

**Town of Juno Beach**  
**340 Ocean Drive; Juno Beach, FL 33408**  
**Phone: (561) 626-1122; Fax: (561) 775-0812**

**Application for Development and Site Plan Review**

Applicant: \_\_\_\_\_

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

Location: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Signature(s): Applicant: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Agent (if other than Applicant/Owner): \_\_\_\_\_

Mailing Address

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Planner: \_\_\_\_\_ Phone: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

(I) (We) affirm and certify that (I) (We) understand and will comply with the provisions and regulations of the Town of Juno Beach Zoning Code. (I) (We) further certify that the above statements and the statements made in any paper or plans submitted herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (We) understand that this application, attachments and fees become part of the Official Records of the Planning Department and are not returnable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

THE APPLICANT (OR REPRESENTATIVE) MUST SCHEDULE A MEETING WITH THE PLANNING & ZONING DIRECTOR TO SUBMIT THE MATERIALS NECESSARY FOR EACH APPLCIATION. ALL SITE PLANS SUBMITTED MUST BE BOUND AND ROLLED.

## Site Plan and Appearance Approval Checklist

The following checklist is designed to assist applicants in preparing required materials for review. The applicant should check off each item to insure that it is included. Items omitted will delay review procedures. All plans must be bound and rolled: letters must be submitted separately and collated in complete sets.

**Eight (8) 24” x 36” sets of detailed plans drawn to scale. An engineering scale with adequate resolution for verification of measurement should be used. The site plan shall include the following:**

- \_\_\_ (a) Name of proposed project.
- \_\_\_ (b) Date, north arrow, and graphic scale.
- \_\_\_ (c) Vicinity map showing property in relation to adjacent area.
- \_\_\_ (d) Adjacent land uses, including footprints of any structures or vehicular uses areas on adjacent areas.
- \_\_\_ (e) Location of property line, right-of-way, proposed/existing easements, water sources, dune crestline, vegetation line, Coastal Construction Control Line, and other essential features.
- \_\_\_ (f) Streets, bike lanes, sidewalks, driveways, intersections, curb cuts and turning lanes adjacent to and across from the subject property, and means of access to site.
- \_\_\_ (g) Location and dimensions of all perimeter treatment (sidewalks, bike paths, fences, walls and berms).
- \_\_\_ (h) The footprints of all buildings showing their proposed uses, setbacks, dimensions, floor area, number of stories, height, points of access, and finished floor elevation in relation to **mean sea level (NGVD 1929)**.
- \_\_\_ (i) Location, height, colors, materials and dimensions of all signs, retaining walls and other accessory structures.
- \_\_\_ (j) Phasing Plan of the site, including any temporary facilities or treatments such as landscaping and accesses.

- \_\_\_ (k) Location and width of any proposed dedication of property for public or private road right-of-way and any other form of easement.
- \_\_\_ (l) Layout and location of all on-street and off-street parking, loading and other vehicular use areas, including where applicable, distance from the principle uses.
- \_\_\_ (m) Location and dimensions of all parking and handicap spaces, bicycle parking facilities, driveways and aisled, dumpsters, and loading zones.
- \_\_\_ (n) Loading Demand Statement for all non-residential uses, detailing the land use's projected normal demands for loading and unloading.
- \_\_\_ (o) Statement of estimated need for bicycle parking facilities for all uses.
- \_\_\_ (p) Location, height and detail of all outdoor illuminations.
- \_\_\_ (q) Location of existing and proposed fire hydrants (or operational equivalents) on and near site.
- \_\_\_ (r) Location, percentage, and size of acres to be conveyed, dedicated or reserves as open space, public parks, recreational, and similar uses.
- \_\_\_ (s) Location and screening of all garbage/trash features including recycling bins, mechanical equipment, satellite dishes, and other accessory structures.
- \_\_\_ (t) Supply a site data table which indicates the following:
  1. Existing/proposed land use and zoning.
  2. Total acres of project.
  3. Intensity, total gross building square footage.
  4. Gross building footprint square footage.
  5. Percent of open space/landscaping, lot coverage and impermeable surface.
  6. Acres and percent of water bodies.
  7. Density, number of dwelling units (residential), and total living area per unit.
  8. Parking computations (parking required, parking provided, parking ratio, & handicap spaces provided).
  9. Building Height – to correspond with data from survey and proposed finished floor elevation.
  10. Loading spacing required & provided.

\_\_\_ (u) NPDES permit, if required (required when subject property has an area of 1 acre or greater). For projects/sites requiring such permit, the applicant must also include a binding letter from the developer/applicant, which will provide that the storm drain system shall be monitored and maintained (and produce a corresponding report) on an annual basis, according to the standards identified in the NPDES permit. Such annual reports shall be made available upon completion to the Town of Juno Beach Public Works Director.

\_\_\_ ½ acre or less (exempt)

\_\_\_ greater than ½ acre (requires permit though Department of Environmental Protection).

\_\_\_ (v) Landscape plan, including the following:

1. Location and number of all proposed landscaping and location of landscape buffers;
2. A separate list of both the species and common name of proposed landscaping;
3. Native and non-native plant designation, and percentage of native plant material utilized for each type of plant, including trees, shrubs, and groundcover;
4. Size, as appropriate, of all proposed landscaping;
5. Total square feet of landscaping and pervious surface;
6. Percentage of landscaping and pervious surface of the total site area;
7. Statement that all landscape areas will be provided with permanent, automatic irrigation where needed; and
8. Calculations for provision of landscaping for vehicular parking and circulation areas.

\_\_\_ (w) Engineering plans, including water and sewer, drainage, paving, and grading. High and low points must be shown on drainage, paving and grading plans. Cross sections are required at all perimeter conditions. Coordination with the Landscape Plans is required.

\_\_\_ (x) Survey; signed and sealed by a Professional Land Surveyor registered in the State of Florida.

\_\_\_ (y) Preliminary Plat, if re-plat or subdivision is required.

\_\_\_ (z) School Concurrency application, analysis and School District Approval.

***Eight (8) copies of the following items must also be submitted:***

- \_\_\_ 1. 8 ½” x 11” location map showing site and uses adjacent to and across from site.
- \_\_\_ 2. Front, side and rear elevations of all buildings.
- \_\_\_ 3. Typical floor plans.
- \_\_\_ 4. Graphic survey of existing vegetation, delineating all viable native vegetation and all trees greater than four (4) inches in diameter (caliper) at 4 feet above ground, on site. (An individual single family dwelling or duplex on less than four (4) acres are exempt from this requirement).
- \_\_\_ 5. Traffic Impact Study:
  - a) A traffic Impact Study is required that is in compliance with the Palm Beach Countywide Traffic performance Standards Ordinance;
  - b) The Palm Beach County Department of Engineering and Public works shall have completed a review of the traffic study for the proposed project, pursuant to the countywide traffic performance standards and the minimum review thresholds established therein, prior to submission of the application to the Town. Appropriate written verification of the completion of the review by that department shall be submitted with the application.
- \_\_\_ 6. Market Study may be required by the Director of Planning & Zoning.
- \_\_\_ 7. Letter from applicant stating the following:
  - a) General description of request.
  - b) General Background information on project and site.
  - c) Justification (special reasons or basis for the request).
- \_\_\_ 8. Written confirmation of the provision of all necessary facilities and systems for water supply, sewage treatment, storm drainage, garbage collection, and Fire Rescue and the ability of these services to be delivered with the proposed site plan.
- \_\_\_ 9. Warranty deed, copy of purchase contract of written consent of owner.
- \_\_\_ 10. Letter authorizing agent to represent developer/owner.
- \_\_\_ 11. Environmental Impact Study, if required by the Town’s Environmental Sensitive Lands Ordinance.
- \_\_\_ 12. Adequate Facilities Determination must be made by Planning & Zoning Director.
- \_\_\_ 13. Color and Material samples will be required by the Director of Planning & Zoning.
- \_\_\_ 14. Written responses to the Town’s Zoning Code Sections dealing with Site Plan criteria, appearance, etc.
- \_\_\_ 15. A school concurrency application and study, accordingly, if any portion of the project involves residential use. This item shall also be the applicant’s responsibility to obtain a sufficient determination from the Director of Planning & Zoning.

**NOTE:** Site plan review fee and any other applicable fees must accompany submission. The submission will be considered incomplete until all items outlined on this application have been received and determined complete by Staff. At any time, the Director of Planning & Zoning may determine that the applicant's submission packet is incomplete based on missing or improperly prepared material, which will result in the applicant having to submit/resubmit the incomplete or improperly prepared material. This may also result in the application/petition being postponed to the next P7Z Board/Town Council Meeting.

**GUIDELINES**

1. A state registered Architect, Engineer and landscape Architect seal is required on all corresponding plans submitted with the applications for review by the Planning and Zoning Board, other than plans submitted for single family or duplex construction.
2. All application deadlines are **strictly** enforced. Any applications submitted to the Town of Juno Beach Planning & Zoning Department must be in no later than **12:00 p.m.** on the day of the deadline. In order to be accepted, the application must contain all pertinent items and information described in the application attachments. Partial applications **will not be accepted** for placement on the Planning and Zoning Board agenda until all such materials are submitted.
3. The **correct number** of required plans must be submitted.
4. If revised plans, documents, etc., are submitted during the review process, it is **the applicant's responsibility** to insert revised documents into the previously submitted plans. Non-adherence to this policy **will cause a delay in processing.**

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Applicant Signature

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Date