



CITY OF PAHOKEE SITE PLAN SUBMITTAL REQUIREMENTS

The following checklist is designed to assist applicants in preparing required materials for review. The applicant should check each item to ensure that it is included. If **all** items are not present the application will **not** be accepted. The following items/documentation must be submitted for Site Plan Review.

- 1. Completed Site Plan Review Application
- 2. Review Fee *- Plus **\$500** advertising deposit, in a check payable to the City of Pahokee.
*Development by Right -- **\$2,000** *Administrative Review -- **\$2,000** *Major (more than 1 acre) -- **\$ 3,000**
- 3. Proof of Property Ownership
- 4. Designation of Quasi Judicial Form
- 5. A Location Map which delineates the project boundaries on the Palm Beach County Property Appraiser's Maps.
- 6. An Aerial Photograph of the site.
- 7. A Boundary and Topographic Survey, with contour lines at one (1) foot intervals, prepared, signed and sealed by a registered Florida Land Surveyor which shall contain:
 - (a) Acreage certification of all land above the elevation of Mean High Water (MHW);
 - (b) The Mean High Water Line, where applicable;
 - (c) The location of all submerged lands, if applicable; and,
 - (d) A legal description.
- 8. Six (6) signed, sealed, and folded copies of a Site Plan Drawing prepared in accordance with the specifications of Section 2.4 (H) (19) (specifications are located on reverse side), landscape plan, architectural elevations, preliminary engineering, and lighting plan.
- 9. A Landscape Plan prepared in accordance with the requirements of Article IX.
- 10. Any other information deemed necessary by the Director of Community Development or the Board of Adjustment for reasonable review of the Site Plan Drawing.



CITY OF PAHOKEE
ZONING MAP AMENDMENT APPLICATION
(Incomplete Applications will not be accepted.)

FOR STAFF USE ONLY

File #:	_____
Date Received:	_____
Received by:	_____
Fee collected:	_____

Location of Subject Property:

Street Address: _____

Property Appraiser's Parcel Number: _____

Name of Legal Owner of the Development Site: _____

Address of Owner: _____

Phone: _____ Fax : _____

e-mail: _____

Name of Acting Agent: (on behalf of legal owner*)

Agent Address: _____

Phone: _____ Fax: _____

e-mail: _____

Specific Nature of intended uses of Development Site: _____

* Please attach separate sheet if insufficient space

Zoning Classification * _____ Future Land Use Designation * _____

* As shown on the Official Zoning Map and the Adopted Future Land Use Map

ProjectDescription: _____

(identify modifications being made to the site including # of units, sq. footage, etc.)



CITY OF PAHOKEE SITE PLAN REVIEW APPLICATION

SITE PLAN REQUIREMENTS

You must provide six (6) signed & sealed and folded copies of a Site Plan on a sheet of at least 24 inches x 36 inches and at a scale no smaller than 1 inch equal to 50 feet. For large projects a smaller scale generalized plot plan may be submitted as a cover sheet; however, detail sheets will be required. Detail sheets shall include the following information:

- (a) Location of the property by lot number, block number, and street address if any;
- (b) The Boundary lines of the property, the dimensions of the property, existing subdivisions, easements, roadways, rail lines, and public rights-of-ways;
- (c) Boundaries depicting construction phases, if applicable;
- (d) Building identification and dimensions (number of dwelling units if residential; floor area if non-residential);
- (e) The location, height, and use of all proposed and existing buildings and structures;
- (f) The approximate location and dimension of all proposed lots and yard requirements;
- (g) The location and dimension of parking lots and loading areas;
- (h) The location and dimension of all waste disposal and water supply facilities;
- (i) The location of all drainage retention areas and major drainage improvements;
- (j) The location of all transportation improvements;
- (k) The location and configuration of all public and private roadways for a distance of one hundred fifty (150) feet around the property;
- (l) The location, type and height of all existing or proposed fences and walls;
- (m) The location, size and arrangement of all existing or proposed signs and lighting;
- (n) Proposed lot lines and plot designs, if applicable;
- (o) The location and type of any structure or paved area within fifty (50) feet of the outside property boundaries; and,
- (p) Any other information deemed necessary by the Director of Community Development or review body for the reasonable review of the proposed development.



**OWNER'S AFFIDAVIT
APPLICANT'S PETITION AND CERTIFICATION**

The undersigned hereby petitions the City of Pahokee Staff, Land Development Board, and the City Council to call Public Hearings upon due Public Notice in accordance with the Rules, Regulations, and Laws as promulgated by the City of Pahokee. The cost of such petition and notice and other costs as promulgated by rule is hereby assumed by the undersigned.

It is hereby affirmed and certified that the undersigned will comply with the provisions and regulations and applicable sections of the Comprehensive Plan and Land Development Code. It is further certified by the undersigned that the statements, the statements for showing made in any paper or plans submitted and made herewith are true to the best of the knowledge and belief of the undersigned. Further, the undersigned affirms that this application, attachments, and fees become part of the official records of the City of Pahokee upon application and are not returnable.

Printed Name of Applicant

Signature of Applicant

Printed Name of Witness

Signature of Witness

Applicant is: (circle one) Owner Agent Optionee Contract Purchaser Lessee

Applicant Information:

Name of Owner(s) if Other Than Applicant

Street Address

Name

City, State and Zip Code

Address

Telephone

City, State and Zip Code

Telephone

Name of Person Responsible for Petition if other than the Applicant

Printed Name

Signature

Address

City, State and Zip Code

Telephone

STATE OF FLORIDA:

COUNTY OF PALM BEACH:

The foregoing instrument was acknowledged before me this _____ day of _____, 201____,

by _____, owner of property who is personally known to me or has produced identification (_____) and (type of identification) who (did / did not) take an oath.

Notary Public State of Florida (Signature)

My Commission expires: _____

Print Name of Notary



DESIGNATION OF AGENT FOR QUASI-JUDICIAL PROCEEDINGS

DATE: _____

FILE NO.: _____

IN THE MATTER OF: _____

ANY PERSON APPEARING ON YOUR BEHALF, IN YOUR ABSENCE, MUST BE DESIGNATED AS YOUR AGENT ON THIS FORM OR SUCH PERSON WILL NOT BE ENTITLED TO SPEAK AT THE QUASI-JUDICIAL HEARING AND THE MATTER MAY BE DETERMINED WITHOUT THE BENEFIT OF THEIR TESTIMONY.

_____, WILL ATTEND THE QUASI-JUDICIAL HEARING

(Print name of Agent)

TO BE HELD IN MY ABSENCE. IN ADDITION, _____

HAS MY PERMISSION TO ACT AS MY AGENT IN ALL MATTERS RELATING TO ANY PROCEEDINGS RELATED TO _____

(Address of subject property)

THIS FORM MUST BE RETURNED PRIOR TO THE QUASI-JUDICIAL HEARING.

Signature of Owner

Signature of Designated Agent

Print Name of Owner

Print Name of Designated Agent

Address of Designated Agent: _____

City- State- Zip Code: _____

Phone Number: _____

STATE OF FLORIDA:
COUNTY OF PALM BEACH:

The foregoing instrument was acknowledged before me this _____ day of _____, 201____,
by _____, owner of property who is personally known to me or has produced
identification (_____) and (type of identification) who (did / did not) take an oath.

Notary Public State of Florida (Signature)

Print Name of Notary

My Commission expires: _____