTAL BUILDING HEIGHT(Pf.2.11): (NGVD)			
BEAM HEIGHT: (NGVD)			
GRADE ELEVATION(Pf.4.6): (NGVD)			
FIRST FLOOR ELEVATION: (NGVD)			
STREET ELEVATION: (NGVD)			



Describe in detail the phasing and general description of the proposed development (attach additional sheets if needed):

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Describe the nature of any improvements located on the subject property (attach additional sheets if needed):

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Describe the type of operation, business or construction proposed (attach additional sheets if needed):

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Estimate of construction costs:

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*NOTE: Construction schedule due before building permit is issued. See Town Code Sec. 14-63*

*Copy of contract must be provided before building permit is issued. Town Code Sec. 14-108*

Describe in detail the phasing of the proposed development (attach additional sheets if needed):

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State the reasons or basis for the approval of this application, and explain why this application is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Development 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 additional sheets if needed):

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Has any previous application been filed within the last year in connection with the subject property? If yes, briefly describe the nature of the Application (attach additional sheets if needed):

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Has a site plan been previously approved by the Planning and Zoning Board for this property? If yes, please note the date of previous approval.

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REQUEST FOR ARCHITECTURAL AND AESTHETIC REVIEW  
TOWN OF PALM BEACH SHORES  
PLANNING AND ZONING BOARD

Please be advised that pursuant to Sec. 14-86 and 14-87 of the Town Code of Ordinances, the Town Planning and Zoning Board uses the following criteria in order to complete its Architectural and Aesthetic Review. Each criteria must be addressed by the applicant prior to the application being processed.

**1. Relationship of building to site** (Explain transition from streetscape; placement of parking and service areas; and compatibility of building height and scale with site):

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**2. Relationship of building and site to adjoining area(s)** (Explain how structures and landscaping are consistent with established neighborhood character and will enhance the surrounding area. Include description of architectural style, as well as textures, materials and colors to be utilized):

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**3. Landscape and site treatment** (Explain how landscaping, exterior lighting and other site elements will be used to enhance architectural features, buffer the mass of buildings as appropriate, and enhance the privacy of the owner and neighbors. Describe the use of native species and xeriscaping as appropriate.):

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**4. Building Design:** (Explain proposed building design and style, and how components such as roofs, windows, doors, eaves and parapets are balanced in proportion to each other; address harmoniousness of colors, visual interest and compatibility):

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**5.** Please provide all documentation and/or samples necessary to address all architectural review criteria as applicable. Attach additional pages as necessary.

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REQUEST for SITE PLAN MODIFICATION

TOWN OF PALM BEACH SHORES  
PLANNING AND ZONING BOARD

1. Previously approved (Original) site plan information:

a. Original Project Name: \_\_\_\_\_

b. Original Site Plan Application No. \_\_\_\_\_

c. Original Site Plan Approval Date: \_\_\_\_\_

d. List of all other relevant information on file with original application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Requested Modification(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide all documentation necessary to describe the proposed modification and to explain the reason(s) for the proposed modification(s), including a survey, if applicable. Attach additional pages as necessary.

REQUEST FOR VARIANCE TOWN OF PALM BEACH SHORES

The Applicant is requesting a variance from the Town Code Section \_\_\_\_\_ to permit the following:

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Please be advised that a variance from the terms of the Zoning code shall not be recommended by the Planning and Zoning Board nor granted by the Town Commission unless the Applicant is able to demonstrate the following:

1. Explain the special conditions and circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or building in the same district:

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2. Explain how the special conditions and circumstances that exist do not result from the actions of the Applicant:

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3. Explain how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the Applicant:

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4. Explain how the variance requested is the minimum variance that will make possible a reasonable use of the land, building or structure:

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5. Explain how the granting of the requested variance will not confer on the Applicant any special privilege that is denied by the Zoning Ordinance to other lands, structures, or buildings in the same zoning district:

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6. Explain how the grant of the requested variance will be in harmony with the general intent and purpose of the Zoning Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

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*The burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*

## REQUEST FOR SPECIAL EXCEPTION TOWN OF PALM BEACH SHORES

The Applicant is requesting a special exception pursuant to Town Code Section \_\_\_\_\_ to permit the following:

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Please be advised that a Special Exception from the terms of the Zoning Code shall not be recommended for approval by the Town Planning and Zoning Board or granted by the Town Commission unless the Applicant is able to demonstrate the following:

2. Explain how all structures will be separated from adjacent and nearby uses by appropriate screening devices:

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3. Explain whether or not excessive vehicular traffic will be generated on surrounding residential streets:

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4. Explain whether or not a vehicular parking or traffic problem is created:

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5. Explain where on the site appropriate drives, walkways and buffers will be installed:

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6. Explain how the proposed use will make a substantial contribution to the neighborhood environment and will not infringe on the rights of properties in the vicinity:

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7. Explain how the proposed use will not endanger, restrict or impair public safety:

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*The burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*