



## Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411  
Telephone (561) 791-7092 EngPermits@royalpalmbeachfl.gov  
Engineering Department

### ENGINEERING PLAN APPLICATION

Project No \_\_\_\_\_

Date \_\_\_\_\_

#### GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. A signed and sealed Engineer's cost estimate for paving, grading and earthwork shall be submitted with this application. All documents must be submitted in electronic format in addition to the original.

#### PROPOSED IMPROVEMENT LOCATION

Parcel Control Number (PCN) (list all PCNs at the time of application):

\_\_\_\_\_  
\_\_\_\_\_

Address (If an address is unavailable, use the center line address of the existing contiguous roadway):

\_\_\_\_\_

Site Plan approval completed?  Yes  No Permit No. \_\_\_\_\_ Date Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### APPLICANT INFORMATION

Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Contact Number \_\_\_\_\_ Email \_\_\_\_\_

#### ENGINEER INFORMATION

Name \_\_\_\_\_ P.E. License No: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Contact Number \_\_\_\_\_ Email \_\_\_\_\_

#### APPLICATION TYPE

ENGINEERING SITE WORK

PAVING / OVERLAY / RE-STRIPING

#### DESCRIPTION OF WORK

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

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

Number of Proposed Units: \_\_\_\_\_

Total Proposed Square Footage: \_\_\_\_\_ Total Site Area (Acres): \_\_\_\_\_

Pervious Area (Acres): \_\_\_\_\_ Impervious Area (Acres): \_\_\_\_\_

Drainage District: \_\_\_\_\_ Water & Sewer Utility Provider: \_\_\_\_\_

Engineer's Cost Estimate for Paving, Grading and Earthwork: \$ \_\_\_\_\_

1.5% Fee Amount due with application: \$ \_\_\_\_\_

1.5% Fee amount due prior to pre-construction meeting: \$ \_\_\_\_\_

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

This application is limited to Engineering plan approval. Prior to commencement of any construction activities and the issuance of the Engineering Permit, a pre-construction meeting must be completed. After which, the Contractor will be required to submit a separate application for the Engineering permit. Forms are available in our office or online at [www.royalpalmbeachfl.gov](http://www.royalpalmbeachfl.gov)

Consent is valid for one year from date of notary, unless otherwise specified; therefore, this application will be considered cancelled if there is no activity within one year from date of notary.

**Warning to Owner:** Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant or Engineer

Print Name \_\_\_\_\_

\*\*\*\*\* NOTARY \*\*\*\*\*

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ who is personally known to me or who  
has produced \_\_\_\_\_ as identification and who did / did not take an oath.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name

(SEAL)