



**CITY OF GREENACRES  
APPLICATION FOR  
SITE & DEVELOPMENT PLAN APPROVAL**

**INSTRUCTIONS TO APPLICANT:**

1. Answer all questions completely.
2. A filing fee in the amount of Two Thousand Five Hundred Dollars (\$2,500.00) must accompany this application.
3. Provide required attachments (warranty deed, survey and plans) as shown on the attached checklist.

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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.\****

5. **PETITIONER'S STATEMENT:** (Explanation & reasons for the request) **Provide and attach letter**
6. **PROJECT LOCATION & ADDRESS:** \_\_\_\_\_
7. **PARCEL IDENTIFICATION NUMBER(S):** \_\_\_\_\_
8. **PROPERTY SIZE:** (Square feet/Acres) \_\_\_\_\_
9. **EXISTING USE OF PROPERTY:** \_\_\_\_\_
10. **PROPOSED USE OF PROPERTY:** \_\_\_\_\_
11. **EXISTING FUTURE LAND USE DESIGNATION:** \_\_\_\_\_
12. **PROPOSED FUTURE LAND USE DESIGNATION:** \_\_\_\_\_
13. **EXISTING ZONING OF PROPERTY:** \_\_\_\_\_
14. **PROPOSED ZONING OF PROPERTY:** \_\_\_\_\_
15. **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 said 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**  
**SITE & DEVELOPMENT PLAN**  
**SUBMITTAL CHECKLIST**

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CITY USE		
YES	NO	N/A

***I. GENERAL (One Copy)***

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Application Review Fee   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Completed application signed by owner and applicant. <b>Agent's authorization or power of attorney must be attached if applicant is other than owner.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Copy of Warranty Deed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. All residential projects must submit a complete d School Concurrency Form (attached). The form will be sent back to the applicant after sufficiency review. The applicant must then submit it to the School District and pay any fees. |

***II. SURVEY***

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Copies: <ul style="list-style-type: none"><li>• Seven (7) copies (24" x 36")</li><li>• One (1) set (11" x 17")</li></ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. A signed and sealed boundary survey ( <b>not more than a year old</b> ) 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"/> | c. Existing topographical conditions of the property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100' of project boundary.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Existing structures within 100' of project boundary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Existing trees identified by caliper and species.   |

### **III. SITE PLAN**

- a.** Copies:
  - Seven (7) copies (24" x 36")
  - One (1) set (11" x 17")
  
- b.** Project name, date, scale, north arrow and revision dates on each drawing.
  
- c.** Manual Signature and Seal of a Florida Registered Professional.
  
- d.** Location Map – clearly showing the location of the property in relation to existing roads and landmarks.
  
- e.** Tabular Project Data to include the following information:
  - gross site area in acres and square feet
  - road area for residential projects
  - net area for residential projects
  - net density for residential projects
  - required and proposed parking with calculation
  - floor area
  - building lot coverage
  - impervious area excluding lot coverage
  - landscape area
  
- f.** Project information (number of users of facility, employees, seating and hours of operation).
  
- g.** Location of lots, buildings and structures with finished floor elevations and applicable setbacks.
  
- h.** Off-street parking and loading layout (with dimensions and access location).
  
- i.** Location and details of refuse collection areas.
  
- j.** Location, size and orientation of signs.
  
- k.** Location of lighting standards and foot candle dispersion.
  
- l.** Zoning of the site and identification of land use and zoning of adjacent properties.
  
- m.** Location and nature of all recreational facilities and common areas, if any.
  
- n.** Proposed phasing of construction if applicable.

## **IV. ENGINEERING PLANS**

- a. Copies:
  - Seven (7) copies (24" x 36")
  - One (1) set (11" x 17")
- b. Proposed streets and roadways with dimensions and cross section.
- c. Curve radii for all internal and external vehicular use areas.
- d. Access to the project by means of paved dedicated right-of-way.
- e. Proposed traffic control signs and striping.
- f. Proposed water distribution system with location of fire hydrants and point of connection.
- g. Proposed sanitary sewer collection system and point of connection, or size and location of septic tank and drainfield if applicable.
- h. Drainage statement describing system design and the design standards used.
- i. Proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.
- j. Existing and proposed fire protection systems.
- k. Traffic Impact Analysis addressing at a minimum: Distribution and assignment of traffic, intersection improvements, additional roadway needs (travel lanes and/or turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

## **V. ARCHITECTURAL PLANS**

- a. Copies:
  - Seven (7) copies (24" x 36")
  - One (1) set (11" x 17")
- b. Floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per Florida Building Code prepared by a Florida Registered Professional.
- c. Color chips arranged on 8 1/2" x 11" sheet(s) of paper for all proposed materials. Only 1 copy is required.

## **VI. LANDSCAPE PLANS**

- a. Copies:
  - Seven (7) copies (24" x 36")
  - One (1) set (11" x 17")
  
- b. Location, size and specification of all proposed landscaping prepared by a Florida Registered Professional.
  
- c. Clear Sight Distances.
  
- d. Environmental assessment report. This report shall provide a written assessment of the current environmental conditions found on site, including any endangered or threatened flora or fauna, or ecological communities.
  
- e. Irrigation note to read as follows: *"All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor."*
  
- f. Tree removal and relocation plan depicting disposition of all existing trees on site.

### **PLAN REVISIONS**

If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number of plans as required for application submittal.

Copies:

- Seven (7) copies (24" x 36")
- One (1) set (11" x 17")



**THE SITE PLAN PROCESS**  
City of Greenacres  
Planning and Engineering Department

