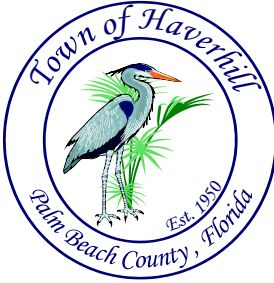


STAFF USE ONLY

Intake Date: _____

Fee Paid: _____



TOWN OF HAVERHILL

PERMITTING AND LICENSING DEPARTMENT

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

COMPREHENSIVE PLAN AMENDMENT

INSTRUCTIONS TO APPLICANT

A filing fee in the amount of \$3,500 for a small-scale amendment (under 50 acres) or \$7,000 for a large-scale amendment (50 acres and above) is to be submitted with this application, check payable to the Town of Haverhill.

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.
- If ownership is under joint or several ownership: provide a written consent to the application by all owners of record.
- If the applicant is a contract purchaser: provide a copy of the purchase contract and written consent of the owner and seller.
- If the applicant is a lessee: provide a copy of the lease agreement and the written consent of the owner.
- If the applicant is a corporation or other business entity: provide the name of the officer or person responsible for the application, and written proof that said person has the delegated authority to represent the corporation or other business entity, or in lieu thereof, written proof that he/she is, in fact, an officer of the corporation.
- 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 PBC Property Appraiser's employee responsible for completing this list.
- Address Labels printed by the Property Appraiser's office for all properties within a 300' radius of boundary lines of the property: 2 sets for small-scale amendment or 3 sets for large-scale amendment, affixed to

STAMPED envelopes (meter stamps not acceptable) with no return address.

- Palm Beach County Property Appraiser’s vicinity map indicating proposed annexation area and its boundaries contiguous to the Town.
- 2 copies of a current signed and sealed boundary survey of the subject parcel prepared by a surveyor registered in the State of Florida, dated not more than six (6) months prior to the date of application submission, containing the following information: accurate legal description of all properties; all easements of record (referenced by OR book and page); and a computation of the total acreage of the subject parcel(s) to the nearest one-hundredth of an acre.
- 9 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.

1. **PROJECT NAME:** _____

2. **AGENT’S NAME:** _____

ADDRESS: _____

CITY: _____ STATE: _____

PHONE: _____ FAX: _____

3. **OWNER’S NAME:** _____

ADDRESS: _____

CITY: _____ STATE: _____

PHONE: _____ FAX: _____

4. ***CORRESPONDENCE ADDRESS:** (If different than agent or owner)

ADDRESS: _____

CITY: _____ STATE: _____

PHONE: _____ FAX: _____

*** This is the address to which all agendas, letters and other materials will be forwarded. ***

5. **PETITIONER'S REQUEST (Include statement of applicant's interest in the development of the property and intended use of the site):**

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 (State specific evidence of this claim and use attachments as necessary). Elements of the Plan are as follows:

- 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 (a statement by the applicant justifying the requested change in the Comprehensive Development Plan, including reasons why the property is unsuitable for development under the existing zoning and/or comprehensive plan designation and more suitable for development under the proposed comprehensive plan designation (use a separate sheet if necessary):

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: _____