



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

PLANNED DEVELOPMENT APPLICATION CHECKLIST

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

- Application Fee(s): \$ _____
 - Residential Planned Development: \$3,500
 - Mixed Use Planned Development: \$4,000
 - Major PD Amendment: \$1,750
 - Minor PD Amendment: \$750
- 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
- Traffic Impact Analysis Study
- Market Analysis Study (required at the discretion of the City Commission)
- Master Development Plan
 1. A site plan, drawn to acceptable scale, which shall indicate:
 - a. The title of the project and name of developer.
 - b. The scale, date, a north arrow, and a general location map.
 - c. A survey prepared by a registered surveyor, indicating the boundaries of the subject property, all existing streets, all buildings, watercourses, easements, section lines, the existing topography at a contour interval of one (1) foot or less, and other important physical features within and adjoining the proposed project.
 - d. The proposed use of all land within the project boundaries, including the location and function of all areas proposed to be dedicated or reserved for community or public use.
 - e. The location and size as appropriate, of all existing and proposed drainage, water, sewer, and other utility service systems.
 - f. The existing vegetative cover and soil conditions in sufficient detail to indicate suitability for proposed structures and uses.
 2. A written legal description of the subject property, together with names and addresses of all owners of record.
 3. Agreements, provisions or covenants which govern the use, maintenance, and continued protection of the planned development and any of its common areas or facilities.
- 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
- Schematic Architectural Plans (Floor Plans, Elevations, Perspectives, etc.)
- Samples of the Color Treatments
- Project Narrative addressing the following:
 - a. A general description of the proposed development, including the total acreage involved in the project; the number and percentage of acres devoted to various categories of land use; the number and type of dwelling units proposed and the overall project density in dwelling units per gross acre; the minimum design standards for such features as lot shape and size, building size and lot coverage, open space, off-street parking and loading, signs, and landscaping;
 - b. A statement indicating the manner in which the proposed project complies with the comprehensive plan;
 - c. The proposed schedule of development which identifies the anticipated project start and completion dates, stages of development (if any), and the area and location of common open space to be provided at each stage;
 - d. Compliance with the General Provisions and Requirements in Section 23.3-25(b), which are as follows:
 1. Compliance with other sections. All planned developments shall comply with sections 23.2-27, 23.2-28 and 23.2-29.
 2. Conflict with other regulations. The provisions of this section shall apply generally to the creation and regulation of all planned development districts. Where conflicts exist between these special planned development provisions and regulations relating to the installation operation or service requirements of any utility system or service, the utility regulations shall apply. Where conflicts exist between these special provisions and general zoning, subdivision or other applicable non-utility regulations, these special regulations shall apply.
 3. Dedication of public facilities. Dedication, grant, reservation or improvement of property or easements therein for public rights-of-way, streets, schools, parks, utilities or other public facilities may be required as a condition or requirement of approval pursuant to this section.

4. Effect of planned development approval. When approved pursuant to the provisions of this section, the master development plan and all information and documents formally incorporated with the application shall constitute an amendment the Official Zoning Map. Development within a planned development shall occur in conformity with the approved master development plan and development phasing.
5. Utilities. All utilities, including telephone, cable television, and electrical service systems, shall be installed underground. However, the following facilities may be exempt from this requirement:
 - i. Accessory facilities normally associated with such systems that require above-ground installation, provided such facilities are screened adequately; and
 - ii. Primary facilities, such as electric substations, providing service to the planned development or to service areas not located within the planned development. Primary facilities shall be screened or landscaped.
6. Visibility triangle. In all planned development, visibility at all street and alley intersections shall be provided pursuant to section 23.4-4.
7. Open space. In all planned development, sufficient areas of common open space shall be provided at each stage of development and upon completion of development. Such common open space shall include areas not covered by water.
8. Establishment of planned development districts. Planned development districts will be established from designated existing zoning districts by amendment to the official zoning map for tracts of land suitable in location, extent, and character for the structures and uses proposed.
9. Unified control. All land included for purpose of development within a planned development district shall be owned or under the control of the petitioner for such zoning designation, whether that petitioner be an individual, partnership or a corporation, or a group of individuals, partnerships or corporations. The petitioners shall present firm evidence of the unified control of the entire area within the proposed planned development district and shall agree that when the development proceeds:
 - i. It will be in accordance with the ordinance officially adopted for the district and the regulations in effect when the planned development was approved.
 - ii. Agreements, contracts, or deed restrictions and covenants will be provided to the city to insure that the development will occur in accordance with the master development plan; and that the developer, his successors, assignees, or heirs, are responsible for the continued maintenance and operation of common areas and facilities, including sodding, watering down and fencing of undeveloped areas earmarked for future stages of development that are disturbed during development.
10. Master development plan. Any petition for planned development district zoning shall be accompanied by a professionally prepared master development plan.
11. Supporting information. Applications for planned development approval shall include the all documentation set forth above.

12. Professional services required. A master development plan for any proposed planned development district shall be prepared utilizing the professional services of individuals possessing appropriate licensure or registration.
 13. Application fees. Application fees for planned development districts shall be established and amended by resolution of the city commission.
- e. If applicable, compliance with the Residential Planned Development Special Requirements in Section 23.3-25(c), which are as follows:
1. Location. RPDs may be created in any residential district.
 2. Minimum area required. The minimum area required for a residential planned development district shall be five (5) acres, unless otherwise provided in these LDRs. However, any area of lesser size may be approved for residential planned development zoning upon findings by the planning board or historic resources preservation board and the city commission that one (1) or more of the following conditions exists:
 - i. Particular circumstances justify such reduction.
 - ii. Requirements for RPD zoning and the benefit to be derived from such zoning can be derived in such lesser area.
 - iii. Permitting such lesser area for RPD zoning is in conformity with the comprehensive plan.
 3. Permitted uses. Within any residential planned development any use permitted in the underlying zoning district is permitted.
 4. Required setbacks: Required setbacks shall be as provided in these LDRs for the zoning district in which the planned development is to be located.
 5. Parking and loading space requirements. Parking and loading spaces for all uses within a residential planned development district shall be provided as required by sections 23.4-18 and 23.4-19. No off-street parking shall be located within a required setback area.
 6. Landscaping. Landscaping, tree protection, screening and buffering shall be provided as required by Section 23.6-1. However, additional landscaping, screening, and buffering may be required to provide additional privacy and protection for residents within a planned development district and adjacent property owners.
 7. Signs. Signs may be erected pursuant to the provisions of section 23.5-1.
- f. If applicable, compliance with the Mixed Use Planned Development Special Requirements, which are as follows:
1. Location. Planned developments may be located in any mixed use district with the exception of the Neighborhood Commercial District. Industrial planned developments may be located in the industrial districts.
 2. Minimum area required. The minimum area required for a commercial or industrial planned development district shall be five (5) acres; however, an area of lesser size may be approved for a mixed use planned development zoning upon findings by the planning and zoning board or historic resources preservation board, as applicable, and the city commission that particular circumstances justify such a reduction, and requirements for planned development district zoning and the benefit to be derived from planned development district zoning can be derived in such lesser area.

3. Permitted uses. Permitted uses within a mixed use development are shown in Article 3 of these LDRs.
4. Required setbacks. Required setbacks shall be as provided in these LDRs for the zoning district in which the planned development is to be located.
5. Parking and loading space requirements. Parking and loading spaces shall be provided pursuant to Article 4 of these LDRs.
6. Landscaping/buffering. Landscaping and buffering shall be provided as required by Section 23.6-1.
7. Illumination. Any source of illumination located within a commercial or industrial planned development district shall not exceed one (1) foot candle at or beyond the boundaries of such development.
8. Outdoor storage. All outdoor storage facilities are prohibited in any commercial planned development district. However, this shall not apply to the following:
 - i. The outdoor display of new automotive vehicles for sale or rent.
 - ii. The display of goods or chattels for sale or rent in a commercial planned development by an establishment having activities that occur within a building.

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