



COMPREHENSIVE PLAN APPLICATION

AMENDMENTS TO THE CITY OF BOCA RATON COMPREHENSIVE PLAN

THIS CHECKLIST IDENTIFIES THE INFORMATION REQUIRED
BY THE CITY OF BOCA RATON FOR PROCESSING
AMENDMENTS TO THE BOCA RATON COMPREHENSIVE
PLAN.

FOLLOWING EACH ITEM ON THE CHECKLIST, IDENTIFY THE
EXHIBIT/PAGE NUMBER WHERE THE ITEM CAN BE FOUND.

PLEASE PACKAGE THE CITY OF BOCA RATON AND STATE
LAND PLANNING AGENCY SUBMISSIONS SEPARATELY.

**APPLICATION CHECKLIST FOR AMENDMENTS TO THE
CITY OF BOCA RATON (COBR) COMPREHENSIVE PLAN**

EXHIBIT/PAGE #

1. LETTER OF TRANSMITTAL (18 copies for COBR, 1 for State Land Planning Agency)

A. Whether the amendment is within an Area of Critical State concern or Resource Planning and Management Program. _____

B. Whether the amendment is an exemption to the twice per calendar year limitation on the adoption of plan amendments.

Development of Regional Impact
Small scale development activity
Emergency

C. Whether the proposed amendment is to be adopted under a joint planning agreement. _____

2. APPLICANT INFORMATION (18 copies for COBR, 1 for State Land Planning Agency)

A. Name, address, telephone number and signature of the applicant. _____

B. Name, address, telephone number and signature of the agent. _____

C. Name, address, telephone number and notarized signature of the property owner. _____

D. City of Boca Raton fee for processing the amendment in accordance with the attached "Fee Schedule". _____

E. Applicant's rationale for the amendment. _____

3. AMENDMENT SITE DESCRIPTION (18 copies for COBR)

A. Concise written description of the size and boundaries of the area proposed to be amended. _____

B. Current signed and sealed survey (not older than six (6) months) that includes the legal description, site topography and the area proposed to be amended. Additionally, the legal description must be provided in electronic WORD format. _____

C. Location map at a scale of 1" = 33' clearly indicating the amendment's location, boundaries and proposed land uses. Other scales may be accepted at the discretion of the Planning, Zoning and Development Director. _____

D. Five (5) signed and sealed traffic studies with land use analysis. _____

4. EXISTING AND PROPOSED USES (18 copies for COBR, 10 for State Land Planning Agency)

- A. Current and proposed City of Boca Raton Comprehensive Plan Future Land Use designation(s) for the amendment site. _____
- B. Current land use designations for the surrounding properties. _____
- C. Current and proposed zoning for the amendment site. _____
- D. Existing use of amendment site and adjacent areas. _____
- E. Proposed use of amendment site including square footage and/or dwelling unit count proposed for each parcel. _____
- F. Proposed site plan or master plan and any other available special studies or information. _____
- G. Maximum allowable development under existing designation for the site. _____
- H. Maximum allowable development under proposed designation for the site. _____

5. ANALYSIS OF PUBLIC FACILITIES AND SERVICES (18 copies for COBR, 10 for State Land Planning Agency)

The items below must be addressed to determine the impact of an amendment on existing and planned public facilities and services. If more than one amendment is submitted, calculations should be prepared on an individual and cumulative basis.

A. Sanitary Sewer Analysis

- 1. Provide the adopted level of service and the current level of service. _____
- 2. Identify the facilities serving the amendment area including the plant capacity, current demand on plant capacity and committed plant capacity. _____
- 3. Identify the additional demand resulting from this amendment – provide calculations including assumed demand per square foot or dwelling unit. _____
- 4. Identify the projected plant capacity and demand for the short and long range planning horizons as identified within the adopted comprehensive plan – provide demand projections and information regarding planned capacity expansions including year, identified funding sources and other relevant information. _____
- 5. Identify the existing and planned service to site – provide information regarding existing and proposed trunk lines and lateral hookups to the amendment site. _____

B. Potable Water Analysis

- 1. Provide the adopted level of service standard and the current level of service. _____

2. Identify the facilities serving the amendment area including the plant capacity, current demand and committed demand.

3. Identify the wellfield serving the amendment area including the permitted capacity, remaining capacity and expiration date of the permit.

4. Identify the additional potable water demand resulting from this amendment – provide calculations including assumed demand per square foot or dwelling unit.

5. Identify the projected or planned capacity for the short and long range planning horizons as included within the adopted comprehensive plan – provide demand projections and information regarding planned plant capacity expansions including year, funding and other relevant information. If additional wellfields are planned, provide status including the status of any permit applications.

6. Identify the existing and planned service to site – provide information regarding existing and proposed trunk lines and water main hookups to the amendment site.

C. Drainage Analysis

1. Provide the adopted level of service standard for the amendment area and current level of service.

2. Identify the facilities serving the service area in which the amendment is located.

3. Identify any planned drainage improvements including year, funding sources and other relevant information.

4. Indicate if a Basin Surface Water Management Plan has been approved by the South Florida Water Management District for the amendment area. Also, indicate if the Basin Surface Water Management Plan is currently undergoing review for modification.

5. If the area in which the amendment is located does not meet the adopted level of service and there are no improvements planned to address the deficiencies, provide an engineering analysis which demonstrates how the site will be drained and the impact on the surrounding properties. The information should include the wet season water level for the amendment site, design storm, natural and proposed land elevation, one hundred year flood elevation, acreage for proposed water management retention area, elevations for buildings, roads, and yards, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.

6. Letter from the Lake Worth Drainage District verifying the above information (if applicable).

D. Solid Waste

1. Provide the adopted level of service standard and the current level of service. _____
2. Identify the facilities serving the amendment area including the landfill/plant capacity, current demand on landfill/plant capacity and committed landfill/plant. _____
3. Identify the additional demand resulting from this amendment – provide calculations including assumed demand per square foot or dwelling unit. _____
4. Identify the projected landfill/plant capacity and demand for the short and long range planning horizons as identified within the adopted comprehensive plan – provide demand projections and information regarding planned capacity expansions including year, identified funding sources and other relevant information. _____
5. Identify the existing and planned service to site. _____
6. Letter from service provider verifying the above information. _____

E. Recreation and Open Space Analysis

1. Provide the adopted level of service standard and the current level of service. _____
2. Identify the parks serving the amendment area including acreage and facility type, e.g. neighborhood, community or regional park. _____
3. Identify the additional need for park acreage resulting from this amendment. _____
4. Identify the projected park needs for the short and long range planning horizons as identified within the adopted comprehensive plan – provide needed projections and information regarding planned capacity expansions including year, identified funding sources and other relevant information. _____

F. Traffic Circulation Analysis

1. Identify the roadways serving the site and indicate the number of lanes, current traffic volumes, adopted level of service standard and the current level of service for each roadway. _____
2. Identify the projected level of service for the affected roadways for the short term (2020) and long term (2035) planning horizons. Note source if not from the Metropolitan Planning Organization plans and projections. _____
3. Analyze the traffic impact from this amendment – calculate anticipated number of trips for the existing and proposed land use designations. Distribute the additional trips on the roadway network and identify the resulting level of service change for the short-range (2020) and long-range (2035) planning horizons. If this proposal amends an existing

development order, compare impact from previous approval to the impact from the proposed development.

4. Evaluate the proposed traffic impact pursuant to the Palm Beach County Traffic Performance Standards Ordinance and the City of Boca Raton Code Section 23-190.
5. Provide any special transportation studies relating to this amendment.
6. If a traffic study is required for this application, please note an additional traffic review deposit and fees may be due for an outside traffic consultant review and Palm Beach County reviews.

G. Mass Transit Analysis

1. Provide the adopted level of service standard and the current level of service.
2. Identify the facilities serving the service area in which the amendment is located.
3. Identify the additional demand resulting from this amendment.
4. Identify the projected mass transit capacity and demand for short and long range planning horizons as identified within the adopted comprehensive plan – provide demand projections and information regarding planned capacity expansions including year, identified funding sources and other relevant information.
5. Identify the existing and planned service to site.
6. Letter from service provider verifying the above information.

H. Public Education Analysis

1. Identify the existing public elementary and secondary education facilities serving the area in which the amendment is located.
2. Identify the existing school enrollment and permanent design capacity of the public elementary and secondary education facilities serving the area.
3. Identify the additional student demand resulting from this amendment – calculations should be based on generation rates provided by the School Board of Palm Beach County.
4. Identify the planned and/or funded improvements to serve the area in which the amendment is located, as included within the School Board's five-year capital plan – provide student demand projections and information regarding planned permanent design capacities and other relevant information.
5. Identify other public elementary and secondary school sites or alternative (such as site improvements, nominal fee lease options, shared use of public space for school purposes, etc.) not identified in Item #4 above, to serve the area in which the amendment is located.

6. ANALYSIS OF NATURAL AND HISTORIC RESOURCES
(18 copies for COBR, 10 for State Land Planning Agency)

Indicate if the site contains, is located adjacent to or has the potential to adversely impact any of the natural and historic resource(s) listed below and, if so, how they will be protected or mitigated.

- A. Historic sites or districts on the National Register of Historic Places or locally designated historic sites. _____
- B. Archaeological sites listed on the Florida Master Site File. _____
- C. Wetlands as determined by the SFWMD, Army Corps of Engineers and the City of Boca Raton. _____
- D. Natural areas depicted in the Conservation Element of the Boca Raton Comprehensive Plan. If yes, identify the numbers, types and geographic distribution of animal and plant materials and options for preserving in place or for mitigation pursuant to the City of Boca Raton Land Development Code. _____
- E. "Endangered" or "threatened species" or "species of special concern". If yes, identify the species and show the habitat location on the map. _____
- F. Plants listed in the Regulated Plants Index for protection by the Florida Department of Agriculture and Consumer Services and plants included in the City of Boca Raton Listing of Species of Local Concern. _____
- G. Wellfields – indicate whether the amendment is located within a wellfield protection zone of influence. If so, specify the affected zone and any provisions that will be made to protect the wellfield. _____
- H. Soils – describe whether the amendment will require the alteration of soil conditions or topography. If so, describe what management practices will be used to protect or mitigate the area's natural features. _____
- I. Beach Access – Indicate if the amendment is on the oceanfront. If so, describe what impact, if any, it will have on public beach access. _____

7. LAND USE COMPATIBILITY
(18 copies for COBR, 10 for State Land Planning Agency)

Describe how the amendment is consistent with existing and proposed land uses in the area and what provisions have or will be made to ensure land use compatibility. _____

8. HURRICANE EVACUATION ANALYSIS
(18 copies for COBR, 10 for State Land Planning Agency)

Hurricane evacuation re-analysis based on the proposed amendment, considering the number of persons requiring evacuation, availability of hurricane shelter spaces, and evacuation routes and times. _____

9. REDEVELOPMENT ANALYSIS
(18 copies for State Land Planning Agency)

Indicate if the amendment is located in an identified redevelopment area. If so, describe how the amendment will facilitate redevelopment and promote existing redevelopment plans.

10. INTERGOVERNMENTAL COORDINATION
(18 copies for COBR, 10 for State Land Planning Agency)

Describe whether the proposed amendment affects adjacent local governments.

11. CONSISTENCY WITH GOALS, OBJECTIVES AND POLICIES OF THE BOCA RATON COMPREHENSIVE PLAN
(18 copies for COBR, 10 for State Land Planning Agency)

List of objectives and policies from the Boca Raton Comprehensive Plan with which the proposed amendment is compatible.

12. CONSISTENCY WITH GOALS, OBJECTIVES AND POLICIES OF THE TREASURE COAST REGIONAL PLANNING COUNCIL STRATEGIC REGIONAL POLICY PLAN
(18 copies for State Land Planning Agency)

List of objectives and policies from the Treasure Coast Regional Planning Council Strategic Regional Policy Plan with which the proposed amendment is compatible.

13. CONSISTENCY WITH STATE PLAN
(18 copies for COBR, 10 for State Land Planning Agency)

Listing entitled "Consistency of the Local Comprehensive Plan Amendment with State Comprehensive Plan," (Chapter 187 F.S.) which lists the State Comprehensive Plan goals and policies that are addressed by the plan amendment.

14. POPULATION PROJECTIONS
(18 copies for COBR, 10 for State Land Planning Agency)

- A. Population projections (indicate year).
 - B. Relationship of amendment to the analysis [included in the plan – 9J-5.006(2)(c)] of the land needed to accommodate the projected population.
 - C. Revised population projections (if applicable).
 - D. Whether the proposed development (if it provides housing) is proposed to meet the housing needs of the projected population as identified within Boca Raton Comprehensive Plan.
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15. ADDITIONAL SUPPORT DOCUMENT (18 copies for COBR, 5 for State Land Planning Agency)

Other support documents or summary of support documents on which the application for amendment is based.

16. PLAN ELEMENTS (18 copies for COBR, 10 for DCA)

A. The entire element being amended.

B. Proposed text changes.

C. Future Land Use Map showing the boundary of the subject property, surrounding street network, surrounding future land uses, and natural resources [refer to 9J-5.013(1)(a)].

D. Evaluation and Appraisal Report (if done in conjunction with the proposed amendment).
