



PLANNING & PRESERVATION DIVISION  
 DEPARTMENT FOR COMMUNITY SUSTAINABILITY  
 CITY OF LAKE WORTH  
 1900 2<sup>ND</sup> AVENUE NORTH  
 LAKE WORTH, FL 33461  
 561.586.1687

**ADMINISTRATIVE USE/ADMINISTRATIVE ADJUSTMENT PERMIT APPLICATION CHECKLIST**

**Three (3) hard copies and one (1) electronic copy** of the following materials are required in order for a **Administrative Use/Administrative Adjustment Permit Application** to be deemed complete and sufficient to present to the decision making board.

- Optional Pre-Application Meeting; Date of Meeting: \_\_\_\_\_
- Application Fee: \$\_\_\_\_\_
  - Administrative Adjustment: \$250.00
  - Administrative Use Permit - Residential: \$350.00
  - Administrative Use Permit - Non-Residential: \$500.00
- Universal Development Application
- Owner’s Certificate and Designation of Agent
- Warranty Deed
- Affidavit of Completeness and Accuracy
- Survey, Abstracted within 2 Years
- Site Plan (if new construction or Administrative Use affects site plan)
- Landscape Plan (if new construction or Administrative Use affects landscape plan)
- Floor Plan (required if new construction or Administrative Use affects floor plan)
- Elevations (if new construction or Administrative Use affects elevations)
- Traffic Statement or Study (if proposed use results in an increase in PM peak hour trips)
- Justification Statement Addressing the Administrative Use/Administrative Adjustment Criteria in Section 23.2-28.b.3 and Section 23.2-28.b.4, which are as follow:
  - General findings relating to adherence with LDRs and Comprehensive Plan. Prior to approving any Administrative Use Permit, the Development Review Official shall find based on competent and substantial evidence that:
    1. The proposed use or development conforms to the applicable provisions of the Comprehensive Plan.
    2. The proposed use or development conforms to the applicable provisions of these LDRs.
    3. The subject property is in compliance with all laws, regulations, and rules pertaining to uses, subdivision, and any other applicable provisions of the City code, or can demonstrate previous approval of the existing non-conformity.
    4. The proposed use or development will not generate traffic to a level higher than that of a use permitted by right for the site.
    5. The required landscape buffering has been provided for project sites that are adjacent to properties that are zoned for residential use.
  - Additional requirements. Prior to approving any Administrative Use Permit, the Development Review Official shall ensure that the following requirements have been met:
    1. Any and all outstanding code enforcement fees and fines related to the project site have been paid to the City.
    2. Any previously imposed conditions of approval for the use at the site have been met, if applicable.

FOR OFFICE USE ONLY			
PZ Project No.			
Associated Project Nos.			
Submittal Date		Sufficiency Date	
Project Planner Assigned			