



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

MAJOR SITE PLAN APPLICATION CHECKLIST

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

- Mandatory Pre-Application Meeting; Date of Meeting: _____
 - Application Fee(s): \$ _____
 - Major Site Plan Approval: \$3,000
 - Major Site Plan Amendment: \$1,500
 - Additional SPRC Meeting (apply at 3rd meeting): \$250
 - Universal Development Application
 - Owner's Certificate and Designation of Agent
 - Affidavit of Completeness and Accuracy
 - Sign Posting Agreement
 - Warranty Deed
 - Survey (signed and sealed by a FL-registered land surveyor and abstracted within 2 years)
 - Legal Description (signed and sealed by a FL-registered land surveyor)
 - Photographs of the Subject Site and Adjacent/Surrounding Properties
 - Site Plan and Specifications, prepared by a Registered Professional Engineer or Architect, including the following information at a minimum:
 1. The exact property lines of the property for which site plan approval is requested, including existing street and right-of-way lines;
 2. Adjacent properties on the same frontage, indicating the locations of buildings and structures on such adjacent properties, means of ingress and egress to such properties, off-street parking, loading and service areas, if any, for or on such properties, and any screening of buffers on such properties and the nature and type thereof;
 3. Location of present and proposed structures on the site;
 4. Location and dimensions of all required yards;
 5. Location of facilities for ingress and egress to the site, including existing and proposed curb cuts, if any, and proposed directions of traffic flow on the site and into and from public rights-of-way;
 6. Location and dimensions of off-street parking, loading and service areas;
 7. Location and dimensions of areas for service to the property and for refuse disposal and recyclable material collection and storage.;
 8. Location of all utilities and easements;
 9. Location and dimensions of all signs and exterior lighting facilities to be placed on the site
- PLEASE REFER TO THE DETAILED "SITE PLAN TECHNICAL REQUIREMENTS CHECKLIST" FOR SITE PLAN TECHNICAL REQUIREMENTS**
- Drainage Plan, prepared by a Registered Professional Engineer
 - Landscape Plan, prepared by a Registered Landscape Architect
 - Architectural Plans, prepared by a Registered Architect
 - Color Renderings of the Site Plan and Building Elevations
 - Samples of the Color Treatments

- Project Narrative addressing the following:
- a. Project Location
 - b. Current Zoning and Land Use Designation
 - c. Proposed Zoning and Land Use Designation (if applicable)
 - d. Existing Use (if applicable)
 - e. Project Background
 - f. Site Characteristics
 - g. Surrounding Property Information – Uses, Architectural Style and Size
 - h. Justification of the Proposal
 - i. Compliance with the Site Design Qualitative Standards in Section 23.2-31, which are as follows:
 1. Harmonious and efficient organization. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of plot, the character of adjoining property and the type and size of buildings. The site shall be developed so as to not impede the normal and orderly development or improvement of surrounding property for uses permitted in these LDRs.
 2. Preservation of natural conditions. The natural (refer to landscape code, Article 6 of these LDRs) landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal and by such other site planning approaches as are appropriate. Terrain and vegetation shall not be disturbed in a manner likely to significantly increase either wind or water erosion within or adjacent to a development site. Natural detention areas and other means of natural vegetative filtration of stormwater runoff shall be used to minimize ground and surface water pollution, particularly adjacent to major waterbodies. Fertilizer/pesticide conditions may be attached to development adjacent to waterbodies. Marinas shall be permitted only in water with a mean low tide depth of four (4) feet or more.
 3. Screening and buffering. Fences, walls or vegetative screening shall be provided where needed and practical to protect residents and users from undesirable views, lighting, noise, odors or other adverse off-site effects, and to protect residents and users of off-site development from on-site adverse effects. This section may be interpreted to require screening and buffering in addition to that specifically required by other sections of these LDRs, but not less.
 4. Enhancement of residential privacy. The site plan shall provide reasonable, visual and acoustical privacy for all dwelling units located therein and adjacent thereto. Fences, walks, barriers and vegetation shall be arranged for the protection and enhancement of property and to enhance the privacy of the occupants.
 5. Emergency access. Structures and other site features shall be so arranged as to permit emergency vehicle access by some practical means to all sides of all buildings.
 6. Access to public ways. All buildings, dwelling units and other facilities shall have safe and convenient access to a public street, walkway or other area dedicated to common use; curb cuts close to railroad crossings shall be avoided.
 7. Pedestrian circulation. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.
 8. Design of ingress and egress drives. The location, size and numbers of ingress and egress drives to the site will be arranged to minimize the negative impacts on public and private ways and on adjacent private property. Merging and turnout lanes traffic dividers shall be provided where they would significantly improve safety for vehicles and pedestrians.
 9. Coordination of on-site circulation with off-site circulation. The arrangement of public or common ways for vehicular and pedestrian circulation shall be coordinated with the pattern

- of existing or planned streets and pedestrian or bicycle pathways in the area. Minor streets shall not be connected to major streets in such a way as to facilitate improper utilization.
10. Design of on-site public right-of-way. On-site public street and rights-of-way shall be designed for maximum efficiency. They shall occupy no more land than is required to provide access, nor shall they unnecessarily fragment development into small blocks. Large developments containing extensive public rights-of-way shall have said rights-of-way arranged in a hierarchy with local streets providing direct access to parcels and other streets providing no or limited direct access to parcels.
 11. Off-street parking, loading and vehicular circulation areas. Off-street parking, loading and vehicular circulation areas shall be located, designed and screened to minimize the impact of noise, glare and odor on adjacent property.
 12. Refuse and service areas. Refuse and service areas shall be located, designed and screened to minimize the impact of noise, glare and odor on adjacent property.
 13. Protection of property values. The elements of the site plan shall be arranged so as to have minimum negative impact on the property values of adjoining property.
 14. Transitional development. Where the property being developed is located on the edge of the zoning district, the site plan shall be designed to provide for a harmonious transition between districts. Building exteriors shall complement other buildings in the vicinity in size, scale, mass, bulk, rhythm of openings and character. Consideration shall be given to a harmonious transition in height and design style so that the change in zoning districts is not accentuated. Additional consideration shall be given to complementary setbacks between the existing and proposed development.
 15. Consideration of future development. In finding whether or not the above standards are met, the review authority shall consider likely future development as well as existing development.
- j. Compliance with Community Appearance Criteria Section 23.2-31(l), which are as follows:
1. The plan for the proposed structure or project is in conformity with good taste, good design, and in general contributes to the image of the City as a place of beauty, spaciousness, harmony, taste, fitness, broad vistas and high quality.
 2. The proposed structure or project is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment or evolving environment to materially depreciate in appearance and value.
 3. The proposed structure or project is in harmony with the proposed developments in the general area, with code requirements pertaining to site plan, signage and landscaping, and the comprehensive plan for the City, and with the criteria set forth herein.
 4. The proposed structure or project is in compliance with this section and 23.2-29, as applicable.

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