



TOWN OF HAVERHILL PERMITTING AND LICENSING DEPARTMENT

4585 Charlotte Street, Haverhill, Florida 33417 561-689-0370 FAX 561-689-4317

COMPREHENSIVE PLAN AMENDMENT

INSTRUCTIONS TO APPLICANT

A filing fee in the amount of \$1,000 for a small-scale amendment (under 10 acres) or \$3,500 for a large-scale amendment (10 acres and above) is to be submitted with this application, check payable to the Town of Haverhill. In addition to the application fee, \$2,500 (for small-scale amendment) or \$3,500 (for large-scale amendment) is to be paid at the time of application to be held in escrow to cover legal advertising, professional review fees, etc. with the leftover to be reimbursed to the applicant, difference to be billed accordingly.

Provide the following required attachments, if applicable:

- Completed application signed by the owner and applicant. The Agent's authorization or power of attorney must be attached if the applicant is other than the owner.
- Copy of Warranty Deed including property control number or folio number and legal description of the property.
- List of all property owners within a 300' radius of boundary lines of the property as provided by the Palm Beach County Property Appraiser's Office and executed affidavit signed by the person responsible for completing this list along with 2 sets for small-scale amendment or 3 sets for large-scale amendment of **STAMPED** (meter stamps not acceptable) and no return address
- Vicinity map indicating proposed annexation area and its boundaries contiguous to the Town
- 2 copies of a current signed and sealed survey with the legal description of the property and including all easements of record (referenced by OR book and page)
- 4 copies of a Traffic Impact Analysis addressing the Level of Service (LOS) with five year traffic at typical and at maximum project traffic and the analysis prepared in accordance with Palm Beach County Traffic Performance Standards Ordinance.

PROPERTY INFORMATION:

- 6. LOCATION & ADDRESS: _____
- 7. PARCEL IDENTIFICATION NUMBER: _____
- 8. PROPERTY SIZE (SQUARE FEET/ACRES): _____
- 9. PRESENT USE OF PROPERTY: _____
- 10. FUTURE LAND USE OF PROPERTY: _____
- 11. PROPOSED FUTURE LAND USE: _____
- 12. PRESENT ZONING: _____
- 13. PROPOSED ZONING: _____
- 14. SURROUNDING FUTURE LAND USE, ZONING CLASSIFICATION, and EXISTING LAND USE:

COMPREHENSIVE PLAN ELEMENTS:

- 15. INDICATE THE PROPOSAL'S CONSISTENCY WITH ALL ELEMENTS OF THE COMPREHENSIVE PLAN (Elements of the Plan are as follows): (State specific evidence of this claim) Use attachments as necessary.
 - 1. Future Land Use
 - 2. Traffic Circulation
 - 3. Housing
 - 4. Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge
 - 5. Conservation
 - 6. Recreation and Open space
 - 7. Capital Improvements
 - 8. Public School Facilities
- 16. APPLICABLE ZONING CODE PROVISION: _____
- 17. APPLICABLE STATUTORY PROVISIONS: _____
- 18. JUSTIFICATION FOR REQUEST: _____

19. **OWNER'S AUTHORIZATION:** Each petition must bear the signatures of all the owners of the property in the petitioned area. **A letter of authorization allowing a person other than the owner to sign such a petition must be attached to and accompany said petitions.**

Signature of Owner(s) of Record

Signature of Applicant/Agent

Type Name of Owner(s)

Type Name of Applicant/Agent

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day
of _____, 20____, by _____
who is personally known to me, or has produced _____
as identification.

SEAL:

Notary Public, State of Florida

Notary Name (Typed, Stamped, or Printed)

Commission No.: _____

My Commission Expires: _____

AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF PALM BEACH)
TOWN OF HAVERHILL)

BEFORE ME THIS DAY PERSONALLY APPEARED _____

_____ WHO BEING DULY SWORN, DEPOSES

AND SAYS:

THAT THE ACCOMPANYING LIST OF PROPERTY OWNERS, MAILING ADDRESSES AND LEGAL DESCRIPTIONS OF ALL PROPERTY WITHIN 300 FEET OF THE BELOW DESCRIBED PARCEL OF LAND IS, TO THE BEST OF HIS/HER KNOWLEDGE, COMPLETE AND ACCURATE AS RECORDED IN THE LATEST OFFICIAL TAX ROLLS IN THE PALM BEACH COUNTY COURTHOUSE.

THE SUBJECT PROPERTY IS LEGALLY DESCRIBED AS FOLLOWS:

SEE ATTACHED

FURTHER AFFIANT SAYETH NOT.

Signature

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of

_____, 20____ by _____,

who is personally known to me or has produced _____

as identification and who did (did not) take an oath.

(Notary's Signature)

MY COMMISSION EXPIRES: _____