



DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

STANDARD DOCUMENT REQUIREMENTS

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A. Application Checklist, Documents and Public Notification Signs

1. Checklist and Documents

a. Sufficiency Review

Pursuant to Chapter 2.2.1(B) of the Land Development Regulations (LDR), outlining procedures for the submission and processing of applications, the applicant is required to utilize the forms provided by the Development Services Department. It is the responsibility of the applicant to furnish comprehensive and accurate information, along with sufficient documentation, to ascertain compliance with the Land Development Regulations, other city ordinances, and alignment with the Comprehensive Plan, where applicable. An application will be considered insufficient, as per **LDR Chapter 2.2.1(B)(5) - Sufficiency Review and Determination**, if critical information is found to be incomplete, missing, or inaccurately provided.

Upon determination of the sufficiency of the application, the applicant will receive a sufficiency letter within 10 business days from the date of submission. Subsequently, the review process will enter the next stage, during which the staff will evaluate its adherence to the Land Development Regulations and other relevant city ordinances. Should any deficiencies be identified during this substantive review, written notification will be issued, detailing the requisite information for resolution.

b. Required Documents

Refer to specific applications' requirements at the [Development Applications and Review Process](#).

2. Notice Requirements

a. Mailed Notice

Pursuant to LDR Section 2.6.2(A), Mailed Notice, it is mandated that the Applicant mail public notices to all real property owners obtained from the latest ad valorem tax records provided by the County Property Appraiser, no more than six months from the date of the mailing. The notices shall be mailed at least ten calendar days prior to the date of the board or City Commission hearing to property owners whose land will be affected and whose property lies within 500 feet of the perimeter of the property under consideration.

Proof of Mailed Notice shall be submitted as part of the development application:

- i. A list of real property owners with the mailing address.
- ii. A map showing all property lying within 500 feet of the property under consideration.
- iii. An affidavit stating that to the best of the applicant's knowledge, the list is complete and accurate and that the mailing notice was mailed prior to the date of the public hearing.

b. Public Notification Signs

Pursuant to **LDR Section 2.6.2(B), Posted property Notice**, it is mandated that the Applicant erect Notice Signs on the subject property, furnishing details regarding the forthcoming public hearing and/or public meeting. The Applicant must adhere strictly to placard standards established by the city, ensuring visible placement of notice signs on the subject property, visible from each adjoining right-of-way or on each street block face, at least seven calendar days prior to the scheduled date of the board or Commission hearing. These signs shall comprehensively delineate the action under consideration and specify the time and location of the hearing, with

photographic documentation to be furnished to the City on the date of posting. The Applicant bears responsibility for the maintenance of these signs until a final decision is rendered, and removal must be executed within five calendar days following the decision. Nonetheless, properties undergoing evaluation for a land use or zoning map modification, encompassing more than 50 non-contiguous acres, are exempt from the sign posting requirement when the application originates from the city.

Public Notification Signs shall be prepared following these standards:

- i. Sign Specifications
- ii. Installation
- iii. Proof of Installation

c. Courtesy Notice and Notice to External Agencies

Pursuant to **LDR Section 2.6.4**, Courtesy notice of receipt of a development application shall be made to affected and interested groups as identified in this Section. Notice shall be provided concurrent with agenda posting to allow for review and comment prior to action.

B. Green Buildings (15,000 sf or more)

A draft rating checklist from a green building certification entity, demonstrating compliance with minimum certification pursuant to Section 7.11.1.

C. Development Plan Submittal Requirements

Pursuant to **LDR Section 2.4.3** - Specifications for Plans and Documents, the Applicant is required to submit one or a combination of plans based on the request(s). All plans shall be prepared in compliance with the Land Development Regulations and the following additional requirements:

1. General Information and Drafting Standards

These standards are established to provide information pertaining to the graphic and format presentation of a plan. The following is required for all types of plans, except stated otherwise. Deviations from these requirements may be requested by contacting Staff. Staff may consider whether the plan was done by a prior consultant; the legibility of the text and graphic information; the request is limited to a small portion (affected area) of the subject property and will determine to what extent the Applicant is required to update the plan for commencement of review.

- a. Paper Size: Large 24" by 36" plans and reduced 11" by 17" rendering.
- b. All Architectural Elevations – Must be submitted in both color and black and white plans.
- c. All plans shall be labeled consistent with the Plan Requirements and Naming Guide (Appendix)
- d. Scale: The survey, site plan, landscaping plan, preliminary engineering plans, tree survey, photometric plan, irrigation plan, (excluding architectural elevations and floor plans, which shall utilize an architect's scale) shall be at the same scale. Acceptable scales 1" =10', 1" =20', 1" =30' unless the Director authorizes a smaller scale for certain plan sheets for large sites that necessitate a smaller scale. The size and location of structures, landscape areas, and other features shall be dimensioned.
- e. Plan Views: All drawings, except elevations and renderings, shall be prepared in two-dimensional plan views. Properties within the CBD require a 3-D visual impact analysis pursuant to LDR Section 4.4.13(K).
- f. Font Style and Size: Any legible font style. Preferably, Arial font style, and font size shall be no less than 10-point.
- g. Line Weight: Line weight and line type hierarchy on all plans shall be consistent with the [American National Standards Institute](#) (ANSI) drafting standards.

- h. Signature and Professional Seal: Required for Architectural, Landscape, Lighting/Photometric Plans, or related submittal documents. For Drainage, Traffic Statement or Study, and Survey/Plat, refer to Application Checklists.
- i. Rounding Decimals: All numerical references shall be rounded to a maximum of two decimal points.
- j. Match Lines: Match lines shall be clearly labeled between drawing segments.
- k. Page Numbering: If the submitted plans have more than one page, label with the acronym consistent with Plan Requirements and Naming Guide (Appendix), and the page number. Example: FSP-Page 1 of 2.

2. Cover Page

The applicant shall provide a Cover Page that shows the project name, the scale, the date of the drawing, revision numbers and revision dates, page numbers, name of what is being presented (e.g. landscaping, paving and drainage, etc.), and name of the firm or individual who prepared the drawing:

- a. Contact Information
 - i. Agent and Applicant: Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable).
 - ii. Property Owner: name, address, phone number, fax, and e-mail, if applicable.
 - iii. Architect and Engineer of Record: name, address, phone number, fax, and e-mail, if applicable.
- b. File Number: Provide a space for the city's File No. to be included.
- c. Table of Contents: Label in accordance with the Plan Requirements and Naming Guide (Appendix) Example: FSP-Page 1 of 2.
- d. Revision Dates: Each revision/resubmittal date pertaining to the application must be identified in a chart, (revised drawings which do not have revision numbers and dates shall not be accepted).
- e. Vicinity Map clearly showing the subject property, adjacent properties, and their relationship to the streets located within one-half mile of the property (at a minimum). The vicinity map should be at a scale that is readable and includes sufficient landmarks to quickly identify location.

3. Survey

Relevant applications shall include a certified, signed, and sealed Boundary Survey to support the Site Plan, or plat and be prepared by a Florida Professional Surveyor and Mapper and be less than one year old, prepared per Florida Standards of Practice (F.S. § 472.027 and Rule 5J-17.050-052, F.A.C.) for Boundary Surveys – <https://www.fdacs.gov/Business-Services/Surveyors-and-Mappers/Standards-of-Practice>

- a. **Boundary Survey:**

All boundary surveys shall provide the following information unless otherwise provided in the application checklist or as determined by the Director pursuant to Section 2.3.2.

 - I. Legal description of the property depicted on the survey.
 - II. Ties to section corners.
 - III. Location of street centerlines.
 - IV. Title block and scale pursuant to the requirements for plans in (C).
 - V. Location, extent and dimensions of all easements, reservations and rights-of-way of record based upon an abstraction of title.
 - VI. A Title Policy, Title Commitment, Title Search, Opinion of Title, or Property Information Report current to within one year must be shown on all surveys, including date, policy number, issuer's name, address, and the disposition of all Schedule B-II encumbrances. Title information must be kept current to within one year throughout the entire approval process.

- b. **As-Built Survey:**

In addition to the required components of a boundary survey, an as-built survey shall provide the following information:

- i. Location of all improvements on the property and on the abutting rights-of-way and easements.
- ii. Horizontal and vertical dimensions, areas, and finished floor elevations of all structures; and
- iii. Setback of all structures to property lines.
- iv. The survey must be certified as reflecting conditions on the site as they existed within one year prior to the filing of the application. The Director may authorize exceptions to this requirement.

4. Site Plan

- a. The perimeter of the property described pursuant to the legal description contained in the submitted warranty deed.
- b. (The center line of the right-of-way of any adjacent street with the basis of the center line clearly stated; the center line of the existing pavement; the width of the street pavement; the location and width of any adjacent sidewalk; and the identification of any improvements located between the property and any adjacent street.
- c. The approximate location of intersecting lot lines of adjacent parcels and the approximate location of the nearest structures and/or significant improvements on those parcels.
- d. The location of the nearest driveway or point of access of adjacent properties (including property across a street, which shares a common street with the subject property). If there are no driveways within 50 feet, then they do not need to be shown; however, a note of this situation shall be provided.
- e. The approximate location of aboveground and underground utilities including water, sewer, drainage, power, gas, telephone, and cable television; poles and guy wires; transformer boxes, etc. The plan shall identify the disposition of all such existing utilities.
- f. The location of any other significant features, including vegetation and all trees which have a diameter of four inches or greater, measured at four and one-half feet above grade; water bodies and water courses; and other improvements. The plan shall identify the disposition of all such items. A separate tree survey may be required. If so, it shall be at the same scale as the site plan. Items required in (9) and (10) may be shown on one separate plan or survey sheet, and then only those items impacted by the proposed development need be shown on the site plan.
- g. The location of all proposed structures with setbacks dimensioned from the closest property lines.
- h. The intended use of each structure. This may be accommodated directly on the drawing or by referencing the structures by letter and providing a chart.
- i. The paths of ingress and egress for vehicles and pedestrians onto and through the site. Traffic flow shall be indicated with arrows. Standard Manual of Uniform Traffic Control Devices (MUTCD) symbols shall be used to show control devices and pavement markings. A separate flow control plan may be required.
- j. The location of parking and loading zones. The number of parking spaces shall be shown on the plan. The plan shall show typical dimensions of parking spaces, landscape islands, and traffic aisles for each type of parking space which is provided. In addition, a detail showing parking space striping, space sizing, and method(s) of providing wheel stops shall be provided.
- k. The manner all utility services are to be provided to the site and to individual structures on the site.
- l. The location of any buffers, fencing, walls. A sketch of the type of such feature shall be provided.
- m. The location of proposed signing with an indication of proposed height and dimensions. Signage is approved by a separate application, however.

- n. The proposed location for solid waste disposal facilities. A note or detail shall be provided which identifies the height of required enclosures, the type of gating, and the type of materials to be used for the enclosure.
- o. The location of all landscape areas and an indication of the type of vegetation (trees, shrubs, hedges, groundcover) which is to be provided therein.
- p. Spot elevations showing changes of elevations of not more than two feet, existing and proposed, throughout the site and at a distance ten feet into adjacent property. Additional spot elevations and/or a topographic plan may be required.
- q. The F.E.M.A. Flood Plain designation for the property, the base flood elevation, and a statement as to how provisions of the Flood Damage Regulations will be met.
- r. If project phasing is proposed, such phases shall be clearly shown on the plan and a narrative describing the phasing program shall be provided.
- s. **A site data** table with the information identified in Project Data and Projects within the CBD under Supplemental Forms.
- t. Plans which are submitted for formal action shall be stamped with a raised seal and signed by the preparer.
- u. **Location Map:** A Location Map of the subject property (site) pertaining to the application shall be prepared and shown on the applicable plan, as follows:
 - i. **Minimum Map Size:** Shall be placed in a 2.5" x 2.5" box.
 - ii. **Site Location:** shows the intersection of two nearest major streets with street names identified.
 - iii. **Street Names:** identify the streets on which the site fronts.
- v. **Legend:** If symbols and acronyms are used on the plan. A chart must be prepared to identify all symbols and acronyms and define what they represent.
- w. **North Arrow:** Required for Master, Site, Subdivision, Landscape Plan(s) and Survey, and may be noted on other types of Zoning Plans, where applicable. The North Arrow should be oriented to the top or right of the page, as applicable.
- x. **Graphic Scale:** Prefer to be placed adjacent to the North Arrow or in a location of the plan where it is easily seen.
- y. **Property Development Regulations:** The Applicant shall provide the following chart on the Site Plan:

Zoning District	Minimum Lot Dimension				Minimum Floor Area	Maximum Lot Coverage	Setback				Density	FAR
	Size	Width	Depth	Frontage			Front	Side Street	Side	Rear		
Required												
Proposed												

- z. **Non-conformities:** Applications with non-conformities shall include the following non-conformities chart of the Site Plan to identify the corresponding Development Order (DO) that vested the non-conformities:

No.	LDR Reference Chapter/Section	Required	Provided	Extent of Non-Conformity	Vesting Development Order

- aa. **Variations or Waivers:** The Applicant shall provide details of the proposed Variance(s) or Waiver(s) on the Site Plan using the following chart. For applications that have prior approved Variations or Waivers, the previously approved Variations or Waivers that are not the same as the current proposed requests must also be shown on the plan.

Variance or Waiver No.	LDR Reference Chapter/Section	Required	Provided	Variance or Waiver	Approval Date/Resolution No.

5. Final Engineering Plans

Engineering Plans, which include drainage, water, and sewer plans, are construction drawings which have been prepared by a Registered Engineer in a manner acceptable to permitting agencies and in accordance with the latest version of the City of Delray Beach Minimum Construction Standards and Specifications.

- a. Water and sewer plans must be prepared pursuant to requirements of the Department of Health and Rehabilitative Services (HRS)
- b. Drainage plans must be prepared pursuant to requirements of the South Florida Water Management District.
- c. Street improvement plans must be prepared pursuant to specifications as set forth by the City Engineer for local streets; and, per Palm Beach County or FDOT requirements for streets which are under the jurisdiction of those agencies.
- d. Plans shall be drawn on a topographic base (unless the use of spot elevations are previously approved by the City Engineer) with topographic features extended to ten feet beyond the site. All plans shall be drawn on a sheet which is 24 inches by 36 inches.
- e. Plans shall show the approximate location as shown in records of Delray Beach and/or field observations of all existing water, sewer, and drainage facilities along with streets, sidewalks, and above ground improvements which provide service to and on the site. Notes shall state the disposition of all existing facilities including service lines, meters, etc.
- f. Composite utility plans shall show the proposed location of all existing and proposed utilities (water, sewer, power, telephone, gas, cable, drainage devices) and shall be signed by a representative of each utility provider attesting to the fact that services can be accommodated as shown on the composite utility plan. The composite plan shall address the responsibility for relocation of existing services and installation of new services.
- g. Plans shall show the proposed location, sizing and design basis of water, sewer, fire suppression, and drainage facilities which are to serve the site, including pertinent calculations, and the method of providing service to the proposed structures.
- h. Plans shall show the method of providing service to proposed structures.
- i. Plans shall show the location of proposed streetlights and shall address the responsibility for installation.
- j. Surface water management calculation indicating the proposed system's ability to meet storm water quality and quantity requirements in accordance with South Florida Water Management District (SFWMD) regulations.
- k. Plans may include a plan sheet which includes all proposed improvements on one plan sheet at a scale other than what is required. This additional submittal is considered supplemental, and provided in addition to plans submitted meeting the scale requirement.

6. Architectural Elevations

For preparation of Architectural Elevations, the Applicant shall refer to (C) Plans, for format and other drafting standards. In addition to the above, the following shall also be identified on the plan or elevation:

- a. Location key showing footprint of building and elevation orientation; and
- b. Projects with multiple buildings shall provide separate pages and elevations for each building.

- c. A sketch plan showing existing conditions if the architectural review is not associated with an application that requires site plan or plat review, otherwise, the site plan or plat shall accompany the submission.
- d. All drawings shall be drawn to scale (architectural scale is permitted) and dimensioned.
- e. A drawing showing all elevations (east, west, north, south) of proposed structures or of the elevation(s) that is being modified when an existing structure is involved.
- f. Each elevation drawing shall show all architectural features of the structure and include the manner in which air conditioning, ventilation systems, and similar items are to be treated and screened.
- g. Exterior colors and the type of exterior surfaces, including roofs, shall be identified.
- h. Murals shall not be included as part of any proposed changes to elevations. A separate mural application and review process is required.
- i. A roof plan showing the location of equipment and features located thereon.
- j. Color and material samples.
- k. Additional detailed drawings and/or supporting documents may be necessary to meet the requirements or demonstrate compliance with applicable sections of this Code.

7. Floor Plans

- a. A complete dimension of each room on all floors, including rooftop activation (if proposed), with labels for any permanent features.
- b. Proposed uses, with different parking ratios must be clearly defined and consistent with the site data table.

8. Roof Plan

- a. Mechanical equipment with screening
- b. Parapet Height
- c. Location of down spouts and drainage equipment

9. Landscape Plan

A formal landscape plan that complies with Section 4.6.16, shall:

- a. Be drawn to scale consistent with the site plan with crowded or tight areas provided in a larger scale presentation.
- b. Clearly delineate the existing and proposed parking spaces or other vehicular use areas, access aisles, sidewalks, building locations and similar features.
- c. Contain a Statement of Intent as to the method and coverage of irrigation (irrigation system requires a separate permit).
- d. Designate by name and location the plant material to be installed or preserved.
- e. Provide a legend including the botanical and common names, height, spread and spacing of all plant materials.
- f. Show all landscape features, including areas of vegetation required to be preserved by law, in context with the location and outline of existing and proposed buildings, and other improvements on the site, if any.
- g. Include a tabulation clearly displaying the relevant statistical information necessary to evaluate compliance with the provisions of this code. This includes the gross acreage, square footage of preservation areas, number of trees to be planted or preserved, square footage of paved areas devoted to parking and circulation, total square footage of interior greenspace and of perimeter greenspace, total number of interior trees provided, percentage of native plant materials and such other information that may be required to determine that the landscape plan meets the requirements of the Code. A separate exhibit which shows the location of areas upon which calculations are based may be required.
- h. Provide the name, address and telephone number of the person preparing the landscape plans and the owner or agent.

- i. Show proposed location of outdoor lighting.
- j. Show proposed location of refuse areas and methods of screening.
- k. Show proposed location of overhead lines and utility easements.
- l. Show proposed location of signage.
- m. Demonstrate that the proposed landscaping will be consistent with existing vegetation preserved on the property.
- n. Required management plan. For all areas of preserved plant communities larger than one-half acre in area, the owner shall submit with the landscape plan, a narrative management plan indicating the manner in which the native plant communities will be preserved. The narrative shall include:
- o. Whether or not the existing vegetation is to be preserved in the existing species composition.
- p. If applicable, the manner in which the composition of existing plant material is to be preserved, hand removal of invasive species, prescribed burning, etc.
- q. The maintenance schedule for the removal of exotics.
- r. The maintenance schedule for the removal of debris

10. Irrigation Plan

- a. A plan scaled consistently with the site plan, showing all buildings, structures, landscape areas and on-site parking.
- b. The location of all zones showing their spread and overlap.
- c. An indication of water source, valves, pumps, backflow preventers, controllers, main line, lateral lines, sleeves, head types, specifications, spacing and general notes.
- d. An indication of methods used to achieve compliance with the University of Florida's "Florida Friendly Landscaping Guide to Plant Selection and Landscape Design" as required by F.S. § 373.185, unless provided for herein.
- e. Location and labeling of existing and proposed site lighting.
- f. Location and labeling of existing and proposed fire hydrants and fire department check valves.
- g. Location and dimensions of all easements and above ground utility lines, FPL boxes and other related structures.

11. Photometric Plan

A photometric plan showing a preliminary lighting layout including the location of all proposed lighting fixtures shall be provided for all development. A picture or sketch of the lighting fixture including height and a lighting coverage exhibit is required. This shall include details of wall-pack lighting and freestanding lights both proposed and existing. The plan shall show maximum photometric calculation patterns which shall not exceed ten feet spacing. Calculations shall include the average, minimum and maximum foot-candles, average to minimum ratio and maximum to minimum ratio on the site. Plans shall be signed and sealed by a licensed professional knowledgeable in lighting design.

- a. A plan scaled consistently with the site plan, showing all buildings, structures, landscape areas and on-site parking.
- b. A photometric layout of each proposed light fixture and light pole, showing its maximum to minimum foot-candle level.
- c. The plan must provide the minimum foot candle taken at the property line.
- d. Location of all existing and proposed easements, notating any above ground utility lines.
- e. The plan must show any existing off-site lighting, including rights-of-way lighting.

- f. Details of all proposed light fixtures and light poles, showing maximum height, building material and color.

12. Plats

The plats must be clearly titled and encompass all of the land that is under the legal description contained in the warranty deed(s) and show the following:

- a. Items 1-5, 6-9, 20, and 21 of the Standard Plan Items listed in Section 2.4.3(B).
- b. Name and location of adjacent subdivisions and lots.
- c. All existing easements (recorded or apparent) and existing (internal) property or lot lines along with notations as to the purpose of the easements and reference to their recording instrument. Existing easements and lot lines which are to be removed, abandoned, or relocated must be shown in dashed lines.
- d. Proposed boundary lines of new lots, tracts, and easements dimensioned and with the purpose of easements and of restricted use lots and tracts identified.
- e. All streets showing proposed street names.
- f. Proposed location of streetlights shown if the subdivision is not associated with a site plan or landscape plan submission. A separate exhibit must show street tree specifications and planting details. For smaller subdivisions, the street tree plan may be submitted in the form of a narrative.
- g. Proposed location of streetlights shown if the subdivision is not associated with a site plan or landscape plan submission. A separate exhibit which identifies the type of streetlights and the responsibility for installation and maintenance must be provided.
- h. If all the land is not to be subdivided into individual lots but retained in a future development tract, the preliminary plat must show the general location of the anticipated street pattern, routing of utilities, points of access, and the proposed use for such tracts.
- i. Dedication statement in the format shown in the City Subdivision Forms. Variations can be made to accommodate unusual situations; however, such variations must first be agreed to by the City Engineer. When the dedication statement provides for common areas, a separate narrative is to be provided which describes the proposed method of ownership and maintenance.
- j. The signature block in the format shown in the City Subdivision Forms.
- k. Map showing the location of the subdivision with respect to Section or Government lot lines.
- l. Title block as provided on the preliminary plat.
- m. Boundary lines drawn in compliance with F.S. 177, Land Boundaries.
- n. Accurate location material of all permanent reference monuments.
- o. Exact layout, including street and alley lines, street names, bearing angles of intersection and widths (including width along the lines of any obliquely interesting street), lengths of arcs and radii, points of curvature and tangent bearings, all easements or rights-of-way where provided; all lot lines with dimensions in feet and hundredths and with bearings or angles if other than right angles to the street or alley lines.
- p. Lots numbered in numerical sequence beginning with number one in each block, and blocks numbered in numerical order or lettered in alphabetical order.
- q. Accurate identification of all property which is to be dedicated or reserved for public use including open drainage courses and easements, and all property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision with the purposes indicated thereon.
- r. Mortgagee statements of consent in the format provided in the City Subdivision Forms.
- s. Title Certification by an attorney-at-law or title company, in the format provided in the City Subdivision Forms.
- t. Standard Dedication Statement in the format provided in the City Subdivision Forms.
- u. Standard Signature Block in the format provided in the City Subdivision Forms.

- v. Surveyors Certificate attesting to the accuracy of the survey and the placement of reference monuments in the format provided in the City Subdivision Forms.
- w. Name of the subdivision centered at the top of the page and a north arrow with scale.

13. Master Development Plan

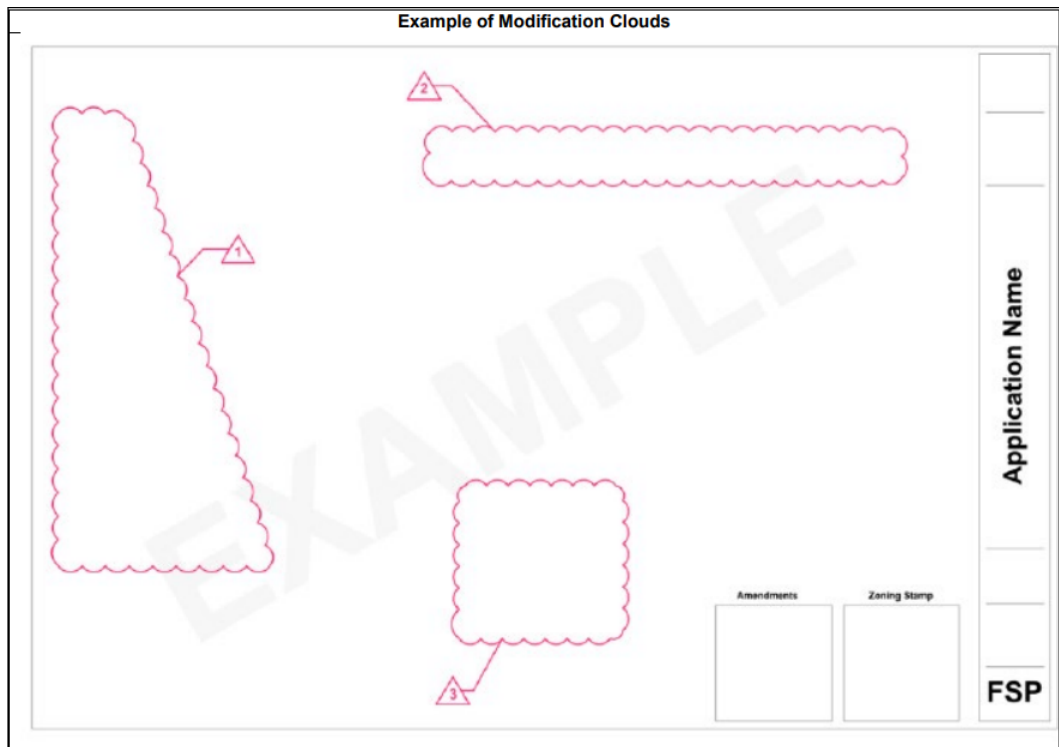
- a. General location of major water, sewer, and drainage devices required for the project.
- b. Legend and tabular data regarding land areas devoted to uses (streets, open space, type of use, etc.), square footage of building use per land category and phasing schedule.
- c. The relationship between the entire site and adjacent parcels.
- d. The relationship between development phases and/or internal development areas.
- e. Traffic circulation, parking areas, building locations, landscape areas, and utility facilities.
- f. Statement of character of the project and its specific objectives regarding impact upon the community.
- g. Phasing sequence, if any, including phasing of the installation of public improvements.

14. Development Services Stamp:

- a. **Development Services Stamp:** A 4" x 4" box. The Development Services Stamp Box must be placed on applicable plans, preferably on the lower-right corner.
- b. **Amendment Stamp (next to Development Services Stamp Box):** A 4" x 4" box and should be placed next to the Development Services Stamp Box. The Amendment Stamp Box must be placed on applicable plans.

D. Modifications to Previously Approved Development Applications

- a. Amendment to Site Plans shall be to the most current approved plans on record.
- b. Site Plans missing Site Data and Location Map shall be updated to comply with the Standard Plan and Document Format.
- c. When the information is limited, usually with old plans, the required Site Data shall be provided to the greatest extent possible.
- d. Plans labeled as "SP" for Site Plan shall be modified to "FSP" respectively for "Final."
- e. Text from Conditions of Approval included in approved plans that are already contained in Resolutions must be removed from the plan(s).
- f. Handwritten notes with specific site element information shall remain on the plan(s). Existing details noted on approval plans may be relocated to a Regulating Plan when the Site Plan does not have enough room to include additional information.
- g. Plans subject to amendments shall be submitted in two sets, one with red clouds and another without the clouds.
- h. Each modification to the approved plan(s) shall be identified by a red cloud and a number associated with the specific amendment request.
- i. Large clouds covering multiple changes are not allowed (see example below). Resubmitted plans shall carry the clouds noted in previously submitted plans using the same number initially assigned to the amendment.



1. **Revision Letter**

Please ensure that the application package adheres to the following standards below:

- a. The applicant is required to submit a letter with the revision application, detailing each page that is to be amended and what the proposed change will be. New pages, not previously approved must be explained within cover letter as to why a new page and not a revision to an existing page is necessary. (This can be combined with the project narrative letter)
- b. Modifications to plans previously approved by the City Commission, intended to replace an existing approved plan must be clouded to show all proposed changes.
- c. All existing data, not affected by the proposed change, must be retained on the plan.
- d. Only pages which are affected by the modification must be submitted. All information on the existing plan must be transferred to the new plan.
- e. Pages to be revised must have the same page number and orientation.

E. Appendix
Plan Requirements and Naming Guide

Note: All files should be saved as PDFs	
STANDARD APPLICATION ITEMS	
For additional iterations of plans, add a number in sequential order at the end (i.e. Landscape Plan.pdf, Landscape Plan2.pdf, Landscape Plan3.pdf, Etc.)	
Document Type	File Name
Department Application	Universal Application.pdf
Historic Universal Application	Historic Universal Application.pdf
Disclosure of Interests Form	Disclosure of Interest.pdf
Photos of existing property from all four sides	Property Photos.pdf
Warranty Deed	Warranty Deed.pdf
Title Certificate	Title Certificate.pdf
Vicinity Map	Vicinity Map.pdf
Survey within 6 months	Survey.pdf
List of adjacent property owners	Adjacent Owners.pdf
Letter of Transmittal to utility providers	Utility Providers – AT&T.pdf Utility Providers – FPL.pdf Utility Providers – Comcast.pdf Utility Providers – FPU.pdf
SCAD application	SCAD.pdf
Standard Plan Items	
For additional iterations of plans, add a number in sequential order at the end (i.e. Landscape Plan.pdf, Landscape Plan2.pdf, Landscape Plan3.pdf, Etc.)	
Site Plan	Site Plan.pdf
Landscape Plan	Landscape Plan.pdf
Preliminary Engineering Plans	P-Engineering.pdf
Tree Survey	Tree Survey.pdf
Composite Overlay Plan	Overlay Plan.pdf
Photometric Plan	Photometric Plan.pdf
Irrigation Plan	Irrigation Plan.pdf
Demolition Plans	Demolition Plan.pdf

Traffic Statement and Studies	
Traffic Statement and studies	Traffic SS.pdf
Palm Beach County TPS letter	TPS Letter.pdf
Transmittal Confirmation from County	Traffic Transmittal.pdf
Transportation Demand Management Plan	Transportation DMP.pdf
Architectural Elevations	
For additional iterations of plans, add a number in sequential order at the end (i.e. Landscape Plan.pdf, Landscape Plan2.pdf, Landscape Plan3.pdf, Etc.)	
Roof Plan	Roof Plan.pdf
Color and Materials Form	Color and Materials.pdf
Colored Renderings	Renderings.pdf
Floor Plans	Floor Plan.pdf
Building Sections	Section.pdf
Notice Requirements	
List of Property Owners	List of Property Owners.pdf
Tax Map (properties within 500')	Tax Map.pdf
Notice Requirements Affidavit	Notice Affidavit.pdf
Project Relief	
Project Relief Request Form	Project Relief.pdf
Justification Statement	Justification – In Lieu.pdf Justification – Waiver.pdf Justification – Internal Adjustment.pdf
Sketch Plan: Current and Proposed Sqft	Sketch plan - PR.pdf
Adjacent ROW & Proposed parking	Parking.pdf
Special Flood Hazard Area and Coastal Planning Area Requirements	
Environmental Assessment for development	EA.pdf
V-Zone Certificate	V-Zone - Certificate.pdf
Sea Turtle Lighting Plan	Lighting Plan.pdf
V-Zone Design Statement	V-Zone – Design Statement.pdf
Structure V-Zone Design	V-Zone – Structure Design.pdf
Cut-Fill Analysis	Cut-Fill Analysis.pdf
Floor Damage Prevention Analysis	Prevention Analysis.pdf

Stormwater Management Calculations/Drainage Narrative	SWM Narrative.pdf
Structural Design for wave loads	Wave loads design.pdf
Buoyance Analysis	Buoyance Analysis.pdf
Dune Alternation Plan	Dune Alt Plan.pdf
Flood Proofing Certificate for Non-Residential Structures	Flood Proofing Cert – NR.pdf
Additional Documents	
Project Data Form	Project Data.pdf
Application Specific Items	
For additional iterations of plans, add a number in sequential order at the end (i.e. Landscape Plan.pdf, Landscape Plan2.pdf, Landscape Plan3.pdf, Etc.)	
Master Development Plan	
Project Narrative (LDR Section 2.4.3(L)(1)(d))	Relief Narrative.pdf
Amendments to the Comprehensive Plan	
Land Use Designation Amendment Statement	LU Amendment Statement.pdf
Annexation of Territory	
Exhibit, prepared by licensed surveyor, showing points of contiguity (Annexation of Territory)	Exhibit – AOT.pdf
Drainage Calculations	Drainage Calc.pdf
Change of Zoning District Designation	
Reasons for rezoning statement (LDR Section 2.4.5(D)(2))	Rezoning statement.pdf
Major and Minor Subdivision	
Sewer Calculations	Sewer Calc.pdf
Proposed Preliminary or Final Plat	Preliminary Plat.pdf Final Plat.pdf
Reviewing Surveyor's Certification	Surveyor Cert.pdf
Final Engineering Plans	F-Engineering Plan.pdf
Copies of Permits for water, sewer, drainage, and public street improvements	Permits – Improvements.pdf
Preliminary Cost Estimates for public improvements	Cost Estimates – Improvements.pdf
Amendment to the Land Development Regulations	
Formal written request for subject LDR section (Amendment to the LDRs)	Written Request – LDR (X) (x).pdf (Indicate specific LDR Section for amendments)

DEVELOPMENT SERVICES DEPARTMENT
STANDARD PLAN AND DOCUMENT FORMAT

Draft of proposed ordinance	Proposed Ord.pdf
Analysis of the amendment	Amendment Analysis.pdf
Abandonment of Right-of-way	
Survey with all improvements	Survey – Improvements.pdf
Copy of original plat or portion thereof	Original Plat - ROW.pdf
Abandonment of Easement	
Survey located within the easement	Survey – Easement.pdf
Copy of original plat or portion thereof	Original Plat – Easement.pdf
Variance	
Exhibit/plan for variance	Plan - Variance.pdf
Variance Justification Letter	Justification – Variance.pdf
Beach Property Overlay District Review	
Beach Property Owners Application Checklist	BPOA Checklist.pdf
Color Change or Material Changes to Architectural Elevations Request; Level 1 Site Plan Modification	
Exhibit/plan showing the existing conditions and Exhibit/plan depicting the proposed change	Plan – Existing.pdf
	Plan – Proposed.pdf
Level 1, 2, 3, 4 Site Plan Modification	
Original Site Plan	Original Site Plan.pdf
Master Sign Program	
Proposed Sign	Proposed Sign.pdf
Colored elevations of proposed sign	Sign Elevations.pdf
Survey: proposed sign location (monument sign)	Survey – Sign.pdf
Draft of sign program	Sign Program – Draft.pdf
Historic Submittal Items	
For additional iterations of plans, add a number in sequential order at the end (i.e. Landscape Plan.pdf, Landscape Plan2.pdf, Landscape Plan3.pdf, Etc.)	
Historic Property Information	Historic Information.pdf
Justification Statement: Secretary of the Interior's Standards for rehabilitation	Justification – SISR.pdf
Justification Statement: Visual Compatibility	Justification – Visual C.pdf
Streetscape plan	Streetscape.pdf
Legal Description	Legal Description.pdf
Ad Valorem Tax Exemption	
Most Recent Tax Bill	Tax Bill.pdf

DEVELOPMENT SERVICES DEPARTMENT
STANDARD PLAN AND DOCUMENT FORMAT

Certificate of Occupancy (CO)	CO.pdf
Justification Statement: LDR Section 4.5.1(E)(6)(a) & (b)(1) - Relocation	Justification – Relocation.pdf
COA for Relocation	
Relocation Plan	Relocation Plan.pdf
As-built Drawings	As-built.pdf
Photos – site and interior/exterior	Photos – int/ext.pdf
History of code violations	Code Violations.pdf
COA for Demolition	
Justification Statement: 4.5.1(F)(6)(a)-(e) – Demolition	Justification – Demolition.pdf
Justification Statement: LDR Section 4.5.1(F)(10) & (11)	Justification – Demo & Relo.pdf
Historic Designation	
Historic Designation Application	Designation Application.pdf
Historic Designation Report	Designation Report.pdf
Historic Designation Report	
Existing: Florida Master Site File Forms	FMSF – Existing.pdf
Proposed: Florida Master Site File Form	FMSF – Proposed.pdf