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

CONDITIONAL USE APPLICATION CHECKLIST

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

- ☐ Mandatory Pre-Application Meeting; Date of Meeting: _____
- ☐ Application Fee(s): $_____
  - Residential: $700
  - Non-Residential: $1500
  - Wireless Telecommunication Equipment: $2500
- ☐ Mandatory Pre-Application Meeting; Date of Meeting: _____
- ☐ Universal Development Application
- ☐ Owner's Certificate and Designation of Agent
- ☐ Warranty Deed
- ☐ Affidavit of Completeness and Accuracy
- ☐ Sign Posting Agreement
- ☐ Survey (abstracted within 2 years of the date of the application)
- ☐ Site Plan (required if new construction or Conditional Use affects site plan)
- ☐ Landscape Plan (required if new construction or Conditional Use affects landscape plan)
- ☐ Architectural Plans (required if new construction or Conditional Use affects architectural plans)
- ☐ Justification Statement to address the Conditional Use Criteria in Section 23.2-29.d and Section 23.2-29-e, which are as follows:

  - o General findings relating to harmony with LDRs and protection of public interest. Prior to approving any Conditional Use permit, the decision making authority shall find based on competent and substantial evidence that:

    1. The Conditional Use exactly as proposed at the location where proposed will be in harmony with the uses which, under these LDRs and the Future Land Use Element, are most likely to occur in the immediate area where located.
    2. The Conditional Use exactly as proposed at the location where proposed will be in harmony with existing uses in the immediate area where located.
    3. The Conditional Use exactly as proposed at the location where proposed will be in harmony with existing uses in the immediate area where located.
    4. The Conditional Use exactly as proposed will not result in more intensive development in advance of when such development is approved by the Future Land use Element of the Comprehensive Plan.

- Specific findings for all conditional uses. Prior to approving any Conditional Use, the decision making authority shall find that:
  1. The proposed Conditional Use will not generate traffic volumes or movements which will result in a significant adverse impact or reduce the level of service provided on any street to a level lower than would result from a development permitted by right.
  2. The proposed conditional use will not result in a significantly greater amount of through traffic on local streets than would result from a development permitted by right and is appropriately located with respect to collector and arterial streets.
  3. The proposed conditional use will not produce significant air pollution emissions, or will appropriately mitigate anticipated emissions to a level compatible with that which would result from a development permitted by right.
  4. The proposed conditional use will be so located in relation to the thoroughfare system that neither extension nor enlargement nor any other alteration of that system in a manner resulting in higher net public cost or earlier incursion of public cost than would result from development permitted by right.
  5. The proposed Conditional Use will be so located in relation to water lines, sanitary sewers, storm sewers, surface drainage systems and other utility systems that neither extension nor enlargement nor any other alteration of such systems in a manner resulting in higher net public cost than would result from development permitted by right.
  6. The proposed Conditional Use will not place a demand on municipal police or fire protection service beyond the capacity of those services, except that the proposed facility may place a demand on municipal police or fire protection services which does not exceed that likely to result from a development permitted by right.
  7. The proposed Conditional Use will not generate significant noise, or will appropriately mitigate anticipated noise to a level compatible with that which would result from a development permitted by right. Any proposed use must meet all the requirements and stipulations set forth in Section 15.24 – Noise Control.
  8. The proposed Conditional Use will not generate light or glare which encroaches onto any residential property in excess of that allowed in Section 23.4-10 – Exterior Lighting.

- Findings for a community residence as a conditional use. In addition to the standards of section 23.2-29, the planning and zoning board shall find, prior to recommending approval of or approving, as the case may be, a conditional use for a community residence which is considered a conditional use in the zoning district in which it is located that such facility:
  1. Meets the design and performance standards set forth herein;
  2. That the neighborhood environment is suitable for the development and operation of a community residence;
  3. That the impacts of the facility's operation will not be deleterious to the quality of residential uses in the surrounding neighborhoods; and
  4. That the proposed facility is in conformance with the maps, objectives and policies of the City's comprehensive plan.

- Findings for nonresidential conditional uses in residential districts. Prior to approving any nonresidential conditional use in any residential district and prior to approving any more intensive residential conditional use in a less intensive residential district, the decisionmaking authority shall find based on competent substantial evidence that:

1. The location of the conditional use will not be hazardous nor inconvenient to the predominantly residential character of the area in which it is to be located, nor to the long range development of the district for the residential purposes intended.
2. The size of the conditional use and the nature and intensity of the operations involved will not be hazardous nor inconvenient to the predominantly residential character of the area in which it is to be located, nor to the long range development of the district for the residential purposes intended.
3. The location of the conditional use will not result in a small existing or planned residential area being isolated from other residential development by being completely or largely surrounded by arterial streets and nonresidential land uses.
4. The design of buildings for commercial and office conditional uses in residential districts shall be in a manner similar to residential structures in the same general area or neighborhood. Such a finding shall be based on a consideration of the building mass, height, materials, window arrangement, yards and any other pertinent considerations.

- Additional requirements. Prior to approving any Conditional Use Permit, the decisionmaking authority 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, unless request for amendment of conditions is part of the current Conditional Use Permit application.

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