



**TOWN OF PALM BEACH**  
 Planning, Zoning & Building Department  
 360 South County Road  
 Palm Beach, FL 33480  
 (561) 838-5430 • [www.townofpalmbeach.com](http://www.townofpalmbeach.com)

### DEVELOPMENT REVIEW CHECKLIST

<b>DATE OF PRE APPLICATION:</b>	<b>FILE NUMBER:</b>
<b>ADDRESS:</b>	
<b>DOCUMENTATION SUBMITTAL REQUIREMENTS</b>	
1	Copy of signed and dated <b>Check List</b> issued at Pre-Application meeting
2	Completed <b>Development Review Application</b> , Affidavits (original signatures)
3	Signed and dated <b>Letter of Intent (LOI) for Development Review</b> which details the proposed project. LOI must respond to all review guidelines in the applicable section of the code as follows:
a	Landmarks Preservation in accordance with Section 54-122 and/or Section 54-161 and/or other
b	Architectural Review in accordance with Section 18-205 and/or Section 18-206
c	Special Exception in accordance with Section 134-229
d	Site Plan Review Approval in accordance with Section 134-329
e	Variance(s) in accordance with Section 134-201
f	Other
4	<b>Combination Project.</b> Applicant informed that the project must be referred to ARCOM or the Landmarks Preservation Commission prior to your Town Council hearing, you are required to submit the ARCOM or LPC application package including a separate ARCOM/LPC application.
5	<b>Site History.</b> Provide a detailed history in chronological order of all zoning-related requests processed on or after January 1, 1970 specific to this property. This information should be attached as an Exhibit to the Letter of Intent (LOI)
6	Item <b>Notice</b> for Mailer: Staff generated Mail Notice to be supplied to applicant
7	Signed and notarized <b>Notice of Affidavit (or appropriate Combo Notice if applicable)</b>
8	<b>Tax Radius Map</b> identifying the subject property with a 300 ft radius of the outside boundaries
9	<b>List of Property Owners</b> (including subject property) located within 300 ft radius (or greater if necessary) of the outside boundaries of the subject site to be notified
10	Mailed Envelope to Town Hall sent by the applicant. Envelopes shall include Application, Affidavit, Letter of Intent, Notice to Property Owners, and plans depicting project.
11	Digital disc or jump drive containing all of the above
12	Payment of Fees
<b>Plan submittal requirements (Architectural and landscape plans must be sized 11" x17" with legible line weights, dimensions, and text call outs).</b> (Paginate on each sheet in the lower right corner, sequentially)	
13	<b>Survey:</b> Original and Electronic version of signed & sealed, dated no more than one year from date of application. Survey must show: lot area, grade in NAVD as defined in the Town Code, and spot elevations (NAVD), easements and encumbrances. Abstracted version may be requested if checked
14	Cover Sheet with file number, address, project team, complete bulleted point scope of work, sheet index, title clearly labeled "First" and "Final Submittal", respectively, and dated with date of hearing
15	Zoning Legend: All applicable zoning information (Use Town of Palm Beach PZB Department zoning legend)

Property Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

16	Zoning Diagrams- graphic and shaded diagrams depicting the following with calculations: lot coverage, cubic content ratio (CCR), open space, angle of vision, building height plane, and safe sight triangles	
17	A vicinity location map indicating the context of the subject property in the general surroundings with color aerial ¼ mile radius, identifying project and showing name of streets	
18	A larger location plan indicating plan of the proposed project in reference to outlined adjacent property buildings and rights-of-way	
19	An overall site plan containing layout of all structures (with north arrow, graphic drawing scale, cardinal directions, property lines, dimensions and adjacent streets labeled) including location of all mechanical equipment proposed (AC and pool) and future (generator).	
20	Current color photographs of all sides of the structure(s), including existing conditions and site features, labeled if needed and with corresponding keyplan. (no Google images)	
21	Current color photographs labeled, corner to corner, across the street and surrounding properties with a key directional plan.	
22	Demolition Plans (Floor Plans & Elevations (graphically depicting complete areas of demolition, including extent of roof, truss and slab/floorplate removal). Drawings must graphically depict proposed demolition with hatching, rendering, or color tones.	
23	Existing Floor Plans & Elevations with dimensions. Labels for features that entails proposed work.	
24	Proposed Floor Plans and Roof Plan, including general dimensions and section marks. All plans shall indicate location of all property lines and setbacks. Drawings must graphically depict proposed changes with hatching or tone. Where an addition to an existing building is proposed, provide existing plans noting any removal of alteration of existing building elements.	
25	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, FFE, proposed height heights in NAVD values). All elevations shall indicate location of all property lines and setbacks. Labels for features that entails proposed work. Drawings must graphically depict proposed changes with hatching or tone.	
26	Streetscape contextual elevation with abutting properties with height measurements in NAVD values depicting architectural style, approximate location of windows, heights, architectural features, in relation of topographical sloped of right-of-way, a minimum of two houses on each side in relationship to the proposed building.	
27	Proposed section diagram drawings (showing grade, base flood elevation, FFE, proposed overall heights in NAVD values). Include mini key plan of where section is taken.	
28	Proposed section yard diagrams: enlarged sections of all required yard setbacks that show all proposed elements, existing and proposed grade, encroachments, projections, overhangs, eaves, slabs, et al and elevations of equipment in required yards to demonstrate compliance; include in yard diagrams/sections property lines, setback lines, and setbacks and height of all elements within, measure from standard elevation datum marks. Diagrams shall be at an enlarged and drawn to a readily legible scale. Include mini key plan of where section is taken.	
29	Color Renderings (elevations and three dimensional perspectival drawings). With and without landscaping.	
30	Exterior Material and Finishes sheet. Description and visuals of all exterior building finishes, colors and materials proposed as part of the project, including hardscape selection and accent and trim details.	
31	Landscape Plans - street and onsite, rendered and non-rendered illustrations - identifying existing, proposed landscape including material key, selected species, and size container; also site and plant	

Property Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

	lighting, irrigation, raised curbs, a tree survey and tree disposition plan identifying all historic/specimen sized tree resources on site how such will be relocated and/or protected. Plans to indicate hardscape proposed, open space percentage and compliance with 25% native vegetation requirement.	
32	<b>Construction Screening Plan.</b> Demonstrates how the adjacent neighbors will be screened from the construction activity through the use of landscaping <b>and</b> construction fencing/gates	
33	<b>Construction Staging and Truck Logistics Plan.</b> Demonstrates how the owner and contractors will identify specific locations on and adjacent to the project site for parking, material storage, deliveries, dumpster, portable toilets, tire cleaning area, silt fence, etc. and indicate the proposed route for truck traffic to best ingress and egress the property depending upon its location on the Island	
34	<b>Storm Water Management Plan</b> / drainage civil pages (Ordinance 15-01, Section 86-91)	
<b>Supplemental plan requirements</b>		
35	<b>Variance(s) diagram.</b> Drawing(s) graphically depicting requested variances (proposed vs. required).	
36	<b>Parking Statement.</b> Provide a detailed parking statement which includes details of all available off-street parking designated for service use (for example: lawn service, pool service, staff/employee use).	
37	<b>Landmark Structure Background Information</b> – Documentation including Sanborn Insurance Maps, historic photographs, historic archival or physical evidence, and a narrative describing important background on the structure to be restored, renovated, receive an addition, or otherwise affected by the proposal; all available historic data including original plans, historic photographs and permit history of the structure and any other related information on the property.	
38	<b>Structural Report:</b> Analysis of existing building's structural integrity including methodology for shoring and bracing.	
39	Historic plans and elevations (if available).	
40	Elevation Changes Over Time drawing depicting sequential timeline of alterations to façades.	
41	Demolition Report	
42	Seating plan: #indoors, #outdoors, # within public right-of-way	
43	Line of Sight graphics	
44	Proposed Operational Plan: Include deliveries and trash pickup times, hours of operations, number of employees, trash location	
45	Valet Operations Plan. Circulation, drop-off & pick-up, Valet route in and out, Valet stand location	
46	Traffic Concurrency. A traffic concurrency report and Palm Beach County traffic concurrency determination.	
47	<b>Florida Master Site File [FMSF]</b> for existing property proposed for demolition	
48	Lighting, or signage plans	
49	Material Removal sheet, clearly identifying all and all removal or alteration of existing building elements	
50	One (1) 24" x 36" set of drawings (including survey, arch, landscape, drainage, tree resource)	
<b>Other requirements</b>		

Property Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

**ADDITIONAL INFORMATION AND ACKNOWLEDGEMENTS**

- A. Other information/documentation required for First submittal will be identified during Pre-Application meeting but may be modified based on further analysis.
- B. It is the responsibility of the applicant to confirm that paper document sets (First and Final), and digital version on CD/jump drive are consistent with each other and legible.
- C. A complete submission will include a payment of fees, disc, and other documents as indicated above, reviewed to the satisfaction of the Director of Planning, Zoning, and Building, or designee. Please refer to detailed instruction sheets for reference. Incomplete or incorrectly prepared submittal materials will not be accepted or issued a 'Notice to Proceed'. Only those submittals deemed **complete applications** shall be scheduled for consideration and placed on an agenda.
- D. Substantial plan revisions and modifications to the application **will not** be accepted after the Final Submittal deadline. Minor plan revisions, supplemental renderings, or additional information or details, as may be requested by staff, from those submitted at 'Final Submittal' may be presented and considered at the scheduled meeting; these "Supplemental" sheets shall only be accepted with the approval of the Director of Planning, Zoning and Building, or designee.

\_\_\_\_\_  
Applicant or Designee's Name

\_\_\_\_\_  
Applicant or Designee's Signature

\_\_\_\_\_  
Date