

1-12-22



CITY OF WESTLAKE
Planning and Zoning Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

DEPARTMENTAL USE ONLY
Ck. #
Fee:
Intake Date:
PROJECT #

APPLICATION FOR SITE PLAN REVIEW

CITY COUNCIL MEETING DATE: _____

The City Council meets on the second Monday of the month at 6:30 p.m., in the Westlake City Council Chambers, located at 4005 Seminole Pratt Whitney Road.

See page 3 for review process and submittal deadline.

INSTRUCTIONS TO APPLICANTS:

- 1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide all required documents as shown on the Site Plan Review Application Checklist (see page 4). If not applicable, indicate with N/A.
3. The applicant must be present at scheduled City Council meeting.
4. If project is to be developed in phases, a Master Site Plan Review Application shall be required.

I. PROJECT DESCRIPTION & APPLICANT INFORMATION

PROJECT NAME: _____

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

Estimated Project Cost: _____

Property Control Number (PCN): _____

Section/Township/Range: _____

Property Owner(s) of Record (Developer) _____

Address: _____

Phone No.: _____ Fax No. _____ E-mail Address: _____

Applicant/Agent (if other than owner, complete Acknowledgement and Consent section on page 2):

Name: _____

Address: _____

Phone No.: _____ Fax No.: _____ E-mail Address: _____

II. LAND USE & ZONING

A) ZONING DISTRICT _____ B) FUTURE LAND USE DESIGNATION _____

C) EXISTING USE(S) _____

D) PROPOSED USE(S), AS APPLICABLE _____

III. ADJACENT PROPERTIES

	EXISTING USE(S)	FUTURE LAND USE DESIGNATION	ZONING DISTRICT
SUBJECT PROPERTY			
NORTH			
SOUTH			
EAST			
WEST			

IV. OWNER AND APPLICANT/AGENT ACKNOWLEDGEMENT AND CONSENT

Consent statement (to be completed if owner is using an agent)

I/we, the owners, hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application.

By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the City of Westlake, Florida, Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

Owner's Name (please print)

Applicant/Agent's Name (please print)

Owner's Signature

Applicant/Agent's Signature

Date

Date

V. APPLICATION FEES

See City of Westlake Fee Schedule

VI. ADMINISTRATIVE COSTS

The owner/applicant agrees to compensate the City for all additional administrative costs, actual or anticipated, including, but not limited to, engineering fees, consultant fees, and special studies prior to the processing of the application or not later than 30 days after final application approval whichever is determined as appropriate by the City. **Failure to make such payment shall be grounds for withholding a building or zoning permit.** Costs associated with advertising for public hearings and other public notice requirements are the responsibility of the owner/applicant. The fee shall be paid prior to such application being scheduled for a public hearing requiring notice.

Owner's Signature to Acknowledge

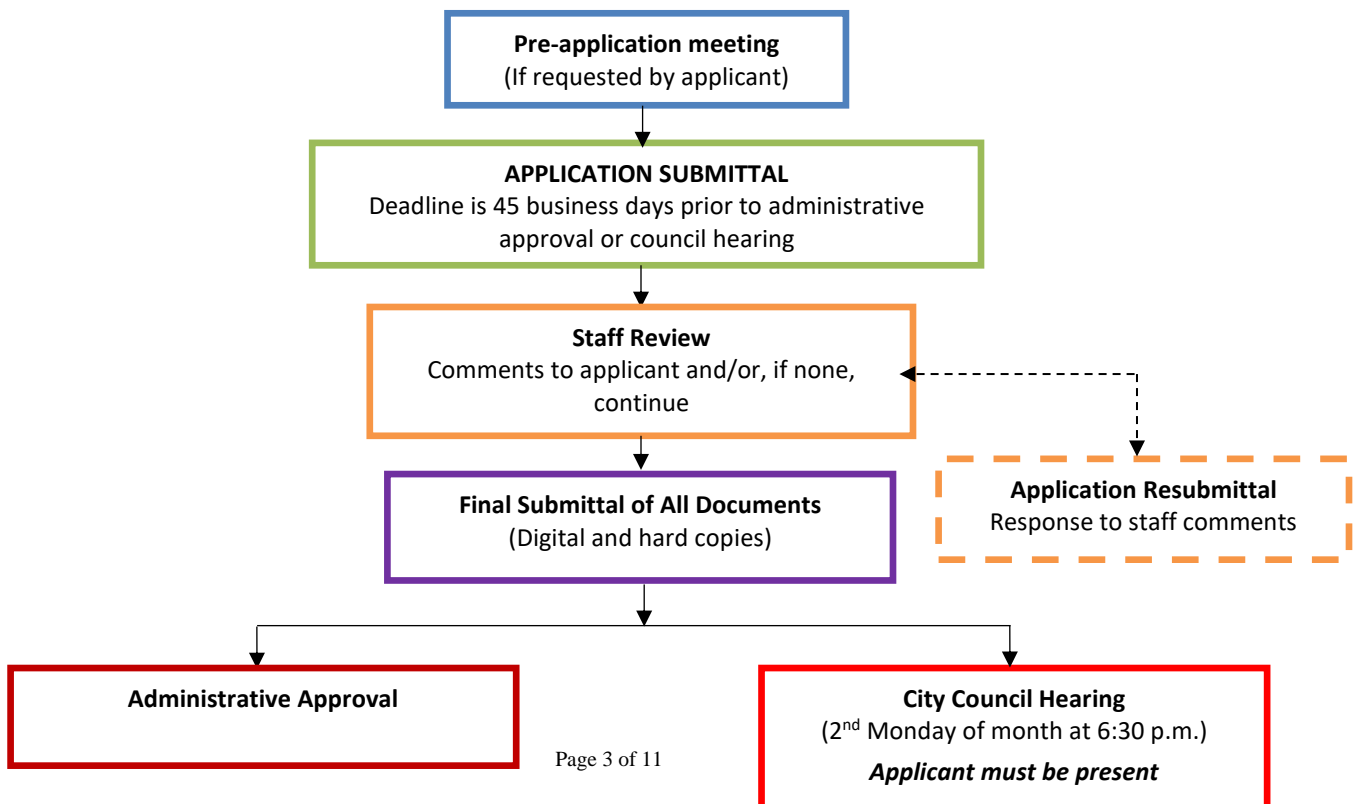
Date

VII. APPLICATION SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

The applicant shall submit the following documents to the City of Westlake **forty-five (45) business days** prior to the desired council meeting date:

- 1) **For Review: Digital and Three (3) full-size sets of professionally prepared plans and documents as specified in the SITE PLAN REVIEW APPLICATION SUBMITTAL CHECKLIST (see page 4).**
- 2) **For Final Submittal: Digital and Three (3) 11x17 sets of plans and documents required in 1) above and an exact rendering of the proposed modification, construction, or addition. Color photographs or prints as close to the actual colors to be used must be supplied. Since color printers often do not display the correct color, samples of the paint chips and support materials (i.e., canvas, wood, metal, etc.) shall be provided.**
- 3) *Any other documents, maps, photographs, or drawings that may help clarify the position of the applicant.*

NOTE: All renderings, models, drawings, photos, etc., will become the property of the City of Westlake.



VIII. SITE PLAN REVIEW APPLICATION SUBMITTAL CHECKLIST

(Pursuant to Chapters 2 through 8 of the City of Westlake Code of Ordinances)

1. **Applications.** Complete signed application forms as provided by the City and all required fees and costs.
2. **Project Description/Justification Statement.** The Project Description/Justification Statement should describe the desired outcome of the application.
 - a. The Project Description/Justification Statement must contain the following:
 - i. Description of the property history and site conditions;
 - ii. History of approvals on the property;
 - iii. Statements addressing the special standards and criteria that may be required for the particular application;
 - iv. Statement of consistency with the Comprehensive Plan;
 - v. Statements concerning compliance with applicable LDRs.
 - b. The Project Description/Justification Statement may also contain aerial photographs.
 - c. The Project Description/Justification Statement for applications for development orders must identify any cultural, historic, and natural resources that may be impacted by the development.
 - d. If an applicant is seeking approval for bonus housing units, the applicant must submit the following information as part of site plan application:
 - i. Number and location of affordable or workforce bonus housing units.
 - ii. Structure type and dwelling unit sizes of affordable or workforce bonus housing units.
 - iii. Identification of whether bonus housing units will be for sale or for rent.
 - iv. Proposed sale or rent price of affordable or workforce bonus housing units.
 - e. Consistency with level of service standards as required by the Comprehensive Plan. Provide a statement that the development will provide the necessary infrastructure to meet the following level of service standards (LOS):
 - i. Transportation (roads and rights-of-way)
 - ii. Wastewater
 - iii. Reuse water
 - iv. Stormwater
 - v. Solid waste
 - vi. Sanitary sewer
 - vii. Recreation
 - f. Fire flow requirements (SID/County Fire Department) consistent with Chapter 5, Subdivision and Site Development Standards, Article 5.7.
3. **Plat.** Plats shall be consistent with the requirements of Chapter 5, Subdivision and Site Development Standards, Article 5.3. The requirement to submit a plat may be filled by submittal of an approved plat, even if such plat has not yet been recorded, or by submittal of a plat waiver. When applying for a plat, this requirement is filled by submittal of the proposed plat. When applying for a replat, both the existing plat and the proposed plat must be submitted.

4. **Site Plan.** A site plan containing the title of the project and names of the architect, engineer, project planner and/or developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:
- a. Boundaries of the project, any existing streets, buildings, watercourses, easements, section lines, plats, water, sewer and reuse water and other utility facilities, lighting, and other existing important physical features on the site and on property adjacent to the site.
 - i. Information on all easements shall include location and width of proposed and existing utility, drainage, access, electric, and similar easements.
 - b. Tabular project data, including but not limited to dwelling units, square footage, bed, and waivers from zoning district requirements.
 - i. Project information on beds, employees, seating, etc. as necessary depending on the type of development

Please provide the following information:

PROJECT DATA	
Total gross site area in acres and square feet	
RESIDENTIAL	
Total number residential multi-family units	
Total number residential single-family units	
Project density in units per gross acres, if applicable	
Minimum lot width	
NON-RESIDENTIAL	
Total number of non-residential buildings and total FAR	
Minimum parcel size in square feet	
Minimum parcel width	
Total square feet of each building and bay	
Footprint of each building in sq. ft.	
Total building footprints in sq. ft. , acres, and percentage of site	

VEHICULAR USE AREA DATA	Required	Proposed
Total number of off-street vehicle parking spaces		
Minimum length		
Minimum width		

VEHICULAR USE AREA DATA	Required	Proposed
Total number of off-street ADA Parking spaces		
Minimum length		
Minimum width		
Total number of off-street guest parking spaces		
Total number of off-street bicycle parking spaces		
Minimum drive aisle width		
Minimum entrance queuing area length		
Number of loading zones		
Minimum length		
Minimum width		
Minimum overhead clearance		
Minimum maneuvering apron length and width		
Number of dumpster areas		

c. Site data and setbacks.

Please provide the following information:

SITE DATA AND SETBACKS	Required	Proposed
Zoning District		
Lot coverage ¹ (Total sq. ft. and percent of Site)		
Pervious area (Total sq. ft. and percent of Site)		
Open space area (Total sq. ft. and percent of Site)		
Front setback		
Side setback		
Side setback		
Rear setback		
Mean building height ² and number of stories		
Minimum sidewalk width		

¹ **LOT COVERAGE:** That portion of the area of a lot, plot, or building site, expressed as a percentage, occupied by all buildings or structures which are roofed, exclusive of its eaves. Pool decks, patios or outdoor sitting areas, even if enclosed with a screen enclosure shall not be calculated as part of lot coverage.

² **HEIGHT:** Unless otherwise noted, height shall be measured from the minimum finished floor elevation to the midpoint of the roof, or if the roof is flat, to the top of the parapet. Architectural features shall not count for purposes of measuring height so long as the architectural features do not exceed 10% of the height of the structure.

- d. Plans and location for recreation facilities, if any, including buildings and structures for such use. All mechanical equipment and dumpster locations, screens, and buffers.
- f. Refuse collection and service areas.
- g. Access to utilities and points of utilities hookups and location of all fire hydrants close enough for fire protection.
- h. Proposed plans for signage including size, location, and orientation;
- i. Proposed plans for Art in Public Places Program, if applicable.
- j. Location of exterior lighting of all parking areas, non-residential buildings, and the overall site per Chapter 5.
- k. Proposed topographic considerations including natural vegetation, berms, retaining walls, privacy walls, and fences.
- l. Required floodplain management data including Flood zone designation and Base flood elevation consistent with the City's Floodplain Management Regulations [Ord. 2018-8].
- m. Traffic Circulation consistent with Chapter 8, Parking Regulations.
 - ii. Circulation information, including:
 - 1. Approximate location and ultimate right of way widths of proposed and existing roads, pedestrian, and bicycle routes.
 - 2. Locations, centerlines, and ultimate widths of rights-of-way for existing roads, streets, intersections, and canals within the proposed project.
- n. Street Name Exhibit per Chapter 5, Subdivision and Site Development Standards, Article 5.3, Section 1 (N), Road Names: The plat shall show the name of each road. Road names shall not duplicate or be phonetically similar to existing road names. All proposed road names shall be submitted to the City for approval prior to final approval of the plat.
- o. Block and Walkability Exhibit per Chapter 5, Subdivision and Site Development Standards, Article 5.7, Section 2(2), Pedestrian circulation system.
- p. The application must contain architectural elevations to demonstrate the style and theme of the project, including representative color for illustrative purposes only. Improvements must be constructed reasonably be in accordance with submitted architectural style and theme.
- q. The application must contain an aerial photograph of the appropriate section, township, and range of the City, outlining the subject property, and delineating all contiguous zoning districts.
- r. The application must contain an area location map. Vicinity map of the area within one mile surrounding the site, including the following:
 - iii. Principal roadway network, including mass transit routes;
 - iv. Major public facilities such as public schools, city and county parks and recreation areas, hospitals, public buildings, utilities, shopping areas, etc.;
 - v. Municipal boundary lines; and
 - vi. Important physical features in and adjoining the site.

- s. Residential site plans must include a school impact statement specifying the anticipated impact on public schools and the need for public school sites in the general area of the proposed development.
 - t. Statement acknowledging that applicant is required to submit application Palm Beach County Fire Rescue for review. Applicant is responsible for submitting application to Palm Beach County Fire Rescue. Approval by Palm Beach County Fire Rescue pursuant to their adopted standards is required for site plan approval.
 - u. Service Availability. Written confirmation from the applicable service providers of the availability of all necessary facilities and systems, as indicated below, for stormwater management, potable water, sanitary sewer, solid waste disposal, and county road capacity.
 - vii. A statement from SID, or other lawful service provider, that the proposed development will be able to connect to the system and that there is sufficient capacity available to meet adopted levels of service for potable water and sanitary sewer.
 - viii. A drainage statement by the applicant's engineer that the site drainage system will be designed to meet the stormwater management requirements of the SFWMD and these LDRs. The statement also will demonstrate the provision of legal positive outfall meeting the adopted level of service. A statement from SID attesting that the proposed drainage is sufficient will satisfy this requirement.
 - ix. A statement from the Solid Waste Authority of Palm Beach County that the proposed project will not exceed the adopted levels of service standards for solid waste disposal. This requirement may be waived if the Solid Waste Authority provides the city with an annual statement that solid waste capacity is available.
 - v. Master Site Plan. A master site plan shall be required when a project will be developed in phases. *See Master Site Plan Review Application.*
- 5. Preliminary Landscape Plan.** A preliminary landscape plan shall be submitted with the site plan application. The purpose of the preliminary landscape plan is to confirm that the layout of the site plan accommodates the landscape requirements detailed within Chapter 4, Landscape and Buffer Code. *For example, the preliminary landscape plan shall demonstrate that there are adequate buffer depths and areas, vehicular use areas have adequate landscaping, and that there is adequate area for streetscape and open space landscape.* The plan should sufficiently identify and dimension the landscape areas and demonstrate adequate spacing and clearance from lighting, hardscape, and underground or above ground utilities.
- *These examples are not all inclusive of the requirements. Chapter 4, Landscape and Buffer Code shall be evaluated in detail by the applicant.*
- a. Preliminary landscape components: A preliminary landscape plan shall be consistent with the plan requirements outlined within Chapter 4, Landscape and Buffer Code. The preliminary plan shall show the location and dimensions of perimeter buffers, easements, mechanical equipment or lift station screening areas, common area/open space, preserve areas, streetscape, parking, and vehicular use areas. The preliminary landscape design may be conceptual in nature, but will accurately show and demonstrate that, spatially, the plan layout is sufficient for the required landscaping.
 - b. Preliminary landscape data: The preliminary landscape plan shall include a data table. Below is an example of a preliminary data table that, when completed, demonstrates that the landscape areas as provided are adequate for the required landscaping. This data table example is not intended to serve as a full checklist and the applicant shall perform their own Code research and due diligence to ensure compliance for their particular use.

Please provide the following information:

PRELIMINARY LANDSCAPE PLAN DATA	AREA (SF/AC)	PERCENT (%)
IMPERVIOUS AREAS		
Building coverage		
Vehicular use areas (streets, drive aisles, parking and curbs)		
Sidewalks and plazas		
LANDSCAPE AREAS		
Landscape perimeter buffers		
Foundation planting area		
Vehicular landscape area		
Open space landscape area		
Easements (LME/LMT, utility easements or access easements otherwise not associated with open space tracts)		
Lakes		
TOTAL		100.00%

ADDITIONAL LANDSCAPE REQUIREMENTS	PROVIDED
Planting around signs – 3-foot-wide planting area around base of all ground mounted signs – See Code Chapter 4, Landscape and Buffer Code, Section 4.20	<input type="checkbox"/> Provided and dimensioned per plan
Dumpster and mechanical utilities screening – See Code Chapter 4, Landscape and Buffer Code Chapter 4, Landscape and Buffer Code, Section 4.14	<input type="checkbox"/> Provided and dimensioned per plan
Visibility triangles (corner clips) – See Code Chapter 4, Landscape and Buffer Code, Section 4.28	<input type="checkbox"/> Provided and dimensioned per plan

- c. If approved, the preliminary landscape plan is considered a conceptual landscape plan and, therefore, is not sufficient for landscape permit. The applicant shall apply for Landscape Permit separately. The plans submitted for Landscape Permit review shall be construction level landscape plans, streetscape plans (if necessary) and irrigation plans.
- 6. **Engineering Plan.** Engineering plans include paving plans. If the city determines that the plans require independent review for items within the City's jurisdiction, the applicant shall pay for such review by an independent engineer.
 - a. The engineering plan should contain conceptual utility plan indicating the proposed location of potable water, sanitary sewage, and storm drainage plans for review by SID. The plan shall contain plans for alterations or modifications to the slope, elevation, drainage pattern, natural vegetation, and accessibility of the development, for SID review. Utility plans should be sufficient to identify potential conflicts and inconsistencies with proposed landscape, hardscape, lighting, and electrical infrastructure.

7. **Conceptual Lighting Plan.** Conceptual lighting plans must contain general locations and types of proposed lighting facilities but are not required to contain photometric data or product specifications. The plan should be sufficient to identify potential conflicts and inconsistencies with proposed landscape, hardscape, and utilities and electrical infrastructure.
8. **Residential Lighting Plan.** A plan indicating the general location and lumens of lighting to be used in a residential development. Residential lighting plans are not required to contain photometric data. The plan should be sufficient to identify potential conflicts and inconsistencies with proposed landscape, hardscape, and utilities and electrical infrastructure.
9. **Signage Plan.** A signage plan demonstrating consistency with the requirements of Chapter 6, Signs, or a proposed Master Sign plan meeting the requirements of Chapter 6, Signs. The signage plan should include architectural elevations of all signs indicating the location; size; landscaping; and for illustrative purposes, lettering design, material types, colors, and other features.
10. **Art in Public Places.** Demonstrate compliance with the City's Art in Public Places Program per Chapter 24 of the City's Code of Ordinances, if applicable.
11. **Survey (Abstracted).** A certified boundary survey by a surveyor licensed by the State of Florida meeting the requirements of Chapter 5, Subdivision and Site Development Standards. The survey shall have been completed within one year of the date the application is submitted. Where allowed by Chapter 2, Land Development Procedures, or Chapter 5, Subdivision and Site Development Standards, a certified sketch and legal description may be submitted instead of a survey. The survey shall be prepared at a scale of not less than one inch equals 200 feet containing the following:
 - a. A legal description of the property;
 - b. A computation of the total acreage of the parcel to the nearest tenth of an acre;
 - c. Depictions of existing streets and roadway improvements, existing structures within 100 feet of project boundary, existing utilities, existing easements, and existing trees identified by caliper and species.
12. **Owner's Affidavit.** A statement of the applicant's interest in the property and:
 - a. If joint and several ownership, a written consent to petition by all owners of record, or written authorization by the master association;
 - b. If a contract purchase, written consent of the seller or owner;
 - c. If an authorized agent, a copy of the agent's authorized agreement or written consent of the owner;
 - d. If a lessee, a copy of the lease agreement and written consent of the owner;
 - e. If a corporation, partnership, or other business entity, the name of the officer or person responsible for the application and written proof that the representative has authority to represent the corporation, partnership, or business entity or, in lieu thereof, written proof that such person is in fact an officer of the corporation;
 - f. If a group of contiguous property owners are requesting an individual amendment only affecting their specific lots and not impacting property owned by the master association, all the owners of the property described in the petition must provide written consent; or
 - g. Unity of Title, warranty deed or purchase contract of the subject site.
13. **Traffic Statement/Study.** A traffic statement or traffic study consistent with the requirements of Chapter 7, Mobility.

14. **Drainage Statement.** A statement describing the proposed stormwater management for the proposed project, consistent with the requirements of Chapter 5, Subdivision and Site Development Standards, and any applicable SID requirements.
15. **Legal Description.** A formal description of land containing sufficient information to permit the identification of the property to the exclusion of all others, which may be - but is not required to be - accomplished through a description by metes and bounds.
16. **Additional Documents.** Applicants may submit additional documents or professional studies in support of an application to assist in satisfactory review of a development order application consistent with the requirements of these LDRs.

IX. REQUIRED SUPPORTING DOCUMENTATION

A. Common Facilities and Open Spaces

1. If common facilities (such as recreation areas or structures, common open space, etc.) are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, surety arrangements, or other legal instruments providing adequate guarantee to the City that such common facilities will not become a future liability for the City

B. Concurrent Permits

1. A statement from the applicant or landowner that all pertinent permits are concurrently being sought from the applicable county, state, and federal agencies listed below. Include a copy of the letter/document with the application. Such permits shall be secured prior to the issuance of a building permit for any development on property included within the site plan.
 - a. Seminole Improvement District (Potab19le Water, Reuse Water, Sewer and Storm Water)
 - b. Palm Beach County Health Department
 - c. Palm Beach County Public Works Department
 - d. Palm Beach County School District
 - e. Palm Beach County Fire-Rescue Department (Fire Marshal)
 - f. Palm Beach County Department of Environmental Resources Management (DERM)
 - g. South Florida Water Management District (SFWMD)
 - h. Florida Power & Light (FPL)
 - i. Telephone service provider, as applicable
 - j. Solid Waste purveyor
 - k. Other municipal, county, state and/or federal agencies as may be applicable

C. Restrictions.

1. The substance of covenants, grants of easements or other restrictions proposed to be imposed upon the use of the land, buildings, and structures, including Unity of Control for shared parking and proposed easements or grants for public utilities, if applicable