

## **Development Review Process**

### Planning and Zoning Commission and Village Council

You will need to apply three (3) weeks prior to the Technical Staff Review (TSR) you want to be placed on and TSR meets the second and fourth Thursday of each month at 9:00 a.m. These meetings for the foreseeable future will be done via Zoom. You will receive a TSR Agenda prior to the meeting and within that agenda will be the login instructions. After the Application has been deemed Certified, which means all the documents are correct and accurate, you will be scheduled for a Planning and Zoning Commission Meeting within 45 days. The Planning and Zoning Commission meets the fourth Tuesday of every month at 7:00 p.m. and these meetings are in person at the Village Council Chambers. After receiving a recommendation from the Planning and Zoning Commission the Application will be placed on a Village Council Meeting within 30 days. The Village Council meets the third Thursday of every month at 6:30 p.m. and these meeting are in person at the Village Council Chambers.

Should you wish to make a presentation at a meeting via Power Point, you need to send the Power Point presentation to the Village's Information Systems Department by 2:00 p.m. the day of the Planning and Zoning Commission or Village Council meeting. The email address to send the presentation to is as follows: [InformationSystems@royalpalmbeachfl.gov](mailto:InformationSystems@royalpalmbeachfl.gov).



## SITE PLAN AND SPECIAL EXCEPTION REVIEW SUBMITTAL CHECKLIST

Application Name: \_\_\_\_\_

- Development Application
- Applicable Fees (application and legal review deposit)
- Last Recorded Warranty Deed
- Applicable Consent Forms
- Justification / Statement of Use
- Survey
- Public Notice Documents (Property Appraiser 300 Foot Notice Map; List of Properties Within 300 feet; Peel and Stick Envelopes With the Property Addresses and the Village's Return Address 1050 Royal Palm Beach Boulevard, Royal Palm Beach Florida 33411)
- Traffic Performance Standards Ordinance (TPSO) Letter
- Traffic Study
- Soils Analysis
- Vegetation Analysis and Tree Inventory
- Utilities Confirmation
- Public Services Confirmations
- Storm Water Management Confirmation
- Wellfield Protection Confirmation
- Site Plan with the Tabular Data required in Section 26-32 (f)(5)b.
- Landscape Plan

- Floor Plans and Elevations
- Environmentally Sensitive Land Designation and Protection
- Preliminary Engineering Plans (PG&D, Water/Sewer, Site Lighting Details)

**\* In order to optimize the software used to process the application please use Internet Explorer Browser.**

Notes / Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VILLAGE OF ROYAL PALM BEACH  
PLANNING and ZONING  
1050 Royal Palm Beach Boulevard  
Royal Palm Beach, FL 33411  
(561) 790-5131**

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**DEVELOPMENT APPLICATION**

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**APPLICATION NO.:** \_\_\_\_\_

**SUBMITTAL DATE:** \_\_\_\_\_

PROPERTY OWNER(S)	APPLICANT
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>
<b>Phone:</b>	<b>Phone:</b>

Proof of ownership, along with designation of agent if Application is being submitted by anyone other than the Owner(s), must be submitted with Application.

**CHECK APPLICABLE APPROVALS BEING REQUESTED:**  
(Fees per current Village Code must be submitted with application.)

<input type="checkbox"/>	ADMINISTRATIVE APPEAL <sup>1</sup> Plus 1 hr Legal Review Fee = \$225.00	\$250.00	<input type="checkbox"/>	SITE PLAN MODIFICATION (Major) <sup>1</sup> Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00
<input type="checkbox"/>	ANNEXATION	No Fee	<input type="checkbox"/>	SITE PLAN MODIFICATION (Minor)	\$500.00
<input type="checkbox"/>	MASTER PLAN REVIEW <sup>1 3</sup> Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00	<input type="checkbox"/>	SITE PLAN REVIEW <sup>1 2</sup> Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00
<input type="checkbox"/>	COMP PLAN AMENDMENT (LARGE) <sup>1</sup> Plus 7 hr Legal Review Fee = \$1,575.00	\$3,000.00	<input type="checkbox"/>	SITE PLAN EXTENSION	\$250.00
<input type="checkbox"/>	COMP PLAN AMENDMENT (SMALL) <sup>1</sup> Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00	<input type="checkbox"/>	MOD. TO COUNCIL REQUIREMENTS <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$250.00
<input type="checkbox"/>	ZONING TEXT AMENDMENT <sup>1</sup> Plus 3 hr Legal Review Fee = \$675.00	\$1,000.00	<input type="checkbox"/>	LANDSCAPE WAIVER/VARIATION <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$100.00
<input type="checkbox"/>	PRELIMINARY PLAT <sup>1</sup> Plus 5 hr Legal Review Fee = \$1,125.00	\$1,000.00	<input type="checkbox"/>	ZONING CODE VARIANCE (Commercial) <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$500.00
<input type="checkbox"/>	FINAL PLAT (cost recovery due at resubmittals) Plus 3 hr Legal Review Fee = \$675.00	\$1,500.00	<input type="checkbox"/>	ZONING CODE VARIANCE (Single Family) <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$100.00
<input type="checkbox"/>	REZONING <sup>1</sup> Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00	<input type="checkbox"/>	SUBDIVISION VARIANCE <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$100.00
<input type="checkbox"/>	SPECIAL EXCEPTION <sup>1</sup> Plus 3 hr Legal Review Fee = \$675.00	\$1,000.00	<input type="checkbox"/>	SIGN VARIANCE <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$500.00
<input type="checkbox"/>	ARCHITECTURAL REVIEW (AAR) <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$250.00	<input type="checkbox"/>	PARKING VARIANCE <sup>1</sup> Plus 2 hr Legal Review Fee = \$450.00	\$500.00
<input type="checkbox"/>	AAR APPEAL <sup>1</sup> Plus 1 hr Legal Review Fee = \$225.00	\$250.00	<input type="checkbox"/>	Application Fees and Legal Review Fees (Upon 3 <sup>rd</sup> Submittal)	50% of initial fees

<sup>1</sup> Legal Review Fee of \$225.00 per hour, minimum hours set per fee schedule adopted by Resolution No. 16-38  
Adopted on December 19, 2024

<sup>2</sup> Site Plan Review is subject to an additional \$300.00 per acre fee.

<sup>3</sup> Master Plan Review is subject to an additional \$100.00 per acre fee.

**\* Additional Legal Advertisement and Mailing Fees may also apply.**

**\* All fees incurred will be billed to applicant and must be paid prior to final certification.**

**GENERAL DATA**

Project Name: \_\_\_\_\_

Project Location: Parcel Control No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Existing Future Land Use Designation: \_\_\_\_\_

Proposed Future Land Use Designation: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_

Total Site Area: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_ Acres

Is site currently served by public water?      Yes \_\_\_ No \_\_\_

Is site currently served by public sewer?      Yes \_\_\_ No \_\_\_

**RESIDENTIAL**

Total Number of Dwelling Units: \_\_\_\_\_ Density (Units per acre): \_\_\_\_\_

**COMMERCIAL**

Total Square Footage: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_

Describe briefly the nature of any improvements presently located on the subject property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe type of operation or business proposed; or the proposed construction.

\_\_\_\_\_  
\_\_\_\_\_

Estimate of construction costs.

\_\_\_\_\_

Describe in detail the phasing of the proposed development (Attach if insufficient space).

\_\_\_\_\_  
\_\_\_\_\_

Has any previous Application been filed within the last year in connection with the subject property?  
 (Yes)  (No) . If yes, briefly describe the nature of the Application.

Has a site plan been previously approved by the Village Commission for this property? (Yes)  (No) . If yes, please note date of previous approval.

**EXACT LEGAL DESCRIPTION OF PROPERTY:** (Attach if insufficient space)

Give the name, address and telephone number for the following persons or firms involved in this development:

AGENT [if different from Owner(s)]:	DEVELOPER:
<b>Name:</b>	<b>Name:</b>
<b>Company Name:</b>	<b>Company Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>
<b>Phone:</b>	<b>Phone:</b>

PLANNER:	ARCHITECT:
<b>Name:</b>	<b>Name:</b>
<b>Company Name:</b>	<b>Company Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>
<b>Phone:</b>	<b>Phone:</b>
	<b>Florida Registration No.:</b>

<b>ENGINEER:</b>	<b>LANDSCAPE ARCHITECT:</b>
<b>Name:</b>	<b>Name:</b>
<b>Company Name:</b>	<b>Company Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Florida Registration No.:</b>	<b>Florida Registration No.:</b>

<b>SURVEYOR:</b>	<b>ATTORNEY:</b>
<b>Name:</b>	<b>Name:</b>
<b>Company Name:</b>	<b>Company Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>
<b>Phone:</b>	<b>Phone:</b>

<b>CURRENT OCCUPANT:</b>	<b>ALL CORRESPONDENCE WILL BE MAILED TO APPLICANT ONLY UNLESS A SUBSTITUTE ADDRESS IS SPECIFIED BELOW:</b>
<b>Name:</b>	
<b>Address:</b>	<b>Address:</b>
<b>E-Mail:</b>	<b>E-Mail:</b>
<b>Phone:</b>	<b>Phone:</b>

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## Consent Form

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**INSTRUCTIONS:** Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit in person all material pertaining to the application. A separate form is required from each owner/contract purchaser. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified. Consent is valid for one year from date of notary, unless otherwise specified; therefore, this application will be considered cancelled if there is no activity within one year from date of notary. Attach copy of last recorded warranty deed for subject property.

**Project Name:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

This form shall serve as **CONSENT** for the agent identified below to prepare or have prepared and submit all documents for the following application(s) affecting property I have an ownership interest in:

- Architectural Review    Comprehensive Plan Amendment    Final Plats    Major Site Plan Modification  
 Minor Site Plan Modification    Modifications to Council Imposed Conditions    Preliminary Plats  
 Rezoning    Site Plan Review    Special Exception Use    Time Extension    Variance  
 Voluntary Annexations    Zoning Text Amendments

Other (indicate request): \_\_\_\_\_

I hereby give CONSENT to (\_\_\_\_\_) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application for the proposed use of:

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I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning & Zoning Department of the Village of Royal Palm Beach, Florida, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Village of Royal Palm Beach to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.



**OWNER/CONTRACT PURCHASER INFORMATION:** I am the [ ] owner [ ] contract purchaser (check one)

\_\_\_\_\_  
(Name - type, stamp or print clearly) (Signature)

\_\_\_\_\_  
Corporation/Entity

\_\_\_\_\_  
(Address) (City, State, Zip)

**STATE OF FLORIDA  
PALM BEACH COUNTY:**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarizations this day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name of person acknowledging). He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and did/did not take an oath (circle correct response).

\_\_\_\_\_  
(Name - type, stamp or print clearly) (Signature)

**NOTARY'S SEAL**

**AGENT INFORMATION:**

\_\_\_\_\_  
(Name - type, stamp or print clearly) (Name of firm)

\_\_\_\_\_  
(Address) (City, State, Zip) Signature of Agent

**STATE OF FLORIDA  
PALM BEACH COUNTY:**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name of person acknowledging). He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and did/did not take an oath (circle correct response).

\_\_\_\_\_  
(Name - type, stamp or print clearly) (Signature)

**NOTARY'S SEAL**

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**APPLICANT'S CERTIFICATION**

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(I) (We) affirm and certify that (I) (We) understand and will comply with all provisions and regulations of the Village of Royal Palm Beach, Florida. (I) (We) understand that if this Petition is approved by the Village, the aforementioned real property described herein will be considered, in every respect, to be a part of the Village of Royal Palm Beach and will be subjected to all applicable laws, regulations, taxes and police powers of the Village including the Comprehensive and Zoning Ordinance. (I) (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of (my) (our) knowledge and belief. Further, (I) (We) understand that this Application and attachments become part of the Official Records of the Village of Royal Palm Beach, Florida, and are not returnable.

Witness

Signature of Applicant

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Witness

Printed Name of Applicant

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Applicant is:

Address:

- Owner
- Appointee
- Lessee
- Agent
- Contract Purchaser

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Telephone Number:

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