APPLICATION FOR ENGINEERING DEVELOPMENT APPROVAL

PROJECT NAME: _____________________________________________________________________________

APPLICANT NAME: __________________________________________________________________________

To submit an application to the City of West Palm Beach Engineering Services Department for development permitting you must:

1. **Complete this application package**
   An application must include all applicable information regarding both private and public development elements. All applicable inquires and information must be provided. Do not leave an item unanswered.

2. **Affix your signature and seal**
   Affix your signature and seal to both the completed application and infrastructure report. If any information requested is not applicable, please identify as such. Please print legibly in ink or type. This document is available in interactive format by visiting the Engineering Services Department web page at [http://wpb.org/Departments/Engineering-Public-Works/Forms,-Permits-Applications](http://wpb.org/Departments/Engineering-Public-Works/Forms,-Permits-Applications).

3. **Submit site plan approval**
   Submit one (1) complete set of final site plan approval drawings. (CWPB Planning Department stamped)

4. **Submit complete set of plans**
   Submit six (6) complete sets of plans, signed and sealed by a Professional Engineer, registered in the State of Florida.

5. **Submit supporting documentation**
   Submit all supporting documentation, such as shop drawings, non-standard material approvals, regulatory permit approvals, development agreements, legal agreements impacting the project, etc. Failure to provide such documentation may result in a delay in the processing of the permit application.

6. **Submit a complete Certified Construction Cost Estimate**
   Submit a complete Certified Construction Cost Estimate (CCCE) utilizing the approved estimate format available on the Engineering Services web page at [http://wpb.org/Departments/Engineering-Public-Works/Forms,-Permits-Applications](http://wpb.org/Departments/Engineering-Public-Works/Forms,-Permits-Applications). Alternate formats will not be accepted. Quantities will be compared between the CCCE and design drawings. Discrepancies may result in a delay in the processing of the CCCE and/or the permit application.

Upon receipt of this information, the City of West Palm Beach Engineering Services Department will review the submitted application package to determine acceptability. If the application package is deficient, a written response will be provided within ten (10) business days of receipt. If the application package is accepted, Engineering Services Department will calculate the application fee amount and a written invoice for services will be provided within ten (10) business days of receipt.

All submitted application packages will be held without review or comment until the application package has been accepted and the appropriate fees collected.

Following acceptance of the application package and receipt of the appropriate fees, the project will be issued a permit number within ten (10) business days. Upon issuance of the permit number, a written response will be provided detailing the permit number and contact information for the assigned Engineering Services Department staff.

**APPLICANT CHECKLIST**

- [ ] Completed Application Package
- [ ] Affixed Signature and Seal
- [ ] Site Plan Approved Drawings
- [ ] Six (6) Sets of Plans
- [ ] Supporting Documentation
- [ ] Completed Certified Construction Cost Estimate

**Internal Processing Information (CWPB ESD Office Use Only)**

Date Application Received: _________________________ Application Received By: _________________________
APPLICATION FOR DEVELOPMENT APPROVAL

PROJECT INFORMATION
Name ___________________________________________ Project Valuation $__________________
Location ______________________________________________________________________________________________
Subdivision ______________________________________________________________________________________________
Site Address ______________________________________________________________________________________________
Legal Description (1) CTY________ RNG________ TWP________ SEC________ SUB__________ BLK________ LOT________
Legal Description (2) CTY________ RNG________ TWP________ SEC________ SUB__________ BLK________ LOT________
Legal Description (3) CTY________ RNG________ TWP________ SEC________ SUB__________ BLK________ LOT________

PROJECT DESCRIPTION
Description of Work ______________________________________________________________________________________
Plans Prepared By: ______________________________________________________________________________________________
Company Name: ______________________________________________________________________________________________
Sealed By: ______________________________________________________________________________________________
Address ______________________________________________________________________________________________
City  _______________________________________ State   ___________________________________ Zip___________
Telephone _______________________________________ Email_________________________________________________
Anticipated Start Date ____________________________________ Anticipated Construction Duration ______________________Days

PLATS AND EASEMENTS TO BE RECORDED (Check all that apply) (Professional sealed survey must accompany application)
Development Final Plat _____    Utility/Drainage/Access Easement _____
Boundary Plat _______    Easement Abandonment _____
Unity of Title _______    Private Utility_____
Subdivision, Minor _______    Subterranean Footer and Aerial Façade Easement _____
Right-of-way Abandonment _____

APPLICANT INFORMATION (See minimum conditions applicable to permit application)
Applicant Name _____________________________________________
Address _____________________________________________
City  _______________________________________ State ________________________________ Zip ___________
Qualifier Name ______________________________________ Qualifier #   ____________________________________________
License Type _______________________________________ (PE, GC, RLA)
Telephone _______________________________________ Fax___________________________________________________

OWNER INFORMATION (Legal Property Owner) (If more than one owner, provide information for all owners utilizing page 2 of 3)
Owner Name _____________________________________________
Address _____________________________________________
City  _______________________________________ State ________________________________ Zip ___________
Telephone _______________________________________ Fax___________________________________________________
1. Owner agrees to maintain the permitted facilities/site, including the surrounding public right-of-way, at their sole expense and, if required by the City of West Palm Beach, to promptly modify, relocate, and/or remove any facility required, at the owner’s sole expense. The owner at their sole expense shall restore all portions of the public right-of-way disturbed or impaired during the maintenance, modification, relocation, or removal of the permitted facility and the City of West Palm Beach shall accept no responsibility.

2. The owner at their sole expense shall restore all portions of the public utility systems disturbed or impaired during the maintenance, modification, relocation, or removal of the permitted facility and the City of West Palm Beach shall accept no responsibility.

3. All materials, installations and methods of work in the public right-of-way shall be in accordance with the applicable municipal jurisdiction and applicable utility provider jurisdiction latest minimum standards for materials, specifications, and construction.

4. All work in the public right-of-way for the City of West Palm Beach shall be done in strict compliance with the requirements of the City of West Palm Beach Engineering Services, NPDES, FDOT Series 600 MOT Guidelines, MUTCD, and Occupational Safety and Health Administration. Failure to comply shall result in the immediate cessation of operations and the removal of project-related obstructions from the right-of-way until compliance is achieved. Failure may result in revocation of site development permit(s).

5. A minimum of 10 business days prior to commencement of construction within the City of West Palm Beach public right-of-way, the owner/permittee shall contact the Engineering Services Department to schedule a preconstruction meeting. Failure to comply may result in a revocation of site development permit(s).

6. All work or activity within the public right-of-way shall require a valid right-of-way permit. Application shall be made with Traffic Engineering and shall include a maintenance of traffic plan, where applicable.

7. A minimum of forty-eight (48) hour notice must be given to the Engineering Services Department before commencing work on a project site.

8. A minimum of twenty-four (24) hours notice shall be given to the Engineering Services Department for scheduling of all tests and inspections. Scheduling is prioritized on a first come – first served basis and may not be available for the time requested.

9. Original copies of all City of West Palm Beach and regulatory agency permits required for the project shall be maintained on site and subject to inspection without advance notice. Failure to maintain permits may result in the suspension of work, testing, and inspections.

10. A set of plans and all revisions for the project, bearing the Engineering Services Department approval stamp shall be maintained on the job-site when work is in progress. Failure to maintain plans may result in the suspension of all work, testing, and inspections.

11. Permitted work shall not be deemed approved until all installations, tests, and restorations are complete and approved by the Engineering Services Construction Supervisor, all other regulatory agencies, and all test reports, certifications, and record drawings have been submitted and accepted by all agencies requiring record drawing approval.

12. Permittee/owner is solely responsible for any relocation(s) of new or existing facilities required as a result of this permitted construction. Permittee is responsible for notification/coordinating with owners of other facilities within the City’s right-of-way, easement, property, or utility jurisdictional area.

13. Record drawings and all certification/conveyance documents must be submitted prior to scheduling a final project inspection.

   a. All record drawings shall be submitted in conformance with Engineering Services Department latest minimum record drawing standards.

   b. All record drawings shall be signed and sealed by a Professional Land Surveyor registered in the State of Florida and certified by a Professional Engineer registered in the State of Florida.

   c. A minimum of three (3) sets of complete record drawings shall be submitted in correlation with the approved construction drawings. (Including civil, utilities, irrigation, landscape, roadway, street lighting, electrical, drainage, etc.).

14. A Certificate of Construction Completion shall be issued to the permittee/owner, and a minimum one-year warranty period shall commence upon issuance, during which the permittee/owner shall, at their sole expense, repair or cause to be repaired, any defects that may be identified within the warranty period. The Engineering Services Department may require the submission of a warranty bond corresponding to the warranty period and equal to a minimum of thirty-five percent (35%) of the final cost of construction, as determined by an end of construction audit.

15. This permit applies only to authorization from the City of West Palm Beach Engineering Services Department. It is possible that additional permits may be necessary. Nothing contained herein relieves the permittee/owner from timely complying with applicable laws of other Federal, State, of Local government.

16. It is expressly understood that this permit is for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said permittee/owner.

17. Prior to construction of any improvements within the city jurisdiction, right-of-way, easement, or other property, the permittee/owner shall notify the Sunshine State One-Call of Florida, Inc. For underground facility locations, as set forth in the Underground Facility Damage Prevention and Safety Act of the State of Florida, Chapter 556, Florida Statutes.

18. Permittee/owner hereby indemnifies and holds the City of West Palm Beach harmless for any loss arising from the permittee’s/owner’s installation or operations under this permit.

19. In the event it becomes necessary, for any reason, to continue work operations beyond the normal hours of operation for the Engineering Services project assigned staff, the permittee/owner whose name appears on the face of this permit acknowledges their commitment to reimburse the City of West Palm Beach for overtime expenses, prior to final inspection and as a condition of issuance of a Certificate of Construction Completion.

20. This permit shall expire under the following circumstances:

   a. If construction of permitted work is not commenced within 180 calendar days of issuance.

   b. If permitted work, once commenced, is suspended or ceased for 90 consecutive calendar days of more, or suspended of ceased for 90 total calendar days or more during a 180 calendar day period.

   c. If plans or materials are changed without the prior approval of the City of West Palm Beach.

   d. Upon the passage of two (2) years from the date of issuance, regardless of status of construction completion. (Permit renewal may be allowed, but may incur additional construction administration fees)

   e. Upon issuance of a Certificate of Construction Completion by the Engineering Services Construction Supervisor.

21. All residual plan review and construction administration fees will be forfeited to the City of West Palm Beach in entirety upon the expiration of this permit, with the sole exception for circumstance Minimum Conditions Applicable to Permit Application 20 (e).

22. Venue for any administrative proceeding or judicial action resulting from this permit, including any action to enforce its terms against the permittee/owner shall be in Palm Beach County, Florida.

23. The owner acknowledges and understands the City of West Palm Beach reserves the right to lien property associated with this permit for the purpose of collection of outstanding expense reimbursement, fees, repairs costs, and the contracting of services to complete work permitted and not completed by the owner.
Site Development Permit and Site Plan Approval shall become void if approved plat and/or easement are not officially recorded with the Clerk of the Circuit Court of Palm Beach County within 180 calendar days from the date of approval from the City of West Palm Beach. All submitted fees will be forfeited and a new approval and permitting application will be required.

(I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. (I) (We) affirm and certify that (I) (We) have read, understand, and will comply with the provisions of the minimum conditions applicable to permit application, as defined herein. (I) (We) further certify that the above statements and showings made in any paper or plan submitted herewith are true to the best of (my) (our) knowledge and belief. (I) (We) understand that the application and attachments shall become part of official public record and are subject to public disclosure. (I) (We) understand that if one or more deficiencies exist in the application or attachments, (I) (We) will be notified of the deficient items, and the Engineering Services Department shall take no further action on the application until the required information is submitted. (I) (We) understand that misrepresentation of information contained within this application and attachments may be cause to void any development approvals and permits associated with this application.

(I) (We) understand that separate permits may be required from Construction Services, Traffic Engineering, Planning & Zoning, and other regulatory agencies. (I) (We) understand that recording of a notice of commencement is a condition of maintaining the validity of this permit. Failure to record a notice of commencement may result in suspension or revocation of this permit.

Applicant Signature ___________________________ Date ________________

Owner Signature ___________________________ Date ________________

Authorization: Attached and incorporated into this application is a true copy of the written designation, delegation, or other authorization from the Property Owner to the above named Applicant to execute this application as a binding obligation of the Property Owner. The City will not accept any application which does not include the foregoing authorization as an attachment.

Applicant *

The foregoing instrument was acknowledged before me this _______________ day of ______________________________, 20 __ by ___________________________ who has produced ______________________________________________ as identification and who did (or did not) take an oath.

Notary Signature (For Applicant) ___________________________ Date ________________

Commission Expiration ________________

Owner **

The foregoing instrument was acknowledged before me this _______________ day of ______________________________, 20 __ by ___________________________ who has produced ______________________________________________ as identification and who did (or did not) take an oath.

Notary Signature (For Owner) ___________________________ Date ________________

Commission Expiration ________________

* Agency Authorization Required. (Agency Authorization Required for each Owner listed on the last recorded Warrant Deed)

** Use separate page for each additional owner.

Project Name: _____________________________________________
INFRASTRUCTURE REPORT, PART 1

Project Name: ____________________________________________________________

(Project name as given in the permit application)

PERMIT APPLICATION SUBMITTED FOR THE FOLLOWING REVIEW(S): (Check as applicable)

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<tbody>
<tr>
<td>Roadway</td>
<td>Sidewalk/Public Areas</td>
<td>Transportation</td>
<td>Utilities – Stormwater</td>
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<tr>
<td>Landscape</td>
<td>Street Lighting</td>
<td>Sanitation Coll.</td>
<td>Utilities – Water</td>
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<td>Utilities – Sewer</td>
<td>Utilities - Other</td>
<td>Structures</td>
<td>Misc. Infra.</td>
<td>Plat</td>
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It is the intent of this infrastructure report to summarize and quantify the exact nature of work proposed by the project submittal, what infrastructure facilities exist to support the project, and what impact the project will place on those facilities.

Failure to show all existing infrastructure elements as a part of this submission may result in revocation of plan and permit approval which may result in delays due to redesign and resubmission.

I. General Plan and Specification Requirements for Permitting

A. Are design drawings signed and sealed by a State of Florida registered Professional Engineer?

   Yes: ____     No: ____     N / A: ____

B. Has this project been considered by the Plans and Plats Review Committee (PPRC)?

   Yes: ____     No: ____     N / A: ____

C. Will this project require a permit from CWPB Construction Services?

   Yes: ____     No: ____     N / A: ____

D. Is the project located within an existing or proposed Development of Regional Impact (DRI)?

   Yes: ____     No: ____     N / A: ____

   If Yes, indicate project name and attach a copy of the approved development order.

   DRI Project Name: ____________________________________________________________

E. Is the project subject to any existing or proposed agreements with the City of West Palm Beach, Palm Beach County, State of Florida, Special District, or other regulatory agency?

   Yes: ____     No: ____     N / A: ____

   If Yes, indicate the title of the agreement and attach an executed copy.

   Agreement Title: ____________________________________________________________
General Plan and Specification Requirements for Permitting - Continued from Page 1

F. Has the project design taken into consideration all conditions of plat approval and/or developer’s agreement(s)?
   Yes: ____  No: ____  N / A: ____
   If No, please explain: ____________________________________________________________

G. Have all existing and proposed utilities, (Water, Sewer, Stormwater, Gas, Electric, Cable, Telephone, etc.) in the public right-of-way been shown on the plan? All utilities shall be identified and located by dimension, both horizontally and elevation. Size and material construction shall be included in identification.
   Yes: ____  No: ____  N / A: ____

H. Are all elevations shown on the plans based on National Geodetic Vertical Datum (City of West Palm Beach -29)?
   Yes: ____  No: ____  N / A: ____
   Have technical specifications, technical drawings, and general construction notes been included in the drawings?
   Yes: ____  No: ____  N / A: ____

I. Has the plan been checked for accuracy?
   Yes: ____  No: ____  N / A: ____
   If Yes, by whom: __________________________________________________________________

II Roadway

A. Do design drawings for arterial and collector roads include both plan and profile? Profile shall be equal in scale to the horizontal plan.
   Yes: ____  No: ____  N / A: ____

B. Has sufficient roadway geometry been shown on the design drawings to determine proper design and construction aspects?
   Yes: ____  No: ____  N / A: ____

C. Are dimensions of all right-of-way widths & easements indicated on the design drawings?
   Yes: ____  No: ____  N / A: ____

D. Has suitable legend been provided on the design drawings?
   Yes: ____  No: ____  N / A: ____

E. Are all named streets and alleys clearly identified?
   Yes: ____  No: ____  N / A: ____

F. Is proposed pavement clearly indicated on the plans and dimensionally located?
   Yes: ____  No: ____  N / A: ____

G. Do the cross section(s) and/or typical section(s) of the proposed road show dimensions, materials, and purpose of all existing facilities, to remain, as well as proposed facilities in the right-of-way?
   Yes: ____  No: ____  N / A: ____

H. Are there any bridges proposed for construction by the plans?
   Yes: ____  No: ____  N / A: ____
   If yes, bridge design shall be in accordance with AASHTO Standard Specification for Highway and Bridge Construction, and applicable to F.D.O.T. Design Manuals.
Roadway - Continued from Page 2

I. Is the project located on or adjacent to a roadway classified as a State road or County road?
   Yes: ____  No: ____   N / A: ____
   If Yes, identify the roadway and agency.
   Roadway: ____________________________________________
   Agency: _____________________________________________

J. Has application been made with the appropriate agency for public right-of-way construction?
   Yes: ____  No: ____   N / A: ____
   If Yes, please provide a copy of the permit and approved plan.

K. What design storm criteria was used to establish the crown elevation for residential roads?
   Crown Elevation: _______
   Crown Elevation Design Criteria: _______ Yr. Storm

L. Will the project convey any roadway maintenance responsibilities to the City following construction?
   Yes: ____  No: ____   N / A: ____

III Transportation

A. Is a traffic study required in conjunction with the project?
   Yes: ____  No: ____   N / A: ____
   If Yes, submit a copy of the study.

B. Are all existing transportation facilities, including bus stops and shelters, represented on the design drawings?
   Yes: ____  No: ____   N / A: ____

C. What speed was used in the design of the project?    _____Mph

D. What is the existing posted speed for the roadway adjacent the project?
   Street Name: ____________________________  _____Mph
   Street Name: ____________________________  _____Mph
   Street Name: ____________________________  _____Mph

E. Are public parking space included in the design plans?
   Yes: ____  No: ____   N / A: ____
IV  Landscape  

A. Are landscape plans signed and sealed by a State of Florida registered Professional Landscape Architect?  
Yes: ____  No: ____  N / A: ____  

B. Does the plant selection and installation conform to the following: Xeriscape principles in accordance with guidelines established by South Florida Water Management District, Florida Division of Forestry publication ‘Guidelines to South Florida Plants’ Florida Power And Light publication ’Plant the right tree in the right place, (5/95 revision), and City of West Palm Beach Zoning Code?  
Yes: ____  No: ____  N / A: ____  

C. Will the project convey any landscape and/or irrigation maintenance responsibilities to the City following construction?  
Yes: ____  No: ____  N / A: ____  

D. Will landscaping be completed within a public right-of-way classified as a State or County?  
Yes: ____  No: ____  N / A: ____  
If Yes, has application been made with the appropriate agency for public right-of-way construction?  
Yes: ____  No: ____  N / A: ____  
If Yes, please provide a copy of the permit and approved plan.  

E. Will there be any tree removal as part of construction?  
Yes: ____  No: ____  N / A: ____  
If Yes, a tree removal permit from City of West Palm Beach Planning Department will be required.  

F. Has a tree preservation plan been included in the design drawings?  
Yes: ____  No: ____  N / A: ____  

V  Sanitation Collection  

A. Is the existing site serviced by City Sanitation Collection?  
Yes: ____  No: ____  N / A: ____  

B. Does the project propose sanitation collection by the City?  
Yes: ____  No: ____  N / A: ____  
If Yes, identify the type of proposed collection.  
Dumpster Collection: ____  Number of Dumpster: ____  
Residential Collection: ____  Number of Residential Units: ____  

C. Does the project propose a trash compactor with private sanitation collection?  
Yes: ____  No: ____  N / A: ____
VI  Utilities – Water

A. Is the project served by an existing approved water distribution system?
   Yes: ____  No: ____  N / A: ____
   a. If No, how will potable water be provided? _________________________________________________
   b. If Yes, complete the following:
      Utility Provider: _______________________________________________________________________

B. Does the project propose the use of private booster pumps?
   Yes: ____  No: ____  N / A: ____

C. Has HRS (Palm Beach County Health Department) approval been obtained?
   Yes: ____  No: ____  N / A: ____
   If Yes, include a copy of the HRS approval.
   If No, please explain: _______________________________________________________________________

VII  Utilities – Stormwater

A. Does any public right-of-way adjacent or within the project abut any existing or proposed water bodies such as lakes, canals, drainage ditch, pond, Intracoastal waterway, etc.?
   Yes: ____  No: ____  N / A: ____

B. Does the project site include wetlands?
   Yes: ____  No: ____  N / A: ____

C. Has a Notice of Intent (NOI) been issued?
   Yes: ____  No: ____  N / A: ____
   If Yes, provide copy of the notice.

D. Are there existing retention or detention pond within the project?
   Yes: ____  No: ____  N / A: ____
   If Yes, provide a report from a State of Florida registered Professional Engineer certifying present storage capacity and condition as meeting the original design calculations?

E. Are existing exfiltration trenches within the project?
   Yes: ____  No: ____  N / A: ____
   If Yes, provide a report from a State of Florida registered Professional Engineer certifying present storage capacity and condition as meeting the original design calculations?

F. Has Florida Department of Environmental Protection approval been obtained?
   Yes: ____  No: ____  N / A: ____
   If Yes, please provide a copy of the FDEP approval or letter stating permit is not required.
Utilities – Stormwater - Continued from Page 5

G. Has South Florida Water Management District approval been obtained?
   Yes: ____  No: ____  N / A: ____
   If Yes, please provide a copy of the SFWMD approval or letter stating permit is not required.

H. Is a stormwater pollution prevention plan (SWPPP) included in the design drawings?
   Yes: ____  No: ____  N / A: ____

J. Is a natural floodplain existent on the project site?
   Yes: ____  No: ____  N / A: ____

K. Does the project propose the connection of a discharge line to a City maintained drainage canal?
   Yes: ____  No: ____  N / A: ____

VIII Utilities – Sewer

A. Is the project served by an existing approved sanitary sewer collection system?
   Yes: ____  No: ____  N / A: ____
   1. If No, how will sanitary sewer collection be provided? ______________________________
   2. If Yes, complete the following:
      Wastewater treatment facility serving project: ______________________________
      Wastewater collection operating utility: ______________________________

B. Does the project include any existing lift stations? (Private or Public)
   Yes: ____  No: ____  N / A: ____

C. Has HRS (Palm Beach County Health Department) approval been obtained?
   Yes: ____  No: ____  N / A: ____
   If Yes, include a copy of the HRS approval.
   If No, please explain: ______________________________________________________

IX Utilities - Other

A. Are all existing utilities, other than water distribution, sanitary sewer collection, and stormwater drainage, represented on the plans?
   Yes: ____  No: ____  N / A: ____

B. Are underground utilities proposed for the project, other than water distribution, sanitary sewer collection, and stormwater drainage?
   Yes: ____  No: ____  N / A: ____
   If Yes, identify Utility:_____________________________________________________
   Utility:_____________________________________________________
   Utility:_____________________________________________________

Infrastructure Report, Part 1
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Ver. 16-11
Utilities - Other – Continued from Page 6

C. Have design drawings been submitted to any utility provider listed above in question B?

Yes: ____  No: ____  N / A: ____

If Yes, please provide design drawing comments and/or approval.

X  Structures

A. Does the project propose an overhang in to public right-of-way or easement of the building or structural elements?

Yes: ____  No: ____  N / A: ____

B. Does the project propose a subterranean footer or foundation encroaching in to the public right-of-way or easement?

Yes: ____  No: ____  N / A: ____

XI  Miscellaneous Infrastructure

A. Are there any existing or proposed monitoring wells included within this project??

If Yes, please explain:_____________________________________________________________

B. Are guardrails required for the project?

Yes: ____  No: ____  N / A: ____

XII  Plat

A. Will a plat change be recorded in conjunction with the project?

Yes: ____  No: ____  N / A: ____

B. Has a final plat been recorded?

Yes: ____  No: ____  N / A: ____

If No, Final Plat recording is required prior to issuance of permit.

C. Does the project propose the abandonment of existing easements or right-of-way?

Yes: ____  No: ____  N / A: ____

Prepared By: ____________________________________________ Date: ____________________________
INFRASTRUCTURE REPORT, PART 2

INSTRUCTIONS: All material, items, or systems identified in this report will be separated into two categories. All elements connected to existing City infrastructure or to be conveyed to the City for the purpose of ownership and/or maintenance shall be identified as Public. All elements constructed to which ownership and/or maintenance will be privately held, shall be identified as Private.

<table>
<thead>
<tr>
<th>Comment</th>
<th>Public</th>
<th>Private</th>
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<tr>
<td><strong>Stormwater System:</strong></td>
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<tr>
<td>Pipe Length: (Size and Material)(L.F.)</td>
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<td><strong>Gravity System:</strong></td>
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<td>Valve(s): (Qty.)</td>
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<td>Air Release Valve(s): (Qty.)</td>
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### Water Distribution System:

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<td>Fire Line Service: (Size and Material)(L.F.)</td>
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<td>Air Release Assembly: (Qty.)</td>
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<td>Hydrant(s): (Qty.)</td>
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<td>Individual Service(s): (Size and Material)(Qty.)</td>
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<td>Compound Service(s): (Size and Material)(Qty.)</td>
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<td>Booster Pump(s): (Size and Max. GPM)(Qty.)</td>
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<td>LPS: (Qty.)</td>
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<td>HPS: (Qty.)</td>
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### Sanitation / Garbage Collection

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<td>Dumpster(s): (Qty)</td>
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<td>Compactor(s): (Qty)</td>
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### Roadway: All Paved Areas

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<td>Parking Lot Area: (Sq. Yd.)</td>
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<td>Parking Stall(s): (Qty)</td>
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<td>Sidewalk: (Sq.Yd.)</td>
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<td>Curb: (L.F.)</td>
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<td>Curb Ramp(s): (Qty.)</td>
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### Landscape / Irrigation

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<tr>
<td>Underplanting Area(s): (Sq.Yd.)</td>
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</table>
Tree(s): (Qty)  
Sodded Area(s): (Sq.Yd.)

**Landscape / Irrigation (Cont.)**

**Irrigation**
Controller(s):(Qty)  
Pipe Length:( Size and Material)(L.F.)

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Spray Head(s): (Qty)  
Rotor Head(s): (Qty)  
Bubbler(s): (Qty)  
Zone Valve(s): (Qty)  
Water Pump(s): (Size and max. GPM)  
Water Meter Service(s): (Size and Quantity)

**Public Space Fixtures**
Trash Receptacle(s): (Qty)  
Bench(s): (Qty)  
Bike Rack(s): (Qty)  
Bus Shelter / Stop: (Qty)

**Structural Use**
Total Site Area: (Acres)  
Residential Unit(s): (Qty)  
Retail Space: (Sq. Ft.)  
Office Space: (Sq. Ft.)  
Medical Office: (Sq. Ft.)  
Industrial Space: (Sq Ft)

Prepared By: _____________________________  Date: _____________________________
# Plan Submittal Checklist

**Ver. 16-11**

## Cover Sheet
- Date
- Project Plan Title
- Title Vertical
- Legal Description
- Vicinity Map
- Engineer, Surveyor, Owner Information
- City Approval Signature Block
- Sheet Index

## Title Block on All Sheets
- Date
- Legal Description
- Project Title
- Sheet Title
- Sheet Number __ of __
- Engineer's Information
- Engineer's Seal, Signature & Date
- City Approval Signature Block
- Revisions Block

## Construction Plans Content
- All Plan Sheets 24" x 36"
- Cover Sheet
- Proposed or Final Plat Map
- Site Plan
- Demolition Plan
- Topography / Grading Plan
- Storm Water Pollution Prevention Plan
- Utility Plan and Profiles
- Drainage Area Map / Storm Drainage Plan
- Hydraulic Calculations
- Paving Plan and Profiles
- Traffic Control Plan
- Lighting Plan
- Landscape Plan
- Irrigation Plan
- Details Sheets
- General Notes
- Summary of Quantities

### Shown | Not Shown | Not Applicable
### PLAT / EASEMENTS
- Proposed Plat or Plat of Record
- Proposed Easements or Recorded Easements (Existing and New)
- Proposed Right-of-way Abandonment / Creation

### SITE PLAN (Show all site plan elements for both existing and proposed)
- North Arrow and Scale
- Project Parcel Size (Acres to Nearest Tenth)
- Setbacks
- Contours
- Limits of Construction
- Buildings / Structural Elements
- Building Addresses
- Curb
- Edge of Pavement
- Driveways
- Streets
- Alleys
- Parking Stall / Area / Lot
- Sidewalk
- Signage
- Easements
- Public Right-of-Way
- Water Bodies
- Open Space or Public Park Area
- Landscape Buffers
- Natural Area and Wetlands
- Benchmark
- Property Lines
- Site Phasing
- Temporary Site Access Points
- Location and Screening of All Trash Receptacles
- Tree Relocation Schedule and Tree Protection
- Public Transportation Facilities (Bus Stops, Shelters, Etc.)

### DEMOLITION PLAN
- Site Plan Layout Depicting Demolition and Clearing Work Limits
- Identify Existing Structures, Utilities, and Vegetation to be Cleared
- Identify Temporary Demolition Work Site Access
- Identify Utility Disconnects Associated with Demolition Work
- Identify Possible Hazardous Waste Material Exposed During Work

### TOPOGRAPHY / GRADING PLAN
- North Arrow and Scale
- Property Lines
- Proposed Material Quantity Legend and Tabulation
- Existing and Proposed Topography Contours
- Proposed Spot Elevations
- Proposed Finished Floor Elevations
- Benchmarks
- Show All Existing Above Ground Elements
## STORM WATER POLLUTION PREVENTION PLAN

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<td>Site Plan Layout</td>
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<td>Identify Temporary Site Access Points</td>
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<td>Identify On-Site and Immediately Adjacent Water-Bodies</td>
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<td>Identify Proposed Erosion Control BMP's</td>
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## UTILITY PLAN (Show all utility plan elements for both existing and proposed)

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**UTILITY PLAN, CONTINUED (Show all utility plan elements for both existing and proposed)**

**Profile View:**
- Top and Bottom of Pipe or Conduit
- Existing and Proposed Finished Grade Elevations (Centerline)
- Pipe Size and Material
- Stationing
- Vertical Alignment Data
- Utility Conflicts (Palm Beach County Health Department Criteria)
- Rim Elevations
- Flowline Elevations (50' Intervals)
- Manhole Invert Elevations
- Pipe Length
- Pipe Slope (Sanitary Sewer)
- Utility Service Lines
- Utility Valves

**DRAINAGE AREA MAP / STORM DRAINAGE PLAN**

**Area Map:**
- North Arrow and Scale
- Drainage Easements (Existing and Proposed)
- Proposed Material Quantity Legend and Tabulation
- Property Lines
- Drainage Area (Acres)
- Existing and Proposed Contours
- Proposed Spot Elevations
- Flow Arrows (Perpendicular to Contours)
- Drainage Area Designation
- Storm Drain Pipes (Existing and Proposed)
- Storm Drain Manholes and Structures (Existing and Proposed)
- Buildings (Existing and Proposed)
- Water Bodies (Existing and Proposed)
- Drainage Easement (Existing and Proposed)
- All Paved or Impervious Areas
- Storm Drain Discharge Location
- Storm Drain Pipe Materials and Sizes

**Area Map Calculations:**
- Watershed Calculations for 5, 10, 25, 50, and 100 Year Storms
- (Design Criteria and Cumulative)
- Drainage Area (Acres)
- Times of Concentration (Minutes)
- Runoff Coefficients
- Intensities (Inches / Hour)
- Runoff Quantities (Cfs)
- Total Pervious to Impervious Area

**Profile View:**
- Top and Bottom of Pipe
- Existing and Proposed Finished Grade Elevations (Centerline)
- Pipe Size and Material
- Stationing
- Vertical Alignment Data
**DRAINAGE AREA MAP, CONTINUED**

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**HYDRAULIC CALCULATIONS**

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**PAVING PLAN**

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<td>Centerlines</td>
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<td>Alignment Data (Bearing, Distance, Curve Data, etc.)</td>
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<td>Intersections / Curb Return Radii</td>
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<tr>
<td>Rim Elevations</td>
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<tr>
<td>Curb Cuts</td>
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<tr>
<td>Traffic Control Paint / Theromplastic Layout</td>
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**PAVING PLAN, CONTINUED**

Profile View:
- Existing Right-of-Way Elevations
- Existing Centerline Elevation
- Proposed Top of Curb Elevation (50' Intervals)
- Proposed Top of roadway Elevation (50' Intervals)
- Curb Return and PI Elevations
- Stationing
- Vertical Alignment Data
- Rim Elevations

Private Parking Areas:
- All parking spaces designated (Including bicycle parking)
- Identify parking spaces by sequential number
- Identify location of handicapped parking stalls and access routes
- Identify loading zones and pedestrian crosswalks
- Identify surface material by name. (Asphalt, brick, concrete, etc.)
- Identify traffic circulation with pavement marking and traffic controls
- Traffic Control Paint / Theromplastic Layout

**TRAFFIC CONTROL**

Traffic Study (As Required by the City Traffic Engineer)
Traffic Control Plan (Required MOT for All Work Proposed to Impact Traffic)

**LIGHTING PLAN**

North Arrow & Scale
Property Lines
Proposed Material Quantity Legend and Tabulation

Plan View:
- Pole Location
- Handhold Location
- Electrical Service Panel Location
- Conduit (Size and Material)
- Wiring
- Photometric Layout

Profile View:
- Pole Location
- Handhold Location
- Electrical Service Panel Location
- Conduit (Size and Material)

**LANDSCAPE PLAN**

Plans Prepared and Sealed by Registered Landscape Architect
Ghost All Underground Utilities
North Arrow & Scale
Property Lines
Proposed Material Quantity Legend and Tabulation
Legend of Landscape Material by Botanical and Common Names
(Must include height, spread, spacing, caliper, etc.)
Easements
Identify existing or proposed fencing, walls, etc.
Right-of-Way Lines
**LANDSCAPE PLAN, CONTINUED**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Shown</th>
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<tbody>
<tr>
<td>Location of All Overhead Utility Lines</td>
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<tr>
<td>Existing Structure Locations</td>
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<tr>
<td>Location of Existing Trees and Landscape Material</td>
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<tr>
<td>Indicate Landscape Material Plan (Remove, Relocate, Proposed, Etc.)</td>
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<td>Indicate All Landscape Material with Adjacent Overhang of the Site</td>
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<tr>
<td>Location and Screening Landscape Material of All Trash Dumpsters</td>
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<tr>
<td>Tree Preservation Plan</td>
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<tr>
<td>Proposed Plant Material Not Listed as Invasive Species</td>
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<tr>
<td>(Florida Exotic Pest Plant Council - PBC Invasive Species Listing)</td>
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<tr>
<td>Vehicular / Pedestrian Sight Triangles</td>
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<td>Identify refuse contain location, including pad, fencing, and screening landscape.</td>
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**IRRIGATION PLAN (Plan and Profile)**

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<td>Irrigation Main Locations and Sizes</td>
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<tr>
<td>Irrigation Main Stationing (Proposed Only)</td>
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<td>Irrigation Main Fittings (Proposed Only)</td>
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<tr>
<td>Irrigation Branch Lines and Sizes</td>
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<td>Irrigation Shutoff Valves</td>
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<td>Irrigation Conduit (Size and Material)</td>
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<td>Irrigation Handholds and Valve Boxes</td>
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<td>Irrigation Backflow Preventer</td>
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<td>Irrigation Controller</td>
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<td>Wiring</td>
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<td>Electrical Service Panel</td>
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<td>Wells (Irrigation and Potable)</td>
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<td>Booster Pumps (Irrigation and Potable)</td>
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**DETAILS**

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<tbody>
<tr>
<td>City of West Palm Beach Standard Details</td>
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*The Engineering Services Department Plan Submittal Checklist is intended as a guide in the development and submission of construction plans for review. The checklist is a summary of standards and requirements for site development, but may not include all conditions applicable to a particular site.*