



WEST PALM BEACH

Development Services

Form 083115  
FOR OFFICIAL USE ONLY

UPON APPLICATION SUBMITTAL,  
INSERT RECEIVED DATE STAMP HERE

## 2017 WIRELESS COMMUNICATION FACILITY APPLICATION

The Applicant shall complete and sign the form below, and provide all required materials. The Applicant or a representative shall schedule an appointment with a Planner to submit the application.

**Please be advised that the City of West Palm Beach has a contract with CityScape Consultants, Inc. for review of Applications for wireless communication facilities.**

TYPE OF APPLICATION:  New Tower  New Antenna  Co-Location  DAS

TYPE OF FACILITY:

<input type="checkbox"/> Amateur Radio Tower <50 ft	<input type="checkbox"/> Satellite Earth Station < 1 meter or historic
<input type="checkbox"/> Amateur Radio Tower >50 ft	<input type="checkbox"/> Antenna Element Replacement
<input type="checkbox"/> Concealed Attached Antenna	<input type="checkbox"/> Collocated or Combined on Existing Tower
<input type="checkbox"/> Non-Concealed Attached Antenna	<input type="checkbox"/> Mitigation of Existing Tower
<input type="checkbox"/> Concealed Freestanding Tower	<input type="checkbox"/> Satellite Earth Station > 1 meter
<input type="checkbox"/> Non-concealed Freestanding Tower	<input type="checkbox"/> Broadcast Tower
<input type="checkbox"/> WPB Master Plan Designated Site	

INSTALLATION ON:  Private Property (Be sure to check Permit Level below)  Right-of-Way\*

PERMIT LEVEL (IF ON PRIVATE PROPERTY):  Level 1  Level II  Level III  Level IV

SPECIAL PROCESS REQUESTED:  F.S. 365.172(12)  47 USC §1455(a) (Sec. 6409)

APPLICANT: \_\_\_\_\_

AGENT/CONTACT PERSON: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant affirms and certifies that Applicant understand and will comply with the provisions and regulations of the City of West Palm Beach Code of Ordinances. Applicant further certifies that the statements, documents, plans and information submitted with and in support of this Application are true to the best of Applicant's knowledge and belief. Further, Applicant understands that the application, attachments and fees become part of the official records of the City and are not returnable. Applicant also recognizes that if one or more deficiencies exist in the application, Applicant will be notified of the deficient items. Applicant understands that misrepresentation of information contained within this application may be cause to void any approvals associated with this application.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**\* PURSUANT TO SECTION 78-402 OF THE CITY'S CODE OF ORDINANCES, REGISTRANTS SHALL OBTAIN A TEMPORARY RIGHT-OF-WAY PERMIT BEFORE PERFORMING ANY WORK IN THE CITY'S RIGHTS-OF-WAY, PURSUANT TO CHAPTER 78, ARTICLE XV OF THE CITY'S CODE OF ORDINANCES.**

**IMPORTANT!**

**All applicants may be required to meet with the appropriate NEIGHBORHOOD ASSOCIATIONS and/or DISTRICT COMMISSIONERS as part of the review process. Please contact the Neighborhood Services Division (561) 822-1413 and/or the City Commission Office (561) 822-1390 to schedule necessary meetings. Please advise the Development Services Department – Planning Division (561) 822-1435, of the date, time, and location of such meetings, or for more information.**

## PERMIT TYPES

(The permit types below are for applications on private property only.)

The placement of new wireless communication facilities on private property shall be permitted within zoning districts only in accordance with the wireless communication permit indicated in the following table:

Zoning District	Amateur Radio Tower 25-50 Feet in an Historic District; Or Satellite Earth Station <1 Meter in Diameter in an Historic District	Amateur Radio Tower >50 Feet in Height; Or Satellite Earth Station >1 Meter in Diameter	Antenna Element Replacement	Facilities to be Located on WPB Master Plan Designated Sites	Concealed Attached Antenna	Collated or Combining on Existing Tower	Non-Concealed Attached Antenna <sup>3</sup>	Mitigation of Existing Tower	Concealed Freestanding Tower; Satellite Earth Station >1 Meter in Diameter	Non-Concealed Freestanding Tower	Broadcast Tower
SF3 SF5 SF7 SF11 SF14		I	I	II	IV <sup>2</sup>		II				
SF7-C4 SF14-C2 SF14-C3 SF14-C5	I <sup>1</sup>	III <sup>1</sup>	I <sup>1</sup>	II <sup>1</sup>	IV <sup>2</sup>		II <sup>1</sup>				
MF14 MF20 MF32		I	I	II	II	II	II				
MF14-C1 MF14-C2 MF20-C1 MF32-C1	I <sup>1</sup>	III <sup>1</sup>	I <sup>1</sup>	II <sup>1</sup>	II <sup>1</sup>	II <sup>1</sup>	II <sup>1</sup>				
CC2 DMP		I	I	II	II	II	II				
CM OC NC GC AC POR		I	I	II	II	II	II	II	III		
I ROS CS UT CON PC PD		I	I	II	II	II	II	II	III	IV	IV
NMUD CMUD BMUD		I	I	II	II	II	II	II <sup>4</sup>			

## Notes:

- For installation in a local or national register historic district or designated site, a Certificate of Appropriateness is also required pursuant to Section 94-49 of the City's Zoning and Land Development Regulations.
- Concealed attached antennas are only allowed on non-residential parcels in SF districts and are expressly prohibited on a parcel used for residential purposes.
- Non-concealed attached antennas are only allowed on high voltage electric power transmission towers and light stanchions not located in public rights-of-way, except for DAS facilities.
- Level II provided the mitigated facility does not increase the existing height. If there is a height increase, Level III or Level IV permit shall be required.

## REQUIRED MATERIALS

Please refer below to determine the materials required for a specific type of application. The Development Services Director or his/her designee has the discretion to require from the applicant additional studies, data, or analysis upon an evaluation of the application.

REQUIRED MATERIALS	TYPE OF APPLICATION							Right-of-Way Installation
	Private Property							
	Level I Permit		Level II Permit		Level III Permit	Level IV Permit		
	(w/out Variance or Waiver)	(with Variance or Waiver)	(w/out Variance or Waiver)	(with Variance or Waiver)				
A	Deadline & Meeting Dates	X	X	X	X	X	X	X
	Application Fee	\$300	\$1,500 + \$300 Each Add'l Variance or Waiver	\$300	\$1,500 + \$300 Each Add'l Variance or Waiver	\$1350 + \$270 Per Waiver	\$3000 + \$600 Per Waiver	\$300
B	Wireless Facility Consultant Fee*	\$3500	\$3500	\$3500 (only \$1250 for concealed rooftop applications)	\$3500 (only \$1250 for concealed rooftop applications)	\$3500	\$3500	\$3500
	Advertisement Fee	-	\$216	-	\$216	\$216	\$216	-
	Engineering Services Fee	-	-	-	-	\$424	\$424	\$424
	Certificate of Appropriateness Fee	*	*	*	*	*	*	-
C	Equipment Information	6	15	6	15	15	15	6
D	Site Information	6	15	6	15	15	15	-
E	Registration	-	-	-	-	-	-	6
F	Detailed Description	6	15	6	15	15	15	6
G	Address List & Envelopes	-	1	-	1	1	2	-
H	Sign Posting	-	-	-	-	-	1	-
I	Engineering/Architectural Plans	6	15	6	15	15	15	6
J	Site Plan & Landscape Plan	6	15	6	15	15	15	-
K	Tree Alteration Permit	*	*	*	*	*	*	-
L	Survey	6	15	6	15	15	15	6
M	Visual Impact Analysis and Photo Simulation	-	*	-	*	15	15	6
N	Balloon Test	-	-	-	-	X	X	-
O	Search Ring Map & Statement	2	2	2	2	2	2	2
P	RF Propagation Map	2	2	2	2	2	2	2
Q	Determination of Need and Geographic Search	-	-	-	-	2	2	2
R	Priority Level Justification	2	15	2	15	15	15	2
S	FCC Compliance Statements	2	2	2	2	2	2	2
T	FCC Amateur Radio License	2	2	-	-	*	-	-
U	Warranty Deed & Owner's Consent	1	1	1	1	1	1	-
V	Public Utility Letters	-	-	*	*	1	1	2
W	Pole Replacement	-	-	-	-	-	-	2
X	Existing Facilities	-	-	-	-	-	-	2
Y	Restoration	-	-	-	-	-	-	2
Z	Radio Frequency Interference Analysis	-	-	-	-	-	-	2
AA	Public Information Meeting	*	*	*	*	*	*	*
BB	Corporate Authority	-	-	-	-	-	-	2
CC	Federal or State Certification	-	-	-	-	-	-	2
DD	Insurance	-	-	-	-	-	-	2
EE	Security Fund	-	-	-	-	-	-	2
FF	Standards for Code Compliance	-	15	-	15	15	15	-
GG	Other Requirements	-	15	-	15	-	-	-

**Key:** (1-15) = Number of copies. (X) = Items required by the applicant. (\*) = Items which may be required.

(\*) May be waived or amended by Wireless Facility Consultant.

**IMPORTANT:** All items shall be submitted in hard copy format and electronic format. Additional formats may be required for certain items. Please refer to each item description for more information.

**A. DEADLINE AND MEETING DATES**

<b>Application Deadline</b>	<b>Plans and Plats Review Committee (If Required)</b>	<b>Planning Board (Level IV Permit Only)</b>	<b>Zoning Board of Appeals (Level III Permit Only)</b>
December 13, 2016	January 11, 2017	March 21, 2017	March 2, 2017
January 10, 2017	February 8, 2017	April 18, 2017	April 6, 2017
February 14, 2017	March 8, 2017	May 16, 2017	May 4, 2017
March 14, 2017	April 12, 2017	June 20, 2017	June 1, 2017
April 11, 2017	May 10, 2017	July 18, 2017	July 6, 2017
May 9, 2017	June 14, 2017	August 15, 2017	August 3, 2017
June 13, 2017	July 12, 2017	September 19, 2017	September 7, 2017
July 11, 2017	August 9, 2017	October 17, 2017	October 5, 2017
August 8, 2017	September 13, 2017	November 21, 2017	November 2, 2017
September 12, 2017	October 11, 2017	December 19, 2017	December 7, 2017
October 10, 2017	November 8, 2017	January 16, 2018	January 4, 2018
November 14, 2017	December 13, 2017	February 20, 2018	February 1, 2018
December 12, 2017	January 10, 2018	March 20, 2018	March 1, 2018

All agendas and staff reports may be viewed online at: [wpb.org/blog/meeting/](http://wpb.org/blog/meeting/)

Project information and Plans and Plats Review Committee comments may be viewed online at: [onestopshop.wpbgov.com/egovplus/zoning/zd\\_search.aspx](http://onestopshop.wpbgov.com/egovplus/zoning/zd_search.aspx)

**IMPORTANT (PLEASE READ THE FOLLOWING):**

- All application deadlines are strictly enforced. See **page 3** for the types of applications which must comply with the deadlines specified above. The applicant must have an appointment with a Planner to submit the application. **All applications must be submitted to the Development Services Department – Planning Division office no later than 12:00 p.m. (noon) on the day of the deadline. In order to be accepted, the application must contain all required items and information described in the application.**
- Within ten (10) working days following the application deadline, the Development Services Director or his/her designee shall determine whether or not the application contains sufficient information for substantive reviews. The applicant will be notified of any deficiencies and the nature of the information necessary before a formal review of the application will be commenced.
- Following the Plans and Plats Review Committee meeting (**if required**) or the date review comments are issued to the applicant, if no response to the comments is received within 60 days of their issuance, the application will be considered withdrawn and any further action will require submission of a new application.

**B. FEES**

- **Application Fee** – Refer to **page 3**.
- **Wireless Facility Consultant Fee** – Refer to **page 3**. Should there be no need for a structural analysis report, this fee may be waived at the discretion of the Wireless Facility Consultant based on the type of application. If the Wireless Facility Consultant Fee is waived or amended, then the applicant shall supply written verification from the Wireless Facility Consultant that the fee has been waived at time of application submittal. Please contact:

(Continued on following page)

CityScape Consultants  
Phone: (561) 558-2808 or (877) 438-2851  
[rick@cityscapegov.com](mailto:rick@cityscapegov.com)

- **Advertising Fee** – Refer to **page 3**.
- **Engineering Services Fee** – Refer to **page 3**.
- **Certificate of Appropriateness Fee** - For installation in a local or national register historic district or designated site, a Certificate of Appropriateness is also required pursuant to Section 94-49 of the City's Zoning and Land Development Regulations. Such fee shall be **\$40.00**.
- **Resubmittal Fee** – Following the Plans and Plats Review Committee meeting (**if required**) or the issuance of review comments to the applicant, the applicant will be permitted one (1) resubmittal at no additional cost. If previously-issued comments continue to not be sufficiently addressed, the applicant will be assessed a Resubmittal Fee. Such fee will be 20% of the original application fee.

**IMPORTANT:** *Please make all checks payable to “City of West Palm Beach.” Additionally, separate applications/fees may be required by other departments as part of the development process.*

#### C. EQUIPMENT INFORMATION

Complete all of the requested equipment information on **page 14**.

#### D. SITE INFORMATION

Complete the Site Information sheet located on **page 15**.

#### E. REGISTRATION

Complete all of the requested registration information on **page 16**.

#### F. DETAILED DESCRIPTION

Supply a letter addressing the following:

- Description of the request.
- Related background information on the project and site.
- Impacts to the site, including any impacts on concealment.
- Describing the concealment methods to be used, including the type of foliage and colors of concealment methods, as applicable.

Applications for installation in the right-of-way shall also include the following:

- A description of the manner in which the facility will be installed (i.e. anticipated construction methods and/or techniques), identifying any deviation from the City's Engineering Standards.

**IMPORTANT:** *A copy of the Detailed Description shall be provided in Microsoft Word, or compatible, format.*

#### G. ADDRESS LISTS & ENVELOPES

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Envelopes, labels, an address list, and a radius map shall be provided upon submittal of the application in accordance with the information provided below. The applicant can provide these items by contacting the following:

Palm Beach County Property Appraiser's Office  
301 North Olive Avenue, 1st floor  
West Palm Beach, Florida 33401

Phone Number: (561) 355.2881

- **Envelopes** – Address labels for each property owner within 400 feet of property line shall be affixed to size #10 **stamped** envelopes and shall have the City's address as the return address as follows:

City of West Palm Beach  
Development Services Department – Planning Division  
401 Clematis Street – 2<sup>nd</sup> Floor  
P.O. Box 3147  
West Palm Beach, Florida 33402

**IMPORTANT: For Level IV Permit applications, two (2) sets of envelopes/labels shall be provided.**

**NOTE: If more than 50 envelopes, the applicant is responsible to mail all required notices and provide a notarized affidavit (page 17) to the Development Services Department – Planning Division, indicating that all notices have been sent.**

- **Address List** – One (1) copy of a list of the same property owner's addresses within 400 feet of the subject property line shall be provided.
- **Radius Map** – One (1) copy of the map provided by the Palm Beach County Property Appraiser's Office along with the labels and list mentioned above, showing those properties within 400 feet of the subject property line shall be provided.

The Affidavit on **page 18** of this application shall be signed by the individual who obtained the above information from the Palm Beach County Property Appraisers Mapping Office.

## H. SIGN POSTING

In addition to the information required above, the applicant will be responsible for public notice of the project by posting of the property in accordance with the following:

- Signs shall be provided by the applicant at a size generally at a minimum of three (3) feet in width and four (4) feet in length. The sign shall have a white background with black letters that are a minimum of 3 inches high. Sample language is provided below:

THIS SITE IS  
BEING CONSIDERED  
FOR A  
(REQUEST GOES HERE)

For more information Contact  
THE CITY OF WEST PALM BEACH  
Call 561-822-1435

- The property shall be posted by the applicant no further than fifteen (15) feet from the property line, or as specified by the Planning Department based on site constraints.
- Signs shall be posted in a workmanlike manner, able to withstand normal weather events.

(Continued on following page)

- Privately-initiated applications require that at least one (1) sign be posted per 500 lineal feet of all property located along a public right-of-way, with a minimum of one (1) sign per frontage, or as otherwise required by the Planning and Zoning Administrator.
- Signs shall be posted at least 15 days prior to the first public hearing.
- An affidavit on **page 19** of this application, including photographs, attesting to the date of installation and number of signs installed shall be provided at least five (5) days prior to the required public hearing.
- The applicant shall remove the posting no more than thirty (30) days after the final City Commission's decision on the subject application.

## I. ENGINEERING/ARCHITECTURAL PLANS

Submit plans signed and sealed by a Florida Registered Professional Engineer, or prepared by a person who is exempt from such registration requirements as provided in F.S. §471.003, identifying the location of the proposed facility, including a description of the facilities to be installed, where it is to be located, and the approximate size of facilities and equipment. Plans submitted for Level I through Level IV Permit applications may be prepared by a Florida Licensed Architect.

If applicable, submit schematic architectural drawings (floor plans and elevations and/or perspectives) of all proposed buildings, signs, fences and other structures for the project.

**IMPORTANT: All plans shall also be submitted in .PDF and .PNG graphic format. Additionally, two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided.**

## J. SITE PLAN & LANDSCAPE PLAN

- **Site Plan** - See the Site Plan Checklist on **page 20** of this application for the required information; and
- **Landscape Plan** - See the Landscape Plan Checklist on **page 22** of this application for the required information.

**IMPORTANT: All Site Plans and Landscape Plans shall also be submitted in .PDF and .PNG graphic format. Additionally, two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided.**

## K. TREE ALTERATION PERMIT

An Application for a Tree Alteration Permit shall be submitted to the Development Services Department – Planning Division (application on **page 24**).

## L. SURVEY

An ALTA/ACSM Land Title Survey shall be prepared and signed/sealed by a Florida registered surveyor. The ALTA/ACSM Land Title Survey must meet the "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys" as adopted by the American Land Title Association, American Congress on Surveying and Mapping, and the National Society of Professional Surveyors. In addition to the minimum standards, the ALTA/ACSM Land Title Survey shall also provide the following:

- Vicinity map showing the property in reference to nearby highways or major street intersections.
- Gross land area (to the nearest one-hundredth (1/100) of an acre).
- Substantial, visual improvements (in addition to buildings) such as billboards, signs, parking structures, swimming pools, etc.

(Continued on following page)

- Parking areas and, if striped, the striping and type (e.g. handicapped, motorcycle, regular, etc.) and number of parking spaces.
- Indication of access to a public way on land such as curb cuts and driveways, and to and from waters adjoining the surveyed tract, such as boat slips, launches, piers and docks.
- Location of utilities as determined by observed evidence together with evidence obtained from utility companies.

The ALTA/ACSM Land Title Survey shall be within one (1) year old and accompanied by a current Ownership and Encumbrance (O & E) Report, which shall include all easements and restrictions of record, or a current title policy.

***IMPORTANT: The Survey shall also be submitted in .PDF and .PNG graphic format, and two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided. Additionally, the legal description shall be provided in Microsoft Word, or compatible, format.***

#### **M. VISUAL IMPACT ANALYSIS and PHOTO SIMULATION**

The applicant must demonstrate that a proposed new tower does not create a significant adverse visual aesthetic impact on the surrounding landscape, adjacent properties and lines of sight. The application shall include a visual impact analysis, including simulated photographic evidence of the proposed tower and antenna appearance from any and all residential areas within 1,500 feet and other area vantage points approved by the Planning Division, including the facility types the applicant has considered. Such simulations shall demonstrate the potential visual impact on the area, including but not limited to:

- Overall height
- Configuration
- Physical location
- Mass and scale
- Materials and color
- Illumination
- Architectural design

#### **N. BALLOON TEST**

A balloon test shall be required subsequent to the receipt of the photo simulations in order to demonstrate the proposed height of the tower.

- The applicant shall arrange to raise a colored balloon, in sharp contrast with sky blue and no less than three feet in diameter, at the maximum height of the proposed tower and within thirty (30) horizontal feet of the center of the proposed antenna support structure.
- The applicant shall inform the City and abutting property owners in writing of the date and times of the test at least 14 days in advance. The date, time and location of the balloon test shall be advertised in a locally distributed paper in a display ad at least two (2) inches in width by the applicant at least seven (7) but no more than fourteen (14) days in advance of the test dates determined by city staff, as well as alternate dates in case of inclement weather. The balloon shall be flown for at least four (4) consecutive hours during daylight hours on the dates chosen. The applicant shall record the weather during the balloon test. Re-advertisement will not be required if inclement weather occurs, provided the advertisement specifies the alternative date in the event of inclement weather.

#### **O. SEARCH RING MAP & STATEMENT**

- **Search Ring Map** - A map of the same search ring submitted and used by the applicant's site locator.

(Continued on following page)



- **Search Ring Statement** - A statement that the submitted search ring is the same as utilized in the selection of the site.

**IMPORTANT: The Search Ring Map shall also be submitted in .PDF and .PNG graphic format, and two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided. Additionally, the Search Ring Statement shall be provided in Microsoft Word, or compatible, format.**

#### P. RF PROPAGATION MAPS

- A map indicating the applicant's existing RF signal propagation.
- A map indicating the applicant's proposed new RF signal propagation.

**IMPORTANT: The RF Propagation Maps shall also be submitted in .PDF and .PNG graphic format, and two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided.**

#### Q. DETERMINATION OF NEED and GEOGRAPHIC SEARCH

- A geographic search area of the area of the wireless provider committed to locate on the tower and that is justifying the placement of the tower.
- An inventory of all existing towers and all potential alternative structures in the geographic search area that are at least 80% of the height of the proposed tower or structure.
- A written explanation documenting why an existing tower cannot reasonably be used, instead of building a new tower.

**IMPORTANT: The geographic search and inventory shall also be submitted in .PDF and .PNG graphic format, and two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided. Additionally, the written explanation shall be provided in Microsoft Word, or compatible, format.**

#### R. PRIORITY LEVEL JUSTIFICATION

The preferred siting of a wireless communication facility within the City will be in accordance with the siting alternatives order provided in Section 94-332 of the City's Zoning and Land Development Regulations.

- **For attached, collocated, or combined antenna:** Where a lower ranked alternative is proposed, the applicant must file relevant justification, including, but not limited to, an affidavit by a licensed engineer with documented expertise in radio frequency propagation, demonstrating that despite diligent efforts to adhere to the established hierarchy within the geographic search area, higher ranked options are not technically feasible, practical or justified given the location of the proposed wireless communications facility.
- **For mitigated or freestanding tower:** Where a lower ranked alternative is proposed, the applicant must demonstrate higher ranked options are not technically feasible, practical, or justified given the location of the proposed wireless communications facility, and the existing land uses of the subject and surrounding properties within 300 feet of the proposed tower.

**IMPORTANT: The affidavit by a licensed engineer shall also be submitted in .PDF and .PNG graphic format. Additionally, any other written justification shall be provided in Microsoft Word, or compatible, format.**

#### S. FCC COMPLIANCE STATEMENTS

- A statement from a qualified individual that the applicant will comply with all FCC rules regarding human exposure to RF energy, along with the individual's qualifications.

(Continued on following page)

- A statement from the applicant that the applicant will comply with all applicable FCC rules regarding radio-frequency interference.

#### T. FCC AMATEUR RADIO LICENSE

Level I Permit applications shall provide a copy of a FCC Amateur Radio License.

#### U. WARRANTY DEED AND OWNER'S CONSENT

A copy of the last recorded Warranty Deed and written consent of all property owners (**page 26**), and as applicable:

- If a Contract Purchase, a copy of the Purchase contract and written consent of the owner; or
- If an authorized agent, a copy of the Agency Agreement and written consent of the owner; or
- If a lessee, a copy of the lease agreement and written consent of the owner; or
- If a corporation or other business entity, the name of the officer or person responsible for the application and written proof that said representative has the delegated authority to represent the corporation or other business entity; or
- If a group of contiguous property owners, written consent of the owners of a least (50) percent of the property described in the application.

In the case of an application submitted by a neighborhood or condominium association, documentation shall be provided indicating that a formal motion was made and approved by the association regarding the proposed application (i.e. meeting minutes, final order, etc.).

#### V. PUBLIC UTILITY LETTERS

Provide letters from all of the following public utilities confirming that the proposed project does not encroach into their easements or otherwise interfere with the provisions of their services:

**Telephone:**

Garth Bedward

AT&T Utility Coordinator (Palm Beach County)

2021 South Military Trail, First Floor – West Palm Beach, FL 33415

Phone: (561) 357.6553 – Fax: (561) 964.3499 – Email: [gb7410@att.com](mailto:gb7410@att.com)

**Natural Gas:**

Ivan Gibbs

Florida Public Utilities

1641 Worthington Road, Suite 220 – West Palm Beach, FL 33409

Phone: (561) 838.1785 – General phone: (561) 832.2461 – Fax: (561) 838.1769 (Easement consent forms can be faxed) – Email: [ENGINEERING-WPB@fpuc.com](mailto:ENGINEERING-WPB@fpuc.com)

**Electric Service:**

Florida Power & Light Company

810 Charlotte Avenue – West Palm Beach, FL 33401

*The FP&L Project Manager (including name and telephone number) for the project's location may be found by visiting the following website:*

<http://www.fplmaps.com/pml/>

(Continued on following page)

**Television Cable:**

Anthony Springsteel

Comcast Cable Communications

10435 Ironwood Road – Palm Beach Gardens, FL 33410

Phone: (561) 804.0973 – Fax: (561) 640.0231 - Email: [anthony\\_springsteel@cable.comcast.com](mailto:anthony_springsteel@cable.comcast.com)**W. POLE REPLACEMENT**

If replacement of a City pole is requested, indicate the City function to be replaced, the proposed type of lighting or replacement facility proposed, the electric metering proposed, and provide evidence of compliance with city standards;

**X. EXISTING FACILITIES**

- Information on the ability of the public rights-of-way to accommodate the proposed facility, including information that identifies all above-ground facilities currently existing in the areas to which the permit application applies, and extending one thousand feet beyond said areas within the city if available (such information shall be provided without certification as to correctness, to the extent obtained from other persons with facilities in the public rights-of-way).
- An inventory of all existing wireless communications facilities that the Registrant or the Registrant's predecessors in interest has previously placed in the areas to which the permit application applies, and extending one thousand (1,000) feet beyond said areas within the city as well as any other areas within the city which the city finds reasonably necessary to review the permit application.

**Y. RESTORATION**

If appropriate given the facility proposed, an estimate of the cost of restoration to the public rights-of-way shall be provided.

**Z. RADIO FREQUENCY INTERFERENCE ANALYSIS**

In the case of an application for collocated wireless communications facilities, the Registrant, together with the owner of the subject facility, shall use their best efforts to provide a composite analysis of all users of the site to determine that the applicant's proposed facilities will not cause radio frequency interference with the city's public safety communications equipment and will implement appropriate technical measures, as described in antenna element replacements, to attempt to prevent such interference.

**AA. PUBLIC INFORMATION MEETING**

Based on the scope of the impact to the public rights-of-way and the number of property owners to be impacted or the severity of the impact on the general public, the City may require the Registrant to hold a public information meeting for purposes of answering questions and taking comments from property owners and the public. Should a public information meeting be required, the Registrant shall submit a report to the City no later than ten (10) days after such meeting, detailing the public comments received and any responses provided by the Registrant. The Registrant shall meet with City staff as soon as practical to review comments received at the public information meeting, and attempt to resolve all negative comments or issues raised. No permits shall be issued by the City until this process, if required, has been completed, unless otherwise provided by law.

**BB. CORPORATE AUTHORITY**

If the Registrant is a corporation, attach proof of authority to do business in Florida.

**CC. FEDERAL OR STATE CERTIFICATION**

Attach a copy of your federal or state certification authorizing the Registrant to provide wireless communication services.

**DD. INSURANCE**

Attach evidence of the insurance coverage required by the City's Code of Ordinances, Sec. 78-406.

**EE. SECURITY FUND.**

Enclose security fund as required by the City's Code of Ordinances, Sec. 78-404.

**FF. STANDARDS FOR COMPLIANCE**

In connection with the application type below, please indicate how you will meet or comply with each of the applicable standards indicated. Unless otherwise noted, all references are to the City's Zoning and Land Development Regulations.

**IMPORTANT: All responses shall also be provided in Microsoft Word, or compatible, format.**

**Level I and Level II Permit Applications Requesting a Variance – See page 27.**

- Section 94-38(d)(6) – Variance Standards

**Level I and Level II Permit Applications Requesting a Waiver – See page 28.**

- Section 94-273(a)(2) – Waiver Standards

**Level III and Level IV Permit Applications – See pages 29-30.**

- Section 94-36(e)(3) – General Use Standard
- Section 94-36(e)(4) – Specific Use Standards
- Section 94-36(e)(5) – Residential District Standards

**IMPORTANT: Only needs to be provided if the request is located within a residential zoning district.**

- Section 94-273(d) – Additional Use Standards

**IMPORTANT: Please contact a Planner for assistance in obtaining the correct Standards.**

- Section 94-273(a)(2) – Waiver Standards

**IMPORTANT: Only needs to be provided if any waivers from the Additional Use Standards are being requested.**

**GG. OTHER REQUIREMENTS**

In addition to all other application requirements, applications for variances and waivers shall include the following additional information:

**IMPORTANT: All responses shall also be provided in Microsoft Word, or compatible, format.**

(Continued on following page)

- A detailed explanation, with supporting engineering or other data, as to why a waiver from the requirements of the City's Code of Ordinances is required in order to allow the registrant/applicant to have nondiscriminatory and competitively neutral use of City rights-of-way;
  - Availability of co-location opportunities;
  - Size and height of the proposed facilities;
  - Location and separation distances of the proposed facilities;
  - Location of the nearest residential units or residentially zoned properties;
  - Adjacent and nearby topography, tree coverage, and foliage;
  - Design of the proposed facilities with particular reference to elimination of visual impacts of such facilities; and
  - Any other factors the City determines to be relevant.
-

EQUIPMENT INFORMATION

FCC Antenna Structure Registration Number (ASR) (if applicable): \_\_\_\_\_

COMMERCIAL WIRELESS PROVIDER: \_\_\_\_\_

EQUIPMENT TYPE TO BE INSTALLED:

- New Tower:.....  Yes .....  No
- Structure Mounted: .....  Yes .....  No
- Co-Location: .....  Yes .....  No
- Replace Existing Tower:.....  Yes .....  No
- Replace/Upgrade Existing Antennas:.....  Yes .....  No
- Stealth Attached Antenna:.....  Yes .....  No
- New Stealth Antenna Support Structure: .....  Yes .....  No
- New Equipment Cabinets: .....  Yes .....  No
- Replace Equipment Cabinets: .....  Yes .....  No
- Base Station: .....  Yes .....  No
- DAS or Small Cell:.....  Yes .....  No

EQUIPMENT SPECIFICATIONS (including number and dimensions of all equipment, and weight for antenna):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIBE EXISTING EQUIPMENT ON SITE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IDENTIFY PRIOR APPROVAL FOR EXISTING EQUIPMENT: \_\_\_\_\_

IF COLLOCATION: Attach evidence of authorization from tower/structure owner to collocate.

SITE INFORMATION

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: Street Address: \_\_\_\_\_

City: West Palm Beach State: FL Zip Code: \_\_\_\_\_

PROPERTY CONTROL NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

OWNER OF EXISTING SUPPORT STRUCTURE: \_\_\_\_\_

SCOPE OF WORK TO BE PERFORMED ON SITE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHANGES TO SITE (including impact on concealment): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Current Zoning	Current FLU	Describe Existing Use(s)
<b>Subject Area</b>			
North			
South			
East			
West			

TOTAL PROPERTY AREA (Acres): \_\_\_\_\_ LEASE AREA (Acres): \_\_\_\_\_

IF TOWER SITE, COMPLETE THE FOLLOWING:

Latitude (NAD83): \_\_\_\_\_ Longitude (NAD83): \_\_\_\_\_

Ground Elevation (AMSL) (ft): \_\_\_\_\_ Total Height of Tower (AGL) (ft): \_\_\_\_\_

RAD Center (ft): \_\_\_\_\_

Structure Mount: Highest point of Structure (ft): \_\_\_\_\_ Highest point of Antenna(s) (ft): \_\_\_\_\_

\_\_\_\_\_

REGISTRATION FOR RIGHT-OF-WAY PLACEMENT INSTALLATION

REGISTRANT NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

EMERGENCY CONTACT *(if different than contact above)*: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_



PUBLIC NOTICE MAILER AFFIDAVIT

(Do NOT Sign and Notarize Until Mailers Have Been Sent)

State of Florida )
County of Palm Beach ) SS:

Before me personally appeared \_\_\_\_\_, who, being duly sworn,
deposes and states the following:

- 1. That on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the public notices for Case
Number \_\_\_\_\_ were mailed to all property owners within \_\_\_\_\_
hundred (\_\_\_\_\_) feet of the land contained in the application.

\_\_\_\_\_  
Signature

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_,
who personally appeared before me and who did not take
an oath.

- [ ] Personally Known; OR
[ ] Produced Identification – Type of Identification Produced: \_\_\_\_\_

[SEAL]

\_\_\_\_\_  
Notary Public Signature

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

Commission Number: \_\_\_\_\_

AFFIDAVIT

State of Florida )
) SS:
County of Palm Beach )

Before me personally appeared \_\_\_\_\_, who, being duly sworn,
Print Name
deposes and states the following:

- 1. That the accompanying Property Owners List is, to the best of his/her knowledge, is a complete and accurate list of all the property owners, mailing addresses, and property control numbers as recorded in the Palm Beach County Courthouse for all properties within \_\_\_\_\_ hundred (\_\_\_\_\_) feet of the below described parcel of land.
2. The property in question is legally described as follows:

Four horizontal lines for describing the property.

\_\_\_\_\_  
Signature

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who personally appeared before me and who did not take an oath.

[ ] Personally Known; OR
[ ] Produced Identification – Type of Identification Produced: \_\_\_\_\_

[SEAL]

\_\_\_\_\_  
Notary Public Signature

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

Commission Number: \_\_\_\_\_

SIGN POSTING AFFIDAVIT

(Do NOT Sign and Notarize Until Signs Have Been Put Up)

State of Florida )
) SS:
County of Palm Beach )

Before me personally appeared \_\_\_\_\_, who, being duly sworn,
Print Name
deposes and states the following:

- 1. That on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the posting of the property
signs for Case Number \_\_\_\_\_ were installed on land contained in the
application.

\_\_\_\_\_  
Signature

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_
\_\_\_\_\_, who personally appeared before me and who did not take
Print Name
an oath.

- Personally Known; OR
 Produced Identification – Type of Identification Produced: \_\_\_\_\_

[SEAL]

\_\_\_\_\_  
Notary Public Signature

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

Commission Number: \_\_\_\_\_

## SITE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing their plan for review. The applicant should check off (X) each item that is included and submit this form with the application. Items which are omitted may cause a delay in the review process. Plans should be drawn to scale with adequate resolution for verification of measurements. The site plan should include the items listed below:

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

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

- 1. Date, north arrow, and a graphic scale.
- 2. Vicinity map showing the property in relation to the surrounding area.
- 3. Location of the property line, right-of-way, proposed/existing easements, water courses and other essential features.
- 4. Streets, driveways, intersections, curbs cuts and turning lanes adjacent to or across from the subject property.
- 5. The outlines of all buildings showing their proposed uses, setbacks, dimensions, floor area, number of stories, height and points of access.
- 6. Location and dimensions of all perimeter treatment (sidewalks, fences, walls, or berms).
- 7. Location, height and size of all freestanding signs and other accessory structures.
- 8. Phasing of the site including any temporary access drives, uses, etc.
- 9. Location and width of any proposed dedication of property for public road right-of-way.
- 10. Means of vehicular and pedestrian access to and from the site.
- 11. Layout and location of all off-street parking, loading and other vehicular use areas, including where applicable, the distance from the principle uses.
- 12. Location of all disabled spaces, ramps and signs.
- 13. Schematic of drainage system.
- 14. Location, height and intensity of all outdoor illumination.
- 15. Indication of any areas of the site subject to flooding or high ground water level.
- 16. Location of existing and proposed fire hydrants (or operational equivalents) within 250 feet of the proposed structure or structures.
- 17. Location, percentage, and size in acres to be dedicated or reserved as open space, public parks, recreational, and similar uses.  
  
Location and extent of any wetlands located on the property. Site plans shall provide measures to ensure that normal water flows and quality of water will be provided to maintain such wetlands after development. Where alteration of wetlands is necessary in order to allow reasonable use of property, either the restoration of disturbed wetlands shall be provided or additional wetlands shall be created to mitigate the alteration. See Section 94-375(b) of the City's Zoning and Land Development Regulations.
- 18.
- 19. Location and screening of all garbage receptacles.
- 20. Standard City details of parking (small car, handicap space, standard space), handicap ramps, driveways, dumpsters and signs.
- 21. Location, dimensions and screening all of proposed satellite dishes.

(Continued on following page)

- 
- 22. Supply a data table in the following format:
    - a. Existing/Proposed land use and zoning.
    - b. Total acres of the project.
    - c. Total gross building square footage.
    - d. Percent of open space, landscaping, building coverage & impermeable surface.
    - e. Acres and percent of water bodies.
    - f. Density and number of dwelling units (residential).
    - g. Parking computations (parking required, provided, etc.)
    - h. Floor Area Ratio (FAR).
  - 23. Reduced copies of the plans (one (1) set 8½"x11" and one (1) set 11"x17").
-

## LANDSCAPE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing the plan for review. The applicant should check off (X) each item that is included and submit this form with the application. Items which are omitted may cause a delay in the review process. Plans should be drawn to scale with adequate resolution for verification of measurements. The landscape plan should include the items listed below:

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

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

- 1. Date, north arrow, and graphic scale which is easily interpreted.
- 2. The location of all existing and proposed structures, improvements, and uses both on the site and off the site, adjacent to the project.
- 3. The location of dedicated and/or ultimate rights-of-way, property lines, adjacent streets, alleys and access ways, existing or proposed setback and yard requirements.
- 4. The location of all existing and proposed trees, shrubs, ground covers, plant communities and other landscape materials (clearly indicate the relocation of any plant material by means of labels, symbols, etc.). Identify all palms and/or canopy trees on neighboring property that are in close proximity to subject property.
- 5. Phasing of the site including temporary landscaping and existing adjacent land uses.
- 6. The location, dimensions, and screening of all garbage receptacles, proposed satellite dishes, outdoor storage areas and other mechanical equipment.
- 7. The delineation of existing and proposed parking spaces or other vehicular use areas.
- 8. The location of utility and drainage easements, overhead lines, water meters, transformers check valves, clean-outs, fire hydrants, light poles and other structures that may impact landscaping.
- 9. Tabulation necessary for the evaluation of compliance with Article XIV (clearly indicate the amount of plant material that will be relocated).
- 10. The delineation of irrigation coverage, sensors and high, medium and low zones of water usage. Include a statement that all landscape areas, excluding those areas with native noninvasive plants, will be provided with permanent automatic irrigation, including adjacent rights-of-way.
- 11. The tabulation clearly displaying statistical requirements to satisfy the xeriscape point system and its accompanying point allocation.
- 12. Landscape details (including landscape installation, staking, and tree protective barriers) sufficient to comply with Article XIV of the Zoning and Land Development Regulations.
- 13. Designate by botanical and common name, quantity, height, spread, spacing, and location of the plant materials to be installed or preserved. This information is to be presented in a tabular format or legend.
- 14. Landscape plans must be prepared, signed and sealed by a registered landscape architect.
- 15. Landscape plans shall be drawn at the same scale and directional orientation as the site plan.
- 16. Reduced copies of the plans (one (1) set 8½"x11" and one (1) set 11"x17").

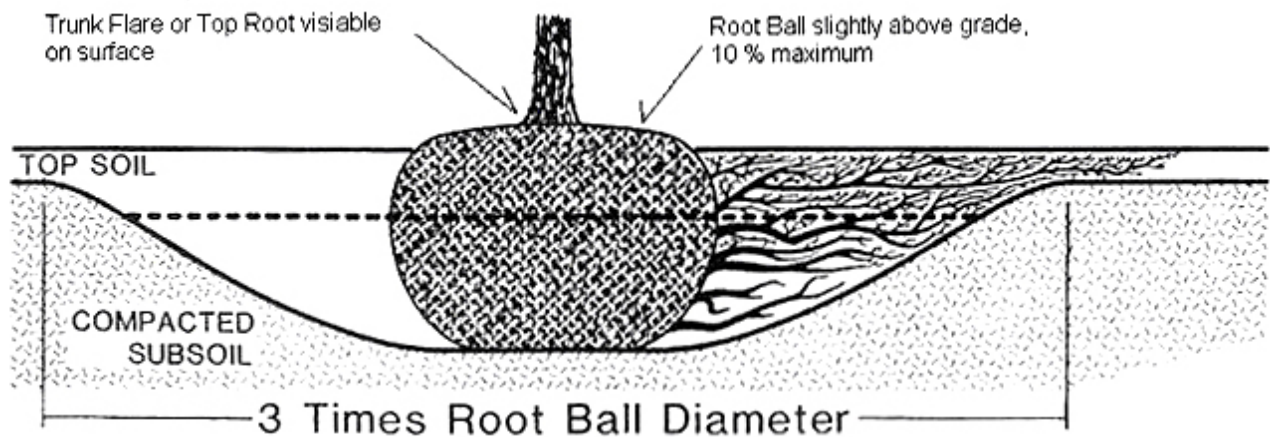
**IMPORTANT: As indicated on page 3 of this application, an application for a Tree Alteration Permit may be required prior to submission. An Irrigation Permit Application and Plans shall be submitted at the time of permitting.**

Refer to **page 23** of this application for additional tree-planting information that shall be provided within the landscape plans.

## PLANTING PLANS AND DIAGRAMS

Recent research results obtained from the Agricultural Division of the University of Florida and Georgia State University have convincing evidence that the following changes in Tree and Shrub Planting Plans of Submitted Landscape Plans are warranted.

1. The **planting hole** shall be three (3) times the diameter of the root ball on the surface and two (2) times the root ball diameter at the base. This will produce a sloping hole.
2. The **planting depth** shall be determined by the tree's trunk flare or the top surface root. Planting plans and diagrams will require that the Trunk Flair or the top surface root will be visible on the surface of the planting.



3. The **removal of the root ball covering**.
  - Cut back **wire baskets** below the top half of the root ball.
  - Fold back **burlap** covering materials below the top half of the root ball.
  - Completely remove **synthetic burlap** covering materials.
4. A statement shall be provided that tree support materials are to be removed from each tree once it is 'established.' This is usually done after SIX (6) MONTHS for Shade Trees and ONE (1) YEAR for Palms.

**Important Note on Tree Species** – Large trees such as Live Oak, or Mahogany should not be planted within 10 feet of a building or in an island of less than (six) 6 feet between curbing. Smaller species are suggested in The City's Category Two Tree List.



## APPLICATION FOR TREE ALTERATION PERMIT

**I. APPLICANT INFORMATION:**

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

Mailing Address: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**II. AUTHORIZED AGENT FOR LICENSE APPLICATION COORDINATION (If Applicable):**

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

Mailing Address: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**III. LOCATION WHERE PROPOSED ACTIVITY EXISTS OR WILL OCCUR:**

Property Control Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

**IV. PRESENT USE OF SUBJECT PROPERTY:** \_\_\_\_\_

**V. PROPOSED USE OF SUBJECT PROPERTY:** \_\_\_\_\_

**VI. DESCRIPTION OF PROJECT:**

Total number of trees proposed to be removed: \_\_\_\_\_

Total number of trees proposed to be relocated: \_\_\_\_\_

Reasons for removal or relocation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VII. PROPOSED COMMENCEMENT DATE:** \_\_\_\_\_

**VIII. PROPOSED COMPLETION DATE:** \_\_\_\_\_

*(Continued on following page)*



**IX. REQUIRED INFORMATION:**

- Application fee:  
     Single family residence – No fee.  
     Multi-family residential and/or non-residential - \$50.00

- Attach any additional remarks on a separate sheet.

Attach two (2) copies of the following:

- Map/aerial showing the size and location of the site.
- A certified tree survey (**required for the removal/relocation of six (6) or more trees**) and landscape plan designating trees to be preserved, relocated and/or removed. Copies shall also be provided in electronic format.
- A detailed list describing species and diameter breast height for each tree proposed to be removed or relocated.
- A legal description of the subject property and a drawing of the proposed work or a certified site plan showing the location of all existing and proposed buildings.

**X. AFFIDAVIT OF OWNERSHIP OR CONTROL OF THE PROPERTY FROM WHICH THE PROPOSED WORK IS TO BE UNDERTAKEN:**

I certify that (please check the appropriate space):

- I am the fee simple title owner of the subject property.
- I am a lessee, optionee, contract purchaser, or agent of the owner of the subject property (attach certified owner authorization for the proposed work and lease, option to purchase or land sales contract).
- I am the record easement owner of the subject property and the proposed tree removal is consistent with the use granted by the easement (attach certified owner authorization for the proposed work and copy of the document granting the easement and showing the location of the easement).

\_\_\_\_\_  
Name of Agent (Please Print)

\_\_\_\_\_  
Signature of Applicant/Agent

**NOTE: AN AGENT MAY SIGN ABOVE IF THE APPLICANT COMPLETES THE FOLLOWING:**

Application is made for a license to authorize the activities described herein.

- A. I authorize the agent listed in Section II of this application to negotiate modifications or revisions, when necessary, and accept or assent to any stipulations on my behalf.
- B. I understand I may have to provide additional information/data that may be necessary to show that the proposed project will comply with Article XIV, Section 94-447 'Protection of Trees,' of the City of West Palm Beach Code.
- C. In addition, I agree to provide entry to the project site for inspectors with proper identification for the purpose of reviewing the site as covered by the scope of Article XIV titled 'Landscaping, Land Clearing and Tree Protection.'
- D. Further, I hereby acknowledge the obligation and responsibility for obtaining all of the required state, federal, and local permits before commencement of construction activities.
- E. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

\_\_\_\_\_  
Name of Applicant (Please Print)

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_

\_\_\_\_\_  
Notary Public – State of Florida at Large

My Commission Expires: \_\_\_\_\_

OWNERS CONSENT FORM

\_\_\_\_\_, the sole owner of record of the property legally described as  
**Print Name of Owner**

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

Street Address: \_\_\_\_\_

City: West Palm Beach State: FL Zip Code: \_\_\_\_\_

Property Control Number (PCN): \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

states that he/she has thoroughly examined and is familiar with the application submitted to the City of West Palm Beach Development Services Department – Planning Division, submitted by \_\_\_\_\_, **Agent/Representative Name** on behalf of \_\_\_\_\_ **Applicant's Name** and expressly consents to the use of the subject property for the purpose described in the application and expressly consents to all conditions which may be agreed to for the application which may be imposed.

\_\_\_\_\_ **Print Name of Owner** understands that the granting of an application with any conditions made apart thereof, may affect the future development of the subject property.

\_\_\_\_\_  
**Signature**

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_

\_\_\_\_\_, who personally appeared before me and who did not take  
**Print Name**

an oath.

Personally Known; OR  
 Produced Identification – Type of Identification Produced: \_\_\_\_\_

[SEAL]

\_\_\_\_\_  
**Notary Public Signature**

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

Commission Number: \_\_\_\_\_

\_\_\_\_\_

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## STANDARDS FOR CODE COMPLIANCE

### LEVEL I and LEVEL II PERMIT APPLICATIONS REQUESTING A VARIANCE

#### **Section 94-38(d)(6) – Variance Standards**

As provided in Chapter 166, Florida Statutes, to authorize any variance from the provisions of the Zoning and Land Development Regulations, the application must be determined by the review authority that the application be consistent with the criteria for granting variances listed below, according to Article II, Section 94-38(d)(6) of the City of West Palm Beach Zoning and Land Development Regulations.

- A. The special conditions and circumstances exist which are peculiar to the land, structure or building involving and which are not applicable to other lands, structures or building in the same zoning district.
  - B. The special conditions and circumstances necessitating the variance do not result from the action of the applicant.
  - C. The granting of a variance requested will not confer on the applicant any special privilege that is denied to other lands, building or structures in the same zoning district.
  - D. The literal interpretation of the provisions of the regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the applicant.
  - E. The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.
  - F. The granting of a variance will be in harmony with the general intent & purpose of these regulations and the Comprehensive Plan.
  - G. The variance will not be injurious to the area involved or otherwise detrimental to the public welfare.
  - H. The property cannot be put to a reasonable use which fully complies with the requirements of this Code.
  - I. The nonconforming use of the neighboring lands, structures or building in other zoning districts shall not be considered grounds for the authorization of a variance.
  - J. Financial hardship is not the only evidence of a hardship considered in the authorization of a variance.
-

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## STANDARDS FOR CODE COMPLIANCE

### LEVEL I and LEVEL II PERMIT APPLICATIONS REQUESTING A WAIVER

#### **Section 94-273(a)(2) – Waiver Standards**

- A. The use will be consistent with the comprehensive plan of the City adopted by the City Commission.
  - B. The use will be in harmony with the general character of the neighborhood considering population, density, design, scale and activity, traffic and parking conditions, and number of similar uses.
  - C. The use will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare physical activity.
  - D. The use will have no detrimental effect on vehicular or pedestrian within a district due to detrimental affects on permitted uses.
  - E. The use will not adversely affect the health, safety, security, morals, or general welfare of residents, visitors, or workers in the area.
  - F. The use will not, in conjunction with existing development in the area and development permitted under existing zoning, overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage, and other public improvements.
  - G. The use otherwise meets the definition standards set forth elsewhere in this ordinance for such particular use.
  - H. The use will provide alternative measures consistent with the intent of the additional standards to provide protection to adjacent properties and preserve neighborhood character.
-

## STANDARDS FOR CODE COMPLIANCE

### LEVEL III and LEVEL IV PERMIT APPLICATIONS

#### **Section 94-36(e)(3) – General Use Standards**

According to Article II, Section 94-36(e)(3), the applicant must demonstrate that the proposed use will be in harmony with the zoning ordinance and protection of the public interest for the following:

- A. Future Uses – The use exactly as proposed at the location where proposed will be in harmony with the uses which, under zoning ordinance and land use plan, are most likely to occur in the immediate area where located.
- B. Surrounding Uses – The use exactly as proposed at the location where proposed will be in harmony with existing uses in the immediate area where located.
- C. Public Benefit – The use exactly as proposed at the location where proposed will not result in substantially less public benefit nor greater harm than would result from use of the site for some use permitted by right or by some other special use permitted on the site.

#### **Section 94-36(e)(4) – Specific Use Standards**

According to Article II, Section 94-36(e)(4), the applicant must demonstrate that the proposed use will be in harmony with the following requirements:

- A. Traffic:
  - 1. The proposed use will not generate traffic that will reduce the level of service on any road to a lower level than would result from a use permitted by right.
  - 2. The proposed use will not require extension or enlargement or any other alteration of the street system in a manner resulting in higher net public cost or earlier expenditure of public cost than would result from a use permitted by right.
  - 3. The property or structure for the proposed use will be located, designed, and constructed so that the access and egress standards of Section 94-273 are satisfied for uses subject to those standards.
- B. Utility Systems – The proposed use will be so located in relation to water lines, sanitary sewers, storm sewers, surface drainage systems, and other utility systems that neither extension nor enlargement nor any other alternation of such systems in a manner resulting in higher net public cost than would result from a use permitted by right will be required.
- C. Public Safety – The proposed use will not place a demand on municipal police or fire protection services beyond the capacity of those services, a demand which does not exceed that likely to result from a use permitted by right.

#### **Section 94-36(e)(5) – Residential District Standards**

***IMPORTANT: Only needs to be provided if the request is located within a residential zoning district.***

According to Article II, Section 94-36(e)(5), the applicant must demonstrate that the proposed use will be in harmony with the following requirements:

- A. Location – The location of the special use will not be hazardous to or inconvenient to the predominantly residential character of the area in which it is to be located or to be long-range development if the district for residential purposes intended.

*(Continued on following page)*

- B. Size and Intensity – The size of the special use and the nature and intensity of the operations involved will not be hazardous or inconvenient to the residential character of the area in which it is to be located. The district for residential purposes shall not be affected adversely.
- C. Contiguous Residential Uses – The location of the special use will not result in the isolation of a small existing or planned residential developments by its being completely or largely surrounded by arterial streets or nonresidential land uses.
- D. Residential Character – Building for special uses in a residential district shall be designed and constructed in a manner similar other neighborhood residential structures. Design factors shall include building mass, height, materials, window arrangement, yards, and similar considerations.

#### **Section 94-273(d) – Additional Use Standards**

***IMPORTANT: Please contact a Planner for assistance in obtaining the correct Standards. NOT APPLICABLE FOR DEVELOPMENTS OF SIGNIFICANT IMPACT (DSI).***

The application shall conform to all of the Additional Standards found in Article IX, Section 94-273, in addition to all other requirements of the Zoning and Land Development Regulations.

#### **Section 94-273(a)(2) – Waiver Standards**

***IMPORTANT: Only needs to be provided if any waivers from the Additional Use Standards are being requested. NOT APPLICABLE FOR DEVELOPMENTS OF SIGNIFICANT IMPACT (DSI).***

According to Article IX, Section 94-273(a)(2), the application shall conform to all of the additional standards unless the special use review authority reduces the standards upon a finding that the proposed special use nevertheless meets the following waiver standards:

- I. The use will be consistent with the comprehensive plan of the City adopted by the City Commission.
  - J. The use will be in harmony with the general character of the neighborhood considering population, density, design, scale and activity, traffic and parking conditions, and number of similar uses.
  - K. The use will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare physical activity.
  - L. The use will have no detrimental effect on vehicular or pedestrian within a district due to detrimental affects on permitted uses.
  - M. The use will not adversely affect the health, safety, security, morals, or general welfare of residents, visitors, or workers in the area.
  - N. The use will not, in conjunction with existing development in the area and development permitted under existing zoning, overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage, and other public improvements.
  - O. The use otherwise meets the definition standards set forth elsewhere in this ordinance for such particular use.
  - P. The use will provide alternative measures consistent with the intent of the additional standards to provide protection to adjacent properties and preserve neighborhood character.
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