



**CITY OF GREENACRES
APPLICATION FOR
COMPREHENSIVE PLAN AMENDMENT**

INSTRUCTIONS TO APPLICANT:

1. Answer all questions completely.
2. A filing fee in the amount of One Thousand Five Hundred Dollars (\$1,500.00) and advertising fees in the amount of Six Hundred Fifty Dollars (\$650.00) for a small-scale amendment (10 acres and under) **OR** Two Thousand Dollars (\$2,000.00) and advertising fees in the amount of Six Hundred Fifty Dollars (\$650.00) for large-scale amendment (above 10 acres) must accompany this application. **Since advertising costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper.**
3. Provide required attachments (warranty deed, survey, list of property owners and plans) as shown on the attached checklist.

1. **PROJECT NAME:** _____

2. **AGENT'S NAME:** _____

ADDRESS*: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ FAX: (____) _____

EMAIL: _____

3. **OWNER'S NAME:** _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ FAX: (____) _____

EMAIL: _____

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

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ FAX: (____) _____

EMAIL: _____

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

REQUEST:

5. PETITIONER'S REQUEST:

PROPERTY INFORMATION:

- 6. LOCATION & ADDRESS: _____
- 7. PARCEL IDENTIFICATION NUMBER(S): _____
- 8. PROPERTY SIZE: (Square feet/Acres): _____
- 9. PRESENT USE OF PROPERTY: _____
- 10. OTHER LOCAL GOVERNMENT APPROVALS: _____
- 11. EXISTING FUTURE LAND USE DESIGNATION: _____
- 12. PROPOSED FUTURE LAND USE DESIGNATION: _____
- 13. EXISTING ZONING: _____
- 14. PROPOSED ZONING: _____
- 15. SURROUNDING FUTURE LAND USE/ZONING CLASSIFICATION/EXISTING USE:

COMPREHENSIVE PLAN ELEMENTS:

16. INDICATE THE PROPOSAL'S CONSISTENCY WITH ALL ELEMENTS OF THE PLAN, INCLUDING SPECIFIC DATA. The elements of the Comprehensive Plan are as follows: (Use attachments as necessary):

- | | | | |
|----|------------------------------------|----|---------------------------------------|
| a. | <i>Conservation Element</i> | e. | <i>Housing Element</i> |
| b. | <i>Infrastructure</i> | f. | <i>Future Land Use</i> |
| | <i>Sewer</i> | g. | <i>Intergovernmental Coordination</i> |
| | <i>Solid waste</i> | h. | <i>Capital Improvement</i> |
| | <i>Storm Water</i> | i. | <i>Annexation</i> |
| | <i>Potable Water</i> | j. | <i>Public School Facilities</i> |
| | <i>Aquifer</i> | | |
| c. | <i>Transportation</i> | | |
| d. | <i>Recreation & Open Space</i> | | |

17 APPLICABLE ZONING CODE PROVISION: _____

18 APPLICABLE STATUTORY PROVISIONS: _____

19 JUSTIFICATION FOR REQUEST:

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

Signature of Owner(s) of Record

Signature of Applicant/Agent

Type Name of owner(s)

Type Name of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20____,

by _____, who is personally known to me, or who has

produced _____ as identification.

Notary Seal

Notary Public, State of Florida

Notary Name (Typed, Stamped or Printed)

Commission No.: _____

My Commission Expires: _____



CITY OF GREENACRES
APPLICATION FOR
COMPREHENSIVE PLAN AMENDMENT

AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF PALM BEACH)
CITY OF GREENACRES)

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 _____ 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: _____



**CITY OF GREENACRES
COMPREHENSIVE PLAN AMENDMENT
SUBMITTAL CHECKLIST**

CITY USE		
YES	NO	N/A

I. GENERAL

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Application Review and Advertising Fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Completed application signed by owner and applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Copy of Warranty Deed including property control number or folio number and legal description of the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. A list of all property owners within a 300' radius of boundary lines of the subject property from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Executed affidavit signed by the person responsible for completing the property owner list. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Vicinity map delineating the proposed annexation area and its boundaries contiguous to the City limits. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Two (2) sets (small-scale amendment) or three (3) sets (large-scale amendment) of STAMPED (<i>meter stamps not acceptable</i>), plain envelopes with the typed names of the owners within a 300' radius of the boundary lines of the subject property. No return address. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. Two (2) copies of a signed and sealed survey (not more than a year old) and legal description of the property, including any and all easements of record (referenced by OR Book and page), prepared by a surveyor registered in the State of Florida. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Four (4) copies of a Traffic Impact Analysis addressing the Level of Service (LOS) with five year traffic at typical and at maximum project traffic. The analysis must also determine the LOS for 2030 with the increase in traffic due to the proposed land use amendment at typical and at maximum project traffic. The analysis must be prepared in accordance with Palm Beach County Traffic Performance Standards Ordinance. |



**THE COMPREHENSIVE PLAN AMENDMENT
PROCESS**
City of Greenacres
Planning and Engineering Department

**Total time approximately
2 to 3 months
(Small scale only.
Contact Planning &
Engineering for Large-
Scale Timeline)**

3 weeks

1 week

About 3 weeks

2 weeks

2 to 3 weeks

Complete Application Submission
(deadline fifteen of the month)

Land Development Staff (LDS)

Presentation
(2nd Thursday of the month)

Technical Review
(3rd Thursday of the month)

Planning Commission/Public Hearing
(1st and 3rd Wednesday of the month)

City Council/1st Reading
(1st and 3rd Monday of the month)

City Council/2nd Reading/Public Hearing
(1st and 3rd Monday of the month)
Ordinance Adoption

Public Hearing
*Mail Out
10 days prior to public hearing
300' radius
*Posting
10 days prior to public hearing
*Advertise
10 days prior to public hearing