



STAFF USE ONLY
Intake Date: _____
Fee Paid: _____

TOWN OF HAVERHILL
PERMITTING AND LICENSING DEPARTMENT
4585 Charlotte Street, Haverhill, Florida 33417 561-689-0370 Ext 1

SITE PLAN REVIEW / LAND DEVELOPMENT APPLICATION

INSTRUCTIONS TO APPLICANTS: Applicants for site plan review / land development applications should make themselves familiar with Town Code Chapter 42 Concurrency Management System, Chapter 44 Floodplain Management, Chapter 54 Subdivisions, Platting & Required improvements, and Chapter 58 Zoning prior to submitting the application. The application package must meet all Town Code requirements.

Complete all sections of this application. If not applicable, indicate by writing N/A.

SUBMIT THE FOLLOWING WITH THE APPLICATION:

1. Pay the fee in the amount of \$1,000 (3 lots or under); or \$3,500 (over 3 lots).
2. See the attached checklist and provide all required plans and documentation with this application.

APPLICANT INFORMATION

Applicant Name (if other than property owner): _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner of Record: _____

Property Owner Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

CONTRACTOR INFORMATION

Contractor / Business Name: _____

Contractor Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

***Contractor must supply license and insurance documentation with this application**

PROJECT & SITE INFORMATION

Project Name: _____

Subdivision: _____

Parcel Control Number(s): _____

Project Address: _____

General Location: _____

Zoning District: _____ Future Land Use: _____ Acreage: _____

Adjacent Property:

<u>Direction</u>	<u>Zoning</u>	<u>Business Name</u>	<u>Use</u>
North	_____	_____	_____
East	_____	_____	_____
South	_____	_____	_____
West	_____	_____	_____

LEGAL DESCRIPTION

The subject property is located approximately _____ miles from the intersection of _____ (street/road) on the _____ North _____ East _____ South _____ West side of _____ (street/road).

Legal Description: _____

JUSTIFICATION

Explain the nature of the request(s). What is it you are seeking approval for? Attach additional sheets if necessary.

What will be the impact on the proposed change on the surrounding area?

How does the proposed project comply with the Town of Haverhill's zoning requirements?

I HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF RECORD OF THE ABOVE-DESCRIBED PROPERTY OR THAT I (WE) HAVE WRITTEN PERMISSION FROM THE OWNER(S) OF RECORD TO REQUEST THIS ACTION

Signature of Owner / Applicant

Date

Print Name: _____

***** NOTARY *****

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to (or affirmed) and subscribed before me by means of physical presence, this

_____ day of _____, 20_____ by _____,

who is personally known or produced _____ identification

for an acknowledgment in an individual capacity.

Signature of Notary

Printed Name

(SEAL)

STAFF COMMENTS:

Staff Approval:

Town Planner _____ Date _____

Town Engineer _____ Date _____

Building Official _____ Date _____

Consent Form from Owner and Designation of Authorized Agent

Before me, the undersigned authority, personally appeared _____
who, being by me first duly sworn, on oath deposed and says:

1. That he/she is the fee simple title owner of the property described in the attached Legal Description.
2. That he/she is requesting _____
in the Town of Haverhill.
3. That he/she has appointed _____
to act as authorized agent on his/her behalf to accomplish the above project.

Name of Owner: _____

Signature of Owner

Printed Name & Title

Street Address

City, State, Zip Code

P.O. Box

City, State, Zip Code

Telephone Number

Fax Number

Email Address

***** NOTARY *****

STATE OF FLORIDA COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this date _____
by _____ who is personally known to me or has produced
_____ as identification and who did/did not take an oath.

Signature of Notary Public

Printed Name

(SEAL)

SITE PLAN REVIEW / LAND DEVELOPMENT APPLICATION CHECKLIST

****All plans must be signed and sealed****

The initial submittal for review requires twelve (12) bound copies of all plans, including:

1. Title Sheet with Project Name, Address, and involved parties
2. Boundary Survey, no more than 1 year old, including:
 - Abstract Survey (title work)
 - Locations of Town easements and utility easements
 - Locations of overhead power lines
3. Plat (when applicable), must follow M.T.S. and include easements – see separate Plat application for requirements
4. Site Plan
 - Show existing and proposed conditions
 - Tabular Data
 - i. Acreage
 - ii. Square Footage
 - iii. Total Parking
 - iv. Building Coverage %
 - v. Pervious/impervious %
 - vi. Total Units
 - vii. Zoning & Land Use Designations
 - viii. Other relevant information...
5. Architectural Plans
 - Elevations (rear, front, sides)
 - Color renderings (additional foam boards also required for hearing-see requirement #12)
6. Landscape and Irrigation Plans
 - Existing conditions (if any)
 - i. To be removed
 - ii. To remain
 - Proposed site modifications
 - i. Relocated material
 - ii. Plant data and descriptions
7. Drainage & Paving Plans
 - Existing conditions (if any)
 - Proposed site modifications
 - i. Paving
 - ii. Drainage calculations (25-3 day storm)
 - iii. Drainage flow lines
 - iv. Out fall of property
 - v. Grade levels
 - vi. Percolation test

8. **Lighting Photometric Plan and Lighting Details**
9. **Master Signage Plans**

The following must also be submitted with the application:

10. **Traffic Analysis**
 - Prepared by a professional Engineer
 - Must address the impact of development on adjacent roadways
 - Must be submitted to Palm Beach County to receive confirmation that the project meets traffic concurrency (561-684-4030)
 - When applicable, a letter from Palm Beach County indicating that the Senior Engineer has reviewed the plans and has given authorization to proceed given there aren't any major issues pending (561-684-4030)
11. **Palm Beach County School Concurrency (for residential projects only: <http://www.pbc.gov.com/pzb/planning/schoolconcurrency/>)**
 - See Town Code Chapter 42 – Concurrency Management System, Sections 42-56 and 42-71
12. **Foam Boards (required prior to scheduling for hearing)**
 - Overall Site Plan
 - Elevations, including a front color elevation with landscaping
 - Color and materials
 - Other boards as deemed appropriate
13. **All copies of foam boards (in PDF format), PowerPoint presentations, and other materials to be presented at the public hearing(s) – To be submitted to the Town Administrator no later than two weeks prior to the hearing date. No flash drives allowed.**

Note: Other documents may be requested, as determined by the Building Official and/or the Town Administrator