



DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

FOR OFFICE USE ONLY

FILE #:

DATE SUBMITTED:

100 NW 1st AVENUE, DELRAY BEACH, FLORIDA 33444 | (561) 243-7040 | (561) 243-7221 (fax) | www.delraybeachfl.gov

UNIVERSAL DEVELOPMENT APPLICATION CHECKLIST

This checklist must be filled out and included with the application submittal.

Refer to the applications listed in Part Two to identify those items listed in Part One that are required.

All applicable items must be included for an application to be accepted for processing.

Required supplemental forms and other items can be found on the City's website under Department Applications, [Supplemental Forms](#).

Please refer to the **Standard Document Requirements** for more detailed information regarding all submittals.

PROJECT NAME:	APPLICATION TYPE:
ADDRESS OR LOCATION:	PCN:

PART ONE – SUBMISSION ITEMS

Universal Items	Applicant	Staff	
		Complete	Missing
1. Department Application.			
2. Disclosure of Interest Form (Required if corporation or business entity owns the property). Must also include Sunbiz documentation for business (available on the website under Supplemental Forms).			
3. Payment of the appropriate processing fee as listed in the fee schedule.			
4. Digital (PDF) copy of all items and plans (CD or Flash drive) – include reduced file size if plan sizes are large.			
5. Photos of existing property & adjacent properties (properly label each photo).			
6. Project Narrative including justification of request.			
7. Letter and analysis addressing Chapter 3 – Performance Standards, as applicable.			
Standard Application Items	Applicant	Staff	
		Complete	Missing
1. One copy of the latest recorded warranty deed, as recorded with the County Clerk, for all the property under consideration.			
2. Title Certificate from an attorney-at-law or a title insurance company certifying who the current fee simple title holder of record of the subject property are.			
3. Survey or plat which shows all improvements on the property and must be certified as reflecting conditions on the site as they existed within 12 months prior to the filing of the application; Date on survey _____)			
4. Notice Requirements: all items requiring a public hearing that must be noticed by mail.			
5. Letter/Transmittal of notification to utility providers: <input type="checkbox"/> FPL <input type="checkbox"/> Comcast <input type="checkbox"/> FPU <input type="checkbox"/> AT&T			
6. Completed School District of Palm Beach County – SCAD Application (available on the website under Supplemental Forms).			

7. A <u>draft</u> rating checklist from a green building certification entity, demonstrating compliance with minimum certification pursuant to Section 7.11.1 , if required.			
8. A permit issued by the South Florida Water Management District, the Lake Worth Drainage District, or the Florida Department of Transportation, as appropriate or a letter of exception stating that a permit is not required.			
9. A permit issued by the DOH or a letter from the City Director of Utilities stating that such a permit is not required.			
10. Written consent of the owners provided in a certified form if the applicant is other than a single person owner.			
11. Vicinity map (if not included on cover page or within plan set).			
Standard Plan Items (See also Standard Document Requirements List for details)	Applicant	Staff	
		Complete	Missing
<i>Plans shall be at the same scale, unless otherwise noted.</i> <i>Acceptable scales: 1" =10', 1" =20', 1" =30'</i>			
1. One 24" x 36" signed & sealed copies of the following plans in collated, stapled and folded sets.			
2. One 11" x 17" signed & sealed copy of the following plans in a collated, stapled and folded set.			
o Boundary Survey, As-built Survey, and Sketch and Legal Description by a licensed surveyor or licensed engineer.			
o Landscape Plan by a Landscape Architect.			
o Site Development Plan by an Architect, Landscape Architect, or Engineer.			
o Final Engineering Plans by a licensed Civil Engineer.			
o Photometric Plans by a licensed professional knowledgeable in lighting design, an Electrical Engineer, or other qualifying licensed professional.			
o Floor plans by a registered Architect, using an architectural scale.			
o Architectural elevations by a registered Architect, using an architectural scale.			
o Drainage plans by a licensed Engineer.			
o Water and Sewer plans by a licensed Engineer.			
o Project Data Form (see Supplemental Forms).			
Final Engineering Plans (See also Standard Document Requirements List for details)	Applicant	Staff	
		Complete	Missing
1. Water and sewer plans.			
2. Drainage plans.			
3. Street improvement plans.			
4. Composite utility plans.			

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Architectural Elevations (See also Standard Document Requirements for details)	Applicant	Staff	
		Complete	Missing
<i>Plans shall be at the same scale, unless otherwise noted.</i> <i>Acceptable scales: 1" =10', 1" =20', 1" =30'</i>			
1. Sketch plan (if applicable).			
2. Elevation drawings showing all architectural features of the structure and include the manner in which air conditioning, ventilation systems and similar items will be treated and screened.			
3. Exterior colors and the type of exterior surfaces, including roofs.			
4. Roof plan showing the location of equipment and features.			
5. Color and Materials Form (see Supplemental Forms).			
6. Floor Plans.			
7. Building Sections and Demolition Plans.			
8. Additional detailed drawings/supportive documents may be necessary to meet the requirements or demonstrate compliance with applicable sections of the code.			
Landscape Plans (See also Standard Document Requirements List for details)	Applicant	Staff	
		Complete	Missing
1. Landscape Plan.			
2. Irrigation Plan.			
Traffic Statement and Studies	Applicant	Staff	
		Complete	Missing
1. Traffic Statement or Study by a licensed Engineer (one copy).			
2. Palm Beach County TPS letter or transmittal confirmation from County.			
3. Transportation Demand Management Plan (for projects within the TCEA with equal to or more than 50 employees).			
Notice Requirements	Applicant	Staff	
		Complete	Missing
1. Property owner list within a 500 ft. radius obtained from the official County tax roll.			
2. Tax map showing all properties within 500 ft. radius of the subject property.			
3. Notice Requirements Affidavit (see Supplemental Forms).			
Submissions (Platting) Items	Applicant	Staff	
		Complete	Missing
<i>Plans shall be at the same scale, unless otherwise noted.</i> <i>Acceptable scales: 1" =10', 1" =20', 1" =30'</i>			
1. Final Plat. Individual sheets, their size, marginal lines, and other drafting considerations shall comply with the requirements of Palm Beach County for the recordation of plats. Where the final plat requires more than one sheet, each sheet must be keyed to a master map.			
2. Existing Survey.			
3. Tree Survey.			
4. Existing or proposed Site Plan.			
5. Engineering Plans.			

PART TWO – APPLICATION TYPES			
Abandonment of Easement	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Three copies of the property survey located within the easement proposed to be abandoned; said survey shall include all improvements (including utility locations) that are within or immediately adjacent to the easement.			
3. A copy of the original plat, or portion thereof, or a copy of the original instrument that created the easement.			
Abandonment of Right-of-Way	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Property survey showing all improvements (including utility locations) that are within or immediately adjacent to the property to be abandoned; and including adjacent property lines and identification of property owners and business located thereon (three copies).			
3. Notice Requirements.			
4. A copy of the original plat, or portion thereof, or a copy of the original instrument that created the right-of-way.			
Amendment to the Comprehensive Plan (Text or Land Use Map Designation Amendments)	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items (not required for text amendments).			
3. Land Use Map Designation Amendment statement of request/justification letter. (Compliance with Comprehensive Plan and Section 2.4.5(A)).			
4. Traffic Statement or Study by a licensed Engineer (one copy).			
5. Notice Requirements.			
Amendment to the Land Development Regulations	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Formal written request referencing the subject LDR Section including a rationale for the request.			
3. Draft of the proposed ordinance including language to be amended (Format to be strike through for deletion of text & <u>underline</u> for new text). The draft must be submitted as a MS Word document.			
4. Analysis of the amendment and its potential impacts including support documentation such as exhibits, graphs, similar ordinances from other municipalities.			
5. Business Impact Statement, per F.S.166.041 (4).			

Annexation of Territory	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Property Survey prepared by a licensed surveyor showing the points of continuity (three copies).			
3. Notice Requirements.			
4. Drainage Calculations.			
5. Land Use Map Amendment application and requirements.			
6. Change of Zoning District Designation application and requirements.			
Architectural (Appearance) Elevations	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Architectural Elevation Items.			
Beach Property Overlay District Review	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items.			
3. Standard Plan Items listed above in Part One.			
4. Architectural Elevations as listed above in Part One.			
5. Project Data Form (available on the website under Supplemental Forms).			
6. Special Flood Hazard Area and Coastal Planning Area Requirements, as applicable.			
7. Beach Property Owners Application Checklist. This list can be found in the website under Supplemental Forms and Requirements.			
Change of Zoning District Designation	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items.			
3. Traffic Statement or Study by a licensed Engineer (one copy).			
4. Request letter and justification statement addressing LDR Section 2.4.5(B)			
5. Notice Requirements.			
Conditional Use	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items.			
3. Standard Plan Items.			
4. Traffic Statement or Study by a licensed Engineer (one copy).			
5. Project Data Form (see Supplemental Forms).			
6. Notice Requirements.			
Determination of a Similarity of Use	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Written Statement identifying: <ul style="list-style-type: none"> o Requested use and description of use. o Appropriate Zoning Designation. 			

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o Rationale as to why the use should be deemed similar to other uses already allowed in the identified zoning district.			
In-Lieu of Parking Fee	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Site Plan (proposed).			
3. Floor Plan(s) (proposed).			
4. Scope of work (i.e. expansion of use, change of use, new construction, etc.)			
5. Current parking required and provided (in table format).			
6. Proposed parking required and provided.			
Landscape Plan Modifications	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items.			
3. Landscape Plan Items.			
Level 2, 3, or 4 Site Plan Applications	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items.			
3. Standard Plan Items.			
4. Traffic Statement or Study by a licensed Engineer (one copy).			
5. Architectural Elevations.			
6. Project Data Form (see Supplemental Forms).			
7. Relief Request Form, if applicable (see Supplemental Forms).			
8. Special Flood Hazard Area and Coastal Planning Area Requirements, if applicable (see Supplemental Forms).			
9. Original (existing) or most recently approved Site Plan.			
10. Calculation of Fees Form (see Supplemental Forms).			
Master Development Plan	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items.			
3. Standard Plan Items.			
4. Conceptual development plans(s).			
5. Elevations depicting architectural styles for the proposed development and information regarding architectural details, e.g., building materials, pavement textures, signing materials, lighting fixtures, street furniture, etc.			
6. Relief Request Form, if applicable (see Supplemental Forms).			
7. Statements pertaining to anticipated processing and review sequences.			
8. Project Data Form (see Supplemental Forms).			
9. Relief Request Form, if applicable (see Supplemental Forms).			
10. Traffic Statement or Study by a licensed Engineer (one copy).			

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Major and Minor Subdivision (Plat)	Applicant	Staff	
		Complete	Missing
<p><u>Minor Subdivision</u> – LDR Appendix A: 1. The creation of not more than three lots each of which fronts on an existing street, and which involve neither the extension of utilities, nor the providing of additional right-of-way; 2. The creation of a plat solely for the purpose of creating divided interests for a previously approved development, which is to be constructed pursuant to a master development or site plan, other than residential development. 3. A boundary plat; or 4. A one-time splitting of an existing lot of record.</p> <p><u>Major Subdivision</u> – LDR Appendix A: Any subdivision other than a minor subdivision.</p>			
1. Universal Items.			
2. Standard Application Items.			
3. Proposed Plat (one copy; All Sheets).			
4. Engineering Plans (one copy).			
5. Traffic Statement or Study by a licensed Engineer (one copy).			
6. Relief Request Form, if applicable (see Supplemental Forms).			
7. Tree Survey (may be provided as a separate document or as an additional layer on the survey).			
8. Water, Sewer and Drainage calculations, as applicable.			
9. Reviewing Surveyor's Certification (see Supplemental Forms).			
10. Receipted copies of applications for all permits required for water, sewer, drainage, and public street improvements which must be permitted by agencies other than the City.			
11. Preliminary cost estimates for the construction of public improvements.			
Project Relief Request	Applicant	Staff	
		Complete	Missing
1. Universal Items.			
2. Standard Application Items 1-4, and 10-11.			
3. Project Relief Form (see Supplemental Forms).			
4. Notice Requirements.			
5. Exhibit/plan drawn to scale showing existing and proposed conditions, clearly illustrating the requested relief.			
Special Flood Hazard Area and Coastal Planning Area Requirements	Applicant	Staff	
		Complete	Missing
1. Special Flood Hazard Area and Coastal Planning Area Requirements (See Supplemental Forms).			
2. Environmental Assessment for development proposed within the Coastal Planning Area that has the potential to adversely impact wetlands, wildlife habitat, living marine resources, or the beach and/or dune systems (See Comprehensive Plan Policy CME 2.4.1).			
Vacation of Recorded Plats	Applicant	Staff	
		Complete	Missing
1. Proof of ownership pursuant to LDR Article 2.4.			
2. Certified copy of the plat which is to be vacated.			
3. A petition, by letter, stating the action which is sought and the basis.			
4. The legal instrument which is to effectuate the vacation.			