UC	PETITION FOR UNIVERSAL CONDITIONAL COMPLAN / REZONING APPROVAL

Applicant must make an appointment with the planner in charge of the case, in order to submit this application.
SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY. 18 signed and sealed sets of folded plans and 3 surveys are required if applicable.

Petition for: (check all that applies)

_____ **Complan Change (separate additional application required)**
_____ **Technical Deviation**
_____ **Master Plan Approval**
_____ **Tentative Plat Approval**
_____ **Rezoning**
_____ **Conditional Use Approval**
_____ **Site Plan Approval**

MEETING DATE_____H.T.E. NO._____ CASE NO. _____

1. The undersigned hereby petitions the City of Boca Raton for the above under the applicable City Code of Ordinances and that the necessary reviews/hearings by the Staff, Planning and Zoning Board, and the City Council be called for such purpose to allow:
   Name of Project _____
   Street Address _____
   Property ID# _____

2. We are the (check one): ( )Owners ( )Lessee ( )Contract Purchaser ( )Trustee ( )Other (please specify)
   _____

3. Record owner of property_____
   Mailing address _____Phone _____
   Occupant of property _____
   Mailing address _____Phone _____

4. The undersigned is aware that the Planning and Zoning Board or the City Council may stipulate or require that the petitioner exercise the approval as granted within specified time period.

5. The undersigned is aware that if approval is granted by the Planning and Zoning Board or the City Council, they may stipulate such conditions and require such modifications as they deem necessary to accomplish the proper and orderly development of this proposal.

6. The applicant stipulates that he has read the Planned Development regulations (if applicable) and agrees to comply with all of its requirements and conditions.

7. The undersigned acknowledges that the proposed structure **needs/does not need** (circle one) to be reviewed by the FAA.

8. Verify that the information submitted pursuant to this applicant is true and correct, to the best of my knowledge.

Signed_____
Owner of record or his authorized agent
(ATTACH NOTARIZED AUTHORIZATION)

Date_____

Signed _____Date _____
Petitioner
Type Petitioner's Name _____

Address of Petitioner _____
_____
Telephone/Fax No. _____
Email Address _____
Received by _____

Date Received _____

NOTE: Any person who acts as a lobbyist pursuant to City Code, Article V. Code of Ethics, Division 2, Lobbyist Registration, must register with the City Clerk prior to engaging in lobbying activities.

COMPLAN CHANGE: (Separate additional application required) Total acres of property Existing Complan Designation Proposed Complan Designation	_____ _____ _____	**FILING FEE $** _____ **AD FEE $** _____
REZONING: Square feet of plot Existing zoning Proposed zoning	_____ _____ ____/PUD _____ ____/PCD_____ ____/PID _____	**FILING FEE $** _____ **AD FEE $** _____
CONDITIONAL USE APPROVAL: The above-described property will be developed for the following use: (Note: Be specific; state use(s) in detail; continue on a separate sheet if necessary.) _____ _____ _____ Square footage of building _____		**FILING FEE $** _____ **AD FEE $** _____
SITE PLAN APPROVAL:	Square footage of building: _____	**FILING FEE $**_____ **TRAFFIC DEPOSIT $** _____ **ADMIN FEE $** _____ **AD FEE $** _____
MASTER PLAN APPROVAL:	Check one: _____ /PUD_____ _____ /PCD _____ _____ /PID/ _____	**FILING FEE $** _____ **AD FEE $** _____
TENTATIVE PLAT:	Number of Lots _____	**FILING FEE $** _____ **AD FEE $** _____
CITY TRAFFIC DEPOSIT		**DEPOSIT $** _____
TECHNICAL DEVIATION(S)		**FILING FEE $** _____ **AD FEE $** _____
TRAFFIC IMPACT STUDY REVIEW-payable to Board of County Commissioners. ***Actual amount due is responsibility of petitioner's traffic engineer. $150 minimum**		

***FUTURE PUBLIC NOTICE MAILING COSTS ARE COMPRISED OF A RADIUS MAP ($25), LABELS ($5 PER PAGE) AND FIRST CLASS POSTAGE.** **RESUBMITTAL FEE: $250**	**ADMIN FEE $___75.00** **PHN MAIL* $ _____** **TOTAL $ _____**

Briefly describe the conditions you intend to offer at this time with respect to your request (check as appropriate):

___ **PUBLIC FACILITIES/INFRASTRUCTURE**

1. Briefly described the condition(s):
   _____
   _____
   _____

2. Recite the form in which the condition(s) will be offered (i.e., agreement, phasing plan, right-of-way deed, etc.):
   _____
   _____
   _____

3. Provide method by which the City may enforce the condition(s) (i.e., letter of credit, cash bond, etc.):
   _____
   _____
   _____

___ **MITIGATION OF AESTHETIC/ENVIRONMENTAL IMPACTS**

1. Briefly describe the condition(s):
   _____
   _____
   _____

2. Recite the form in which the condition(s) will be offered (i.e., site plan, plat restrictions, covenants, etc.):
   _____
   _____
   _____

3. Provide method by which the City may enforce the condition(s) (i.e., authority in plat or covenants and restrictions, building permit conditions, etc.):
   _____
   _____
   _____

___ **INTENSITY/USE LIMITATIONS**

1. Briefly describe the condition(s):
   _____
   _____
   _____

2. Recite the form in which the condition(s) will be offered (i.e., site plan, plat, covenants/restrictions, etc.):
   _____
   _____
   _____

3. Provide method by which the City may enforce the condition(s) (i.e., enforcement authority in plat or covenants/ restrictions, building permit conditions, etc.):

cc: ( ) Engineering ( ) City Attorney ( ) City Council ( ) City Manager

PLEASE NOTE THE FOLLOWING PROVISIONS:

Section 23-356. Method of offering conditions.

1. Conditions may be offered unilaterally by the petitioner at any time prior to the public hearing before the City Council; provided, however, that the offer of any condition not previously reviewed by the Planning and Zoning Board at a public hearing on the application may be required by the City Council to be reviewed by the Planning and Zoning Board at a public hearing prior to the final action by the City Council.

2. Any conditions offered by a petitioner may be recommended for acceptance or rejection by the Planning and Zoning Board, and may be accepted or rejected by the City Council.

3. Each offer of conditions, whether by plat, covenant, restriction or otherwise, shall be accompanied by the sworn statement of the petitioner, which represents and warrants that the petitioner acknowledges that the offer of conditions does not entitle the petition to approval of the request for a conditional land use element change or a conditional rezoning to a PUD, PCD or PID district, and that review of the petition is the legislative act of the City Council.

4. If the offer of conditions requires legal documentation in the form of covenants, restrictions or other types of instruments, such documentation shall be executed and delivered into an irrevocable escrow prior to the final public hearing before the City Council.

5. No condition may be tendered conditioned upon future execution of a document after final approval by the City Council.

CHECKLIST

The following checklist is designed to assist petitioners in preparing required materials for review. The petitioner should check off each item to ensure that it is included. ITEMS OMITTED WILL DELAY REVIEW PROCEDURES. Utility plans, landscaping plans, architectural elevations, etc. may be shown on separate sheets. The following items are required as part of a complete Universal Conditional approval application.

YES	NO		
☐	☐	1.	Certificate of title executed by a reputable title insurance company or an attorney licensed to practice law in the State of Florida, stating that the property described in the survey supplied with the application is owned by the petitioner. If not all of the property is owned by the petitioner, a letter of authorization by each property owner who has an interest in the property for which the approval is being sought shall be required prior to processing the application.
☐	☐	2.	Where applicable, at the time of formal application for Universal Conditional review, a letter from the property owner will be required stating that a Unity of Title will be provided at time of building permit. A condition will be placed on the approval to that effect. If the recording of a Unity of Title will create problems for the property owner, an alternative must be accepted by the City prior to placement on the Planning and Zoning Board agenda. Should that condition become a problem for the property owner after approval, a revised approval must be sought with new applications and fees.
☐	☐	3.	Completed application and fee plus Planning Advisory (PA) date _____
☐	☐	4.	Eighteen (18) detailed, professionally signed and sealed site plans drawn to scale on 24" x 36" sheet size and folded to 9" x 12". An engineering scale with adequate resolution for verification of measurements should be used. The site plan shall include the following:
☐	☐	a)	Name and address of owner, applicant, and person preparing the site plan.
☐	☐	b)	Title and/or project name, project address and developer/builder.
☐	☐	c)	Date, location map, north arrow, and graphic scale. The location map and site map should be oriented to same north arrow.
☐	☐	d)	Locational sketch showing property line, the property in relation to adjacent area, watercourses, and other essential features.
☐	☐	e)	Site data, including: zoning and Comprehensive Plan designation of the site and adjoining properties, acreage of site, square footage of structures, floor area ratio (FAR), proposed and maximum permitted height of structures, parking calculations (required and proposed), green and open space as well as proposed water and sewer usage.
☐	☐	f)	Proposed/existing lot and building site lines.
☐	☐	g)	Proposed and required minimum setback line.
☐	☐	h)	Density and number of proposed dwelling units (residential only).
☐	☐	i)	Accessory structures and dimensioned waste/storage collection point(s).
☐	☐	j)	Available water lines, wells and sewer lines.
☐	☐	k)	Proposed location of sidewalks, bike paths, bike rack, litter containers, dumpster, curbs, gutters, water mains, sanitary sewers, storm drains, manholes, inlets, seawalls or wells.
☐	☐	l)	Existing and proposed fire hydrants
☐	☐	m)	Landscape yards, irrigation system, or treatment of perimeter areas such as fences, walls or berms.
☐	☐	n)	Width and location of existing or proposed public or private streets and easements.
☐	☐	o)	Complete dimensioning of driveways and aisles, vertical clearance and intersection radii.
☐	☐	p)	Drawing details of regular and handicapped parking stalls.
☐	☐	q)	Drawing details of dumpster enclosure.
☐	☐	r)	Phasing of the site including any temporary landscaping/accesses.
☐	☐	s)	Location, percentage, and size of areas to be conveyed, dedicated or reserved as open space, public parks, recreational, and similar uses.
☐	☐	t)	Areas of site indicated as potential conservation or preservation areas under the Comprehensive Plan.
☐	☐	u)	Name of adjoining property owners or development projects.

CHECKLIST (Cont'd)

☐ ☐ 5. Where a site plan covers only a part of real property owned by the applicant, a master phasing plan shall be provided.

☐ ☐ 6. Three (3) typed, signed and sealed 8-1/2"x14" legal descriptions and three (3) signed and sealed surveys (including centerline grades to establish a crown of road elevation prepared by a registered land surveyor). Provide an electronic WORD file of the legal description.

☐ ☐ 7. Preliminary design of bridges or culverts as may be required.

☐ ☐ 8. An existing tree survey depicting all trees having a diameter 2" or greater as measured 4-1/2 feet above the ground.

☐ ☐ 9. Five (5) hard copies of a traffic study and or parking accumulation study and two (2) electronic pdf files of the traffic study and/or parking study and site plan (11"X17"), if required by City Traffic Engineer.

☐ ☐ 10. If a traffic study is required for this application, please note additional fees will be due for Palm Beach County reviews.

☐ ☐ 11. All Planning Advisory (PA) comments have been addressed. A PA response letter should be provided (18 copies).

☐ ☐ 12. A computer generated colorized copy of the site plan and floor plan and elevations will be required prior to the scheduling of a public hearing.

☐ ☐ 13. Please meet with your project planner about one week prior to formal submittal to ensure that the information, drawings, etc., are complete. We will not process any applications until all pertinent information has been received and determined to be complete.

I HEREBY CERTIFY THAT THE UNIVERSAL CONDITIONAL INFORMATION SUBMITTED IS COMPLETE, ACCURATE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

Signed: _____

Date: _____

PETITIONER'S ACKNOWLEDGMENT PURSUANT TO SECTION 23-356, CODE OF ORDINANCES

DATE: _____

The undersigned, the petitioner in Case No. UC- _____, hereby represents and warrants that the offer of conditions in the above-referenced petition does not entitle the petitioner to approval of the request, and that the review of the petition is the legislative act of the City Council.

_____
Petitioner

STATE OF FLORIDA:

COUNTY OF PALM BEACH :

The foregoing instrument was acknowledged before me this _____ day of,_____ , 20 __ , by _____, who is personally known to me (or who has produced ___ _____ as identification) and who did (did not) take an oath.

NOTARY PUBLIC:

(SEAL)

_____
State of Florida at Large

My Commission Expires:

PROJECT DATA SHEET

PROJECT NAME _____

ACREAGE _____

BUILDING SQUARE FOOTAGE _____

FLOOR AREA RATIO _____

DENSITY _____

NUMBER OF HOTEL ROOMS _____

PARKING SPACES REQUIRED _____

PARKING SPACES PROVIDED _____

PARKING STRUCTURE [ ] YES [ ] NO

ZONING, EXISTING _____

LAND USE CATEGORY, EXISTING _____

USE, EXISTING _____

USE, PROPOSED _____

TRAFFIC REVIEW DEPOSIT (OUTSIDE CONSULTANT)

As of April 1, 2009, some new transportation related studies submitted to the City of Boca Raton as part of our land development review process will be sent out for review by a third party transportation consultant. A determination of whether the Transportation Study will be sent out for review by a third party will be made by the City Traffic Engineer after receipt of the Planning Advisory Review comments.

Should a transportation related study be required for your development proposal, please see the new requirements listed below:

- An initial deposit is necessary to ensure review of any studies submitted and processing on your project application per the following fee schedule:

Size of Project	Initial Deposit	Minimum Account Balance
Less than 10 acres	$5,000	$1,000
10 – 30 acres	$8,000	$1,600
30 acres & over	$12,000	$2,400

  The City will deposit funds, as provided by the developer, into a project account to pay for the traffic review services. The consultant will notify the City if the account balance falls below the minimum balance indicated above and the City will then assure a supplemental deposit is provided prior to authorizing additional review work. Subsequent to the project's final approval, any remaining review funds deposited for a particular project will be refunded. Also, should it be determined that a traffic study and review are not required, deposited funds will be refunded.

  In addition, a non-refundable $250 administrative fee is required.

  Please remit your deposit and administrative fee to:
  City of Boca Raton
  201 W Palmetto Park Road
  Boca Raton, FL 33432
  Attn: Development Services Administration

  A fee payable to the "Palm Beach County Commission" is due for Traffic Impact Study (minimum fee of $150*).
  *Actual amount due is responsibility of the petitioner's Traffic Engineer

- **As part of your formal submittal package, please provide five (5) hard copies and two (2) electronic pdf files of the traffic study and/or parking study and site plan (11"x17").**