

Development Review Process

Planning and Zoning Commission and Village Council

You will need to apply three (3) weeks prior to the Technical Staff Review (TSR) you want to be placed on and TSR meets the second and fourth Thursday of each month at 9:00 a.m. These meetings for the foreseeable future will be done via Zoom. You will receive a TSR Agenda prior to the meeting and within that agenda will be the login instructions. After the Application has been deemed Certified, which means all the documents are correct and accurate, you will be scheduled for a Planning and Zoning Commission Meeting within 45 days. The Planning and Zoning Commission meets the fourth Tuesday of every month at 7:00 p.m. and these meetings are in person at the Village Council Chambers. After receiving a recommendation from the Planning and Zoning Commission the Application will be placed on a Village Council Meeting within 30 days. The Village Council meets the third Thursday of every month at 6:30 p.m. and these meeting are in person at the Village Council Chambers.

Should you wish to make a presentation at a meeting via Power Point, you need to send the Power Point presentation to the Village's Information Systems Department by 2:00 p.m. the day of the Planning and Zoning Commission or Village Council meeting. The email address to send the presentation to is as follows: InformationSystems@royalpalmbeachfl.gov.



SITE PLAN, AND ARCHITECTURE & ASTHETIC REVIEW SUBMITTAL CHECKLIST

Application Name: _____

- ☐ Development Application
- ☐ Applicable Fees (application and legal review deposit)
- ☐ Last Recorded Warranty Deed
- ☐ Applicable Consent Forms
- ☐ Justification / Statement of Use
- ☐ Survey
- ☐ Public Notice Documents (Property Appraiser 300 Foot Notice Map; List of Properties Within 300 feet; Peel and Stick Envelopes With the Property Addresses and the Village's Return Address 1050 Royal Palm Beach Boulevard, Royal Palm Beach Florida 33411)
- ☐ Traffic Performance Standards Ordinance (TPSO) Letter
- ☐ Traffic Study
- ☐ Soils Analysis
- ☐ Vegetation Analysis and Tree Inventory
- ☐ Utilities Confirmation
- ☐ Public Services Confirmations
- ☐ Storm Water Management Confirmation
- ☐ Wellfield Protection Confirmation
- ☐ Site Plan with the Tabular Data required in Section 26-32 (f)(5)b.
- ☐ Landscape Plan

- ☐ Floor Plans and Elevations
- ☐ Environmentally Sensitive Land Designation and Protection
- ☐ Preliminary Engineering Plans (PG&D, Water/Sewer, Site Lighting Details)
- ☐ Color Samples – Actual material/color samples for all changes to include brand and color
- ☐ Most recently approved Site Plan depicting the proposed sign locations and information as required on Signage Attachment 1.
- ☐ Elevation Drawings (for building architectural approval)
- ☐ Landscape Plan (for landscape plan approval)
- ☐ Photos of building (if it's an existing building)
- ☐ Registered Trademark documents

*** In order to optimize the software used to process the application please use Internet Explorer Browser.**

Notes / Other items:

**VILLAGE OF ROYAL PALM BEACH
PLANNING and ZONING
1050 Royal Palm Beach Boulevard
Royal Palm Beach, FL 33411
(561) 790-5131**

DEVELOPMENT APPLICATION

APPLICATION NO.: _____

SUBMITTAL DATE: _____

PROPERTY OWNER(S)	APPLICANT
Name:	Name:
Address:	Address:
E-Mail:	E-Mail:
Phone:	Phone:

Proof of ownership, along with designation of agent if Application is being submitted by anyone other than the Owner(s), must be submitted with Application.

CHECK APPLICABLE APPROVALS BEING REQUESTED:

(Fees per current Village Code must be submitted with application.)

<input type="checkbox"/>	ADMINISTRATIVE APPEAL ¹ Plus 1 hr Legal Review Fee = \$225.00	\$250.00	<input type="checkbox"/>	SITE PLAN MODIFICATION (Major) ¹ Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00
<input type="checkbox"/>	ANNEXATION	No Fee	<input type="checkbox"/>	SITE PLAN MODIFICATION (Minor)	\$500.00
<input type="checkbox"/>	MASTER PLAN REVIEW ^{1 3} Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00	<input type="checkbox"/>	SITE PLAN REVIEW ^{1 2} Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00
<input type="checkbox"/>	COMP PLAN AMENDMENT (LARGE) ¹ Plus 7 hr Legal Review Fee = \$1,575.00	\$3,000.00	<input type="checkbox"/>	SITE PLAN EXTENSION	\$250.00
<input type="checkbox"/>	COMP PLAN AMENDMENT (SMALL) ¹ Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00	<input type="checkbox"/>	MOD. TO COUNCIL REQUIREMENTS ¹ Plus 2 hr Legal Review Fee = \$450.00	\$250.00
<input type="checkbox"/>	ZONING TEXT AMENDMENT ¹ Plus 3 hr Legal Review Fee = \$675.00	\$1,000.00	<input type="checkbox"/>	LANDSCAPE WAIVER/VARIATION ¹ Plus 2 hr Legal Review Fee = \$450.00	\$100.00
<input type="checkbox"/>	PRELIMINARY PLAT ¹ Plus 5 hr Legal Review Fee = \$1,125.00	\$1,000.00	<input type="checkbox"/>	ZONING CODE VARIANCE (Commercial) ¹ Plus 2 hr Legal Review Fee = \$450.00	\$500.00
<input type="checkbox"/>	FINAL PLAT (cost recovery due at resubmittals) Plus 3 hr Legal Review Fee = \$675.00	\$1,500.00	<input type="checkbox"/>	ZONING CODE VARIANCE (Single Family) ¹ Plus 2 hr Legal Review Fee = \$450.00	\$100.00
<input type="checkbox"/>	REZONING ¹ Plus 5 hr Legal Review Fee = \$1,125.00	\$2,000.00	<input type="checkbox"/>	SUBDIVISION VARIANCE ¹ Plus 2 hr Legal Review Fee = \$450.00	\$100.00
<input type="checkbox"/>	SPECIAL EXCEPTION ¹ Plus 3 hr Legal Review Fee = \$675.00	\$1,000.00	<input type="checkbox"/>	SIGN VARIANCE ¹ Plus 2 hr Legal Review Fee = \$450.00	\$500.00
<input type="checkbox"/>	ARCHITECTURAL REVIEW (AAR) ¹ Plus 2 hr Legal Review Fee = \$450.00	\$250.00	<input type="checkbox"/>	PARKING VARIANCE ¹ Plus 2 hr Legal Review Fee = \$450.00	\$500.00
<input type="checkbox"/>	AAR APPEAL ¹ Plus 1 hr Legal Review Fee = \$225.00	\$250.00	<input type="checkbox"/>	Application Fees and Legal Review Fees (Upon 3 rd Submittal)	50% of initial fees

¹ Legal Review Fee of \$225.00 per hour, minimum hours set per fee schedule adopted by Resolution No. 16-38
Adopted on December 19, 2024

² Site Plan Review is subject to an additional \$300.00 per acre fee.

³ Master Plan Review is subject to an additional \$100.00 per acre fee.

*** Additional Legal Advertisement and Mailing Fees may also apply.**

*** All fees incurred will be billed to applicant and must be paid prior to final certification.**

GENERAL DATA

Project Name: _____

Project Location: Parcel Control No.: _____

Street Address: _____

Existing Land Use: _____

Proposed Land Use: _____

Existing Future Land Use Designation: _____

Proposed Future Land Use Designation: _____

Existing Zoning District: _____

Proposed Zoning District: _____

Total Site Area: _____ Sq. Ft.: _____ Acres

Is site currently served by public water? Yes _____ No _____

Is site currently served by public sewer? Yes _____ No _____

RESIDENTIAL

Total Number of Dwelling Units: _____ Density (Units per acre): _____

COMMERCIAL

Total Square Footage: _____ Number of Buildings: _____

Describe briefly the nature of any improvements presently located on the subject property.

Describe type of operation or business proposed; or the proposed construction.

Estimate of construction costs.

Describe in detail the phasing of the proposed development (Attach if insufficient space).

Has any previous Application been filed within the last year in connection with the subject property?
(Yes) ☐ (No) ☐. If yes, briefly describe the nature of the Application.

Has a site plan been previously approved by the Village Commission for this property? (Yes) ☐ (No) ☐. If yes, please note date of previous approval.

EXACT LEGAL DESCRIPTION OF PROPERTY: (Attach if insufficient space)

Give the name, address and telephone number for the following persons or firms involved in this development:

AGENT [if different from Owner(s)]:	DEVELOPER:
Name:	Name:
Company Name:	Company Name:
Address:	Address:
E-Mail:	E-Mail:
Phone:	Phone:

PLANNER:	ARCHITECT:
Name:	Name:
Company Name:	Company Name:
Address:	Address:
E-Mail:	E-Mail:
Phone:	Phone:
	Florida Registration No.:

ENGINEER:	LANDSCAPE ARCHITECT:
Name:	Name:
Company Name:	Company Name:
Address:	Address:
E-Mail:	E-Mail:
Phone:	Phone:
Florida Registration No.:	Florida Registration No.:

SURVEYOR:	ATTORNEY:
Name:	Name:
Company Name:	Company Name:
Address:	Address:
E-Mail:	E-Mail:
Phone:	Phone:

CURRENT OCCUPANT:	ALL CORRESPONDENCE WILL BE MAILED TO APPLICANT ONLY UNLESS A SUBSTITUTE ADDRESS IS SPECIFIED BELOW:
Name:	
Address:	Address:
E-Mail:	E-Mail:
Phone:	Phone:

Consent Form

INSTRUCTIONS: Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit in person all material pertaining to the application. A separate form is required from each owner/contract purchaser. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified. 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. Attach copy of last recorded warranty deed for subject property.

Project Name: _____ **Submittal Date:** _____

This form shall serve as **CONSENT** for the agent identified below to prepare or have prepared and submit all documents for the following application(s) affecting property I have an ownership interest in:

- ☐ Architectural Review ☐ Comprehensive Plan Amendment ☐ Final Plats ☐ Major Site Plan Modification
☐ Minor Site Plan Modification ☐ Modifications to Council Imposed Conditions ☐ Preliminary Plats
☐ Rezoning ☐ Site Plan Review ☐ Special Exception Use ☐ Time Extension ☐ Variance
☐ Voluntary Annexations ☐ Zoning Text Amendments

☐ Other (indicate request): _____

I hereby give CONSENT to (_____) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application for the proposed use of:

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning & Zoning Department of the Village of Royal Palm Beach, Florida, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Village of Royal Palm Beach to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

OWNER/CONTRACT PURCHASER INFORMATION: I am the ☐ owner ☐ contract purchaser (check one)

(Name - type, stamp or print clearly)

(Signature)

Corporation/Entity

(Address) (City, State, Zip)

STATE OF FLORIDA
PALM BEACH COUNTY:

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarizations this day of _____, 20____ by _____ (name of person acknowledging). He/she is personally known to me or has produced _____ (type of identification) as identification and did/did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL

AGENT INFORMATION:

(Name - type, stamp or print clearly)

(Name of firm)

(Address) (City, State, Zip)

Signature of Agent

STATE OF FLORIDA
PALM BEACH COUNTY:

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this day of _____, 20____ by _____ (name of person acknowledging). He/she is personally known to me or has produced _____ (type of identification) as identification and did/did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL

APPLICANT'S CERTIFICATION

(I) (We) affirm and certify that (I) (We) understand and will comply with all provisions and regulations of the Village of Royal Palm Beach, Florida. (I) (We) understand that if this Petition is approved by the Village, the aforementioned real property described herein will be considered, in every respect, to be a part of the Village of Royal Palm Beach and will be subjected to all applicable laws, regulations, taxes and police powers of the Village including the Comprehensive and Zoning Ordinance. (I) (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of (my) (our) knowledge and belief. Further, (I) (We) understand that this Application and attachments become part of the Official Records of the Village of Royal Palm Beach, Florida, and are not returnable.

Witness

Signature of Applicant

Witness

Printed Name of Applicant

Applicant is:

Address:

☐

Owner

☐

Appointee

☐

Lessee

☐

Agent

☐

Contract Purchaser

Telephone Number:

ARCHITECTURAL AND AESTHETIC REVIEW CRITERIA-ROYAL PALM BEACH

Application Date: _____

Applying for Meeting on _____

This is a required phase of the Village Site Plan Review process. Please complete form and return to the Planning Dept. with the appropriate attachments.

Check appropriate box

SIGNAGE REVIEW	<input type="checkbox"/>
ARCHITECTURE REVIEW	<input type="checkbox"/>
LANDSCAPE REVIEW	<input type="checkbox"/>

Business Name: _____

Location Address: _____

NAME

ADDRESS

PHONE

Building Owner _____

Property Owner _____

Applicant _____

Contact Person _____

Description of proposed building and improvements (Justification Statement may be used if additional space is needed)

Property is Zoned: _____

Building is:

- (☐) Free Standing Building
(☐) Part of a Complex
(☐) New
(☐) Existing

Signed: _____ (☐) Representative (☐) Owner