



<b>STAFF USE ONLY</b>	
Intake Date	_____
Fee Paid	_____

**TOWN OF HAVERHILL**  
**PERMITTING AND LICENSING DEPARTMENT**  
 4585 Charlotte Street, Haverhill, Florida 33417 561-689-0370 FAX 561-689-4317

**Site Plan Review Application**

**GENERAL INSTRUCTIONS**

Application must fill in all information relative to work. The checklist of requirements for this application must be completed and included with this application submittal.

**PROPOSED PROJECT INFORMATION AND LOCATION**

Applicant Name (if not owner) \_\_\_\_\_  
 Applicant Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 PCN \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Address \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**CONTRACTOR INFORMATION**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ COMPETENCY # \_\_\_\_\_

**SITE INFORMATION**

General Location \_\_\_\_\_  
 Address \_\_\_\_\_  
 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			

**JUSTIFICATION**

Information concerning all requests (attach additional sheets if needed)

**Explain the nature of the request:**

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

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

**LEGAL DESCRIPTION:**

The subject property is located approximately \_\_\_\_\_ mile(s) from the intersection of \_\_\_\_\_  
on the \_\_\_\_\_ north \_\_\_\_\_ east \_\_\_\_\_ south \_\_\_\_\_ west side of \_\_\_\_\_ (street/road)

**Legal Description:**

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 \_\_\_\_\_ Date \_\_\_\_\_  
Owner / Applicant

Print Name \_\_\_\_\_

\*\*\*\*\* NOTARY \*\*\*\*\*

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
by \_\_\_\_\_, who is personally known to me or has produced  
\_\_\_\_\_ as identification and who did/did not take an oath.

Signature of person taking acknowledgement \_\_\_\_\_ (SEAL)  
Printed Name \_\_\_\_\_

**STAFF COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF APPROVAL**

Building Official \_\_\_\_\_ Date \_\_\_\_\_

Zoning \_\_\_\_\_ 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

\_\_\_\_\_  
By: 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**

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who is personally known to me or has produced \_\_\_\_\_ as identification and  
who did/did not take an oath.

\_\_\_\_\_  
Signature of person taking acknowledgement

\_\_\_\_\_  
Printed Name (SEAL)

Additional Requirements for SITE PLAN Applications and OTHER applications, as determined by the Building Official and/or the Town Administrator

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

**\*\*An initial submittal for review only requires twelve (12) bound copies of all plans**

1. Title Sheet with Project Name, Address, and involved parties
2. Boundary Survey, no more than 1 year old.
  - Abstract Survey (title work)
  - Town easements and utility easement locations
  - Over head power lines locations
3. Plat (when applicable)
  - Must follow M.T.S.
  - Easements
4. Site Plan
  - Showing 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. 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 (currently Mr. Masoud Atefi 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 (currently this individual is Mr. Bogden Piorkowsky 561-684-4030)

**9. Palm Beach County School Concurrency (for residential projects only: <http://www.pbc.gov.com/pzb/planning/schoolconcurrency/>)**

**10. Lighting Photometric Plan and Lighting Details**

**11. Master Signage Plans**

**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) (This item is due no later than two weeks prior to the hearing date and may be Condensed onto a CD)**