



**TOWN OF HIGHLAND BEACH**  
**3616 South Ocean Boulevard**  
**Highland Beach, FL 33487**  
**Building Department**  
**Telephone (561) 278-4540/Fax (561) 278-2606**

**DEVELOPMENT ORDER APPROVAL**  
**SUBMITTAL CHECKLIST**

	<b>Submittal Requirement</b> (Other requirements may apply, see Chapter 30 of the Highland Beach Code)	<b>Completed</b>
		<b>YES</b> <b>NA</b>
	Development Order Approval Application.	
	\$2,500.00 nonrefundable application fee.	
	Affidavit of Authorized Agent (if applicant is not owner).	
	Deed or other Proof of Ownership.	
	Architectural elevations, dimensioned site plan including required setbacks, location of walk and driveways, location of pools etc.	
	Drainage Plans and drainage calculations.	
	Landscape and Irrigation Plan.	
	Signed and Sealed Survey (prepared within one (1) year prior to submission to the Town).	
	Separate application required for Construction Trailers, Sales Trailers and or Storage Containers, and signs, etc.	
	Site Lighting Plan.	
	Color renderings of each elevation.	
	Upload each of the above documents via the Building Department's Online Portal	
	Provide list, map and two (2) sets of mailing labels of the property owners located within the required radius of 500 feet (obtained from the Palm Beach County Property Appraiser's Office)	
	You will be required to submit 12 hardcopy sets of ledger size plans when you are notified by staff that your project is scheduled for public hearing.	



## TOWN OF HIGHLAND BEACH DEVELOPMENT ORDER APPROVAL APPLICATION

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PROPERTY INFORMATION ASSOCIATED WITH THIS APPLICATION	
Address:	PCN:
Full Legal Description of the Property [as described in the deed] or reference to an attachment:	
Zoning District:	What is the location of the installation? <input type="checkbox"/> Intracoastal Waterway (ICW) <input type="checkbox"/> Interior Canal/Basin <input type="checkbox"/> N/A

PROPERTY OWNER (APPLICANT) INFORMATION		
Name:	Phone:	Fax:
Mailing Address:		
Email Address:		

APPLICANT'S AGENT INFORMATION		
Name:	Phone:	Fax:
Company Name:		
Mailing Address:		
Email Address:		

**Provide a detailed description of the proposed project (use additional pages if necessary):**

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I give permission to the members of the Town Commission, Planning Board and staff to inspect the property for the purpose of this application. I declare that all statements made herein are true, based upon the best available information. Willful false statements may jeopardize the validity of my application or any decision issued thereon. I have fully read the information outlining the application requirements. With this application, I am submitting the necessary supporting materials listed.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Printed Name \_\_\_\_\_

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*Received by the Town Clerk's Office:*

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Public Notices Mailed: \_\_\_\_\_

Date Legal Advertisement Published: \_\_\_\_\_

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# DEVELOPMENT ORDER APPROVAL APPLICATION PROCEDURES

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The Planning Board and/or Town Commission shall be the final authority to grant a Development Order Approval which includes site plans, special exceptions (including, but not limited to docks, seawalls, boatlifts), etc.

## **PLEASE READ THOROUGHLY**

These procedures are to assist you in applying to the Town of Highland Beach for a Development Order Approval and are intended to provide a summary only. The Development Order Approval process is explained more completely in the Highland Beach Code of Ordinances in Chapter 30. The Code of Ordinances is available on the Town website found at [www.highlandbeach.us](http://www.highlandbeach.us). **It is strongly recommended to schedule a pre-application meeting with the Town Planner prior to submitting a Development Order Approval application.**

## **BUILDING DEPARTMENT APPLICATION PROCESS**

*Please address all issues identified on the application. Only completed applications that include the necessary supporting information will be accepted.*

- 1) Upload a fully completed application and all supporting information to the Building Department's online portal. A \$2500.00 application fee is required. **Please make the check payable to the Town of Highland Beach.** For assistance with the portal or fees, call the Building Department at 561-278-4540 (option 1 or 2).
- 2) Once the portal upload is reviewed by administrative staff, the Town Planner will review the application for completeness. If the application is found to be incomplete, the applicant will be notified in writing of the deficiencies. Pursuant to Section 30-34 of the Town's Code of Ordinances, if an applicant fails to remedy an incomplete application within ninety (90) days following written notification, the application shall be considered null and void. The fee shall not be reimbursed.
- 3) Pursuant to Section 30-35 of the Town's Code of Ordinances, the town commission, town manager, or building official may withhold issuance of a development approval, building permit, administrative approval, site plan approval, occupational license, or similar forms of approval if costs incurred by a town expert have not been fully reimbursed by the applicant.
- 4) Once all staff comments have been addressed by the Applicant, you will be provided a public hearing date(s) for review and consideration of your Development Order application. You will also be notified by staff to submit signed and sealed hardcopies of the survey and plan sheets.
- 5) All fees are nonrefundable.
- 6) See Highland Beach Code of Ordinances section 30-36 for special exception submittal requirements.
- 7) See Article III, section 30-31, 30-32, and 30-33 for site plan development requirements.
- 8) **If you have any questions, contact the Highland Beach Building Department staff at 561-278-4540.**

## **TOWN CLERK'S OFFICE APPLICATION PROCESS**

- 1) Once the application has been scheduled for a public hearing, the Town Clerk's Office will calculate an estimate of the notice fees and collect them accordingly. The notice fees will be comprised of the cost of the mailing, the cost of the legal advertisement, and a 10% administrative fee.

**NOTICE BY TOWN  
CLERK**

- The Town Clerk shall provide written notice to each property owner located within five hundred (500) feet of the affected property, excluding property owned by the applicant, at least 15 days in advance of the public hearing and sent by first class mail. If a condominium with an association is to be included, written notice may be provided only to the association president and the condominium's resident or property manager.
- Written notice shall include a description of the Development Order Approval requested, the location of the property affected, the body to be conducting the public hearing, and the date, time, and location of the public hearing, which shall be provided by the Town Clerk's Office.
- The applicant shall be responsible for all expenses associated with the written notice.

**GENERAL PROCEDURES OF PLANNING BOARD MEETINGS AND/OR TOWN  
COMMISSION MEETINGS**

If you intend to show the Town Commission and/or Planning Board drawings, photographs, copies of documents, maps, or other instruments, you will need to leave those instruments with the Town Clerk at the hearing or with the Town Planner prior to the meeting. By law, those instruments become public records and will **NOT** be returned to you.

You may appear at the public hearing/regular meeting in person or be represented by an authorized agent or attorney. If you cannot attend the public hearing, you should arrange to have an authorized representative appear on your behalf as the application can be acted upon by the Planning Board or Town Commission even in your absence. Prior to the meeting, you should also notify the Town Planner of your absence and who will appear on your behalf.

The Town Commission and/or Planning Board may continue the public hearing until a future date, in its sole discretion, if it needs further information or research on your application.

You may bring witnesses to testify on your behalf. Your presentation and witness testimony should relate directly to the Development Order Approval and whether your application satisfies the standards set forth in the Town of Highland Beach Code of Ordinances

Members of the public in favor or in opposition to your application may appear and testify at the hearing. Although the Town Commission and/or Planning Board have the power to vary the order of presentation, generally the Planning Board will ask the applicant and applicant's witnesses, if any, to make a presentation. After your presentation, members of the public are allowed to address the proposed Development Order Application. After public input, Town Commission and/or Planning Board may allow you to present argument in rebuttal to comments from the public. Staff members attending the meeting are there for the purpose of providing technical information to the Planning Board and/or Town Commission.

At the conclusion of the hearing, the Planning Board and/or Town Commission shall recommend approval, approval with conditions, or denial of the application.

If you wish to appeal any determination of the Planning Board and/or Town Commission, you will need a verbatim transcript of the record and copies of all evidence presented. It will be your responsibility to make arrangements for the preparation of that verbatim record at your expense.

**REQUIRED SUPPORTING INFORMATION**

In order to properly review your application, certain supporting information is necessary. Development Order

Application requirements are found in Section 30-33 of the Town Code of Ordinances, a description of supporting information is summarized below. You may also upload any additional information that you feel would support the application.

The following shall be submitted with all Development Order Approval applications in order for the application to be considered complete:

- 1) A copy of the deed showing ownership of the property that is the subject of the Development Order Application.
- 2) An agent authorization form from the property owner, if the owner is not the applicant.
- 3) A sealed and signed survey.
- 4) Set of plans illustrating the details of the Development Order Approval request. Plans shall include, where applicable, but not be limited to, the following specifications and information:

- A) Lot and/or building site lines with dimensions and required and proposed setbacks (including accessory structures) clearly denoted on the plans. Include a tabular data box with both required and proposed property development regulations (Section 30-64);
- B) Location of structures, decks, docks, pools, drives, parking spaces, water and electric meter locations, propane tanks, air conditioning units, exterior mechanical and pool equipment, and the types of screening of those items;
- C) Location of easements, watercourses, and other essential site features;
- D) Location and width of existing or proposed streets or other public ways and pedestrian walks abutting the site;
- E) Site Data:
  1. Land area
  2. Zoning
  3. Height of existing and/or proposed structure
  4. Building area in square feet
  5. Paved area in square feet
  6. Landscaped area in square feet
  7. Amount of required parking spaces
  8. Amount of existing parking spaces
  9. Aerial Photograph within  $\frac{1}{2}$  mile with subject parcel outlined in red
  10. Impervious/pervious area
- F) Adjacent area information:
  1. Current zoning
  2. Sketch of approximate location of adjacent structures (with measurements)
  3. A vicinity map obtained from the Palm Beach County Property Appraiser's Office.
- G) Describe in detail, the existing conditions at the subject site and the proposed project.

- H) Architectural drawings of all faces of a building and an overhead view shall be submitted with all Development Order Approval applications that include a new building(s), façade renovations, or substantial improvements to an existing building. The drawings shall be submitted in color and at the minimum shall include:

1. Architectural Style
2. Exterior construction material specifications
3. Color charts
4. A site plan

5. Structure dimensions and setbacks from all property lines
6. Refuse service area location
7. Mechanical outdoor equipment location
8. Master outdoor lighting plan and landscape plan
9. Screening devices
10. Master signage plan (if applicable)
11. Master landscaping plan
12. Wall or Fence details
13. Other information determined necessary by the Town to ensure consistency with the purpose and intent and the provisions of the Code.

I) Additional backup material or exhibits or studies that you feel will support your application.