

# CITY OF BELLE GLADE

110 Dr. Martin Luther King Jr. Blvd., West  
Belle Glade, FL 33430  
Telephone: (561) 992-1630 Fax: (561) 993-1811  
[www.belleglade.gov](http://www.belleglade.gov)

## **SITE PLAN APPROVAL APPLICATION**

Please refer to the appropriate sections of the City's Code of Ordinance available at [www.municode.com](http://www.municode.com) when designing your project and completing this application. The Planning & Zoning staff will be glad to assist you in any way possible.

This application, with all supplemental data and information, must be completed in accordance with the specific instructions in this application. Complete original applications and all supplemental information must be filed with the Planning & Zoning Department, Atten: Ms. Dienne Willis, Administrative Assistant, Telephone: (561) 992-1630 Email: [dwillis@belleglade-fl.com](mailto:dwillis@belleglade-fl.com). Incomplete applications will not be accepted and a Departmental Review Committee (DRC) meeting will not be scheduled until a complete application is received.

All application materials become the property of the City of Belle Glade.

**Note: It is the policy of the City of Belle Glade Planning & Zoning Department that it is generally inappropriate for Board members to discuss, with petitioners, their agents or affected parties, a land use petition which is subject to a public hearing, outside of a formal hearing.**



### APPLICATION TYPE AND HEARING REQUESTED

Please check each type of application you are applying for:

<input type="checkbox"/> Site plan review - Residential	<input type="checkbox"/> Site plan review - Commercial, College, Community Facility
<input type="checkbox"/> Site plan review - Multi-family Residential	<input type="checkbox"/> Special or Conditional Use Type:
<input type="checkbox"/> Variance - residential Setback required - Setback requested - Identify location check one: <input type="checkbox"/> front <input type="checkbox"/> side <input type="checkbox"/> rear	<input type="checkbox"/> Variance - commercial Setback required - Setback requested - Identify location check one: <input type="checkbox"/> front <input type="checkbox"/> side <input type="checkbox"/> rear
<input type="checkbox"/> Site plan review - Fence in front yard	<input type="checkbox"/> Site plan review - Sign approval
<input type="checkbox"/> Other-	<input type="checkbox"/> Appeal of administrative decision

### APPLICANT INFORMATION SHEET

#### Contact Information

Please Print or Type

Property Owner's Name	
Address, City, State, Zip	
E-mail Address	
Phone Number Day	Cell Number
Type of Business:	
Name of Applicant: If different from owner. (indicate with N/A if not applicable)	
Address, City, State, Zip	
E-mail Address	
Phone Number Day	Cell Number
Fax Number	
Name of Agent: If different from owner and applicant. (indicate with N/A if not applicable)	
Address, City, State, Zip	
E-mail Address	
Phone Number Day	Cell Number
Fax Number	



### Address, Legal Description of Property and Property Information

To be filled out by applicant. (If subdivided - provide lot, block, complete name of subdivision, plat book and page numbers. If metes and bounds description - Complete description, including section, township and range.)

Property Address:			
Folio Number:			
Lot(s):		Block:	
Subdivision Name:		Plat Book and page:	
Section:	Township:	Range:	
Size of Property: width      ft. X depth      ft. =      sq. ft.;      acre(s)			
Date Subject Property was acquired:			

Are there any existing structures on the property?      ☐ Yes      ☐ No

If so, what is the construction material? (CBS, Frame, Frame-stucco, Wood, Other)

Please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### APPLICANTS PROPOSAL

Specify in full the request. Use a separate sheet of paper if necessary.

### LETTER OF INTENT

Specify the exact nature of the use and the benefits it will have for the City of Belle Glade. Explain the reasons why this application should be approved (Use a separate sheet of paper if necessary).

### EXHIBITS AND DATA TO BE SUBMITTED WITH THE APPLICATION

- Applications will not be processed by the City if the required exhibits and information are not included in the application submittal. Application materials will not be returned to the applicant.
- Required Documentation for a Complete Application are as follows:
- **One (1) original signed and sealed set of Site Plan documents and seven (7) copies of each document is required as part of the submittal for a total of eight (8) sets):**



- a) ☐ Application fee paid in full (\$900.00)
- b) ☐ Completed application.
- c) ☐ Letter of intent.
- d) ☐ Proof of ownership. A copy of the most recent tax bill or a copy of the most recent recorded warranty deed is required.
  
- e) ☐ Letter of authorization from owner consenting to the application must be provided in a certified form. When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates the signatory's authority to represent the corporation.
- f) ☐ Consent for Inspection from owner must be provided in a certified form.
- g) ☐ Color photographs of all sides of the building, mounted on 8.5" by 11" sheets.
- h) ☐ Other data as required.

**Note: All plans must be 24" by 36" and must be folded to approximately 8.5" by 12". All documents and plans must be collated and banded together in sets.**

**Please provide one complete (1) reduced 11" by 17" set of Site Plans for scanning and copying.**

Note: When submitting revised plans, sheets must show previously approved plan and proposed plan, side-by-side, with proposed changes clouded on the revised portion.

**\*\* Site Plan Submittal shall include all of the following: (i – iv)**

- ☐ SURVEY: An original signed and sealed survey prepared by a Florida registered surveyor no more than one (1) year old which shows the property as described pursuant to the legal description contained in the warranty deed.

**i) Survey shall include the following information:**

- ☐ scale (1" = 30' or 1" = 40' minimum)
- ☐ lot lines
- ☐ easements,
- ☐ septic system, if applicable
- ☐ rights-of-way
- ☐ ground elevations
- ☐ all existing structures
- ☐ walls and fences



## **ii) Site Plan Data Table**

- (1) Site area, gross (sq. ft. and acres)
- (2) Building footprint coverage
- (3) Existing uses by floor (sq. ft., existing area vs. proposed additions)
- (4) Non-residential development uses, gross floor area
- (5) Parking data
- (6) Number of stories
- (7) Setback table (required vs. provided)
- (8) Landscape:  
Existing and proposed plant location, type and numbers as governed  
Section(s) 31-298 (i) (2) B.G.C.O.
- (9) Parking (required vs. provided)
- (10) Other information as required.
- (11) Show Flood Zone Designation

## **iii) Site Plan Features**

- (1) Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
- (2) Existing and proposed drainage of the site
- (3) Outline of adjacent buildings (indicate height in stories and approximate feet)
- (4) Property lines (dimensioned)
- (5) Building outlines of all existing structures labeled as to existing and/or proposed uses (dimensioned) use clouding to identify the area of new work.
- (6) Building outlines of all proposed structures labeled as to use (dimensioned)
- (7) Dimension of all site plan features (i.e. sidewalks, building lengths and widths, balconies, parking spaces street widths, etc.)
- (8) Setbacks and building separations (dimensioned)
- (9) Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces, as applicable)
- (10) Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
- (11) Easements
- (12) Location of all utilities on the site and the manner in which utilities will be provided to the proposed structures.
- (13) Septic system
- (14) Photometrics
- (15) Other site elements (as applicable)
- (16) Location of all fences and walls.
- (17) Location map which clearly shows the subject property, adjacent properties, and their relationship to streets located within one-half mile of the property
- (18) Site Plan shall be prepared signed and sealed by a Florida registered architect or engineer.
- (19) Scale (1" = 30' or 1" = 40' minimum).
- (20) North indicator.
- (21) Indicate location of all free standing or monuments signage

## **iv) Building Elevations:**

- (1) Provide details of the following (scale 1/8" = 1' min.)
- (2) All plans and graphics must show dimensions and be to scale and scalable
- (3) All building facades must be shown with directional labels (i.e. North, South) and building names if more than one building on plan
- (4) Existing and new conditions to be clearly shown and new conditions or changes clouded
- (5) Dimensions, including height and width of all structures.
- (6) Dimension grade at street grade, building site and finished floor elevation also the lowest adjacent crown of road .
- (7) Storefronts, awnings, entryway features, doors, windows
- (8) Indicate architectural elements, materials and colors



**CONSENT FOR INSPECTION OF PROPERTY AND POSTING OF PROPERTY**

I, \_\_\_\_\_, the owner or authorized agent for the owner of the premises located at \_\_\_\_\_ do hereby consent to the inspection of said premises and the posting of public notice by an employee of the City of Belle Glade, Florida, in conjunction with an application for \_\_\_\_\_ without further notice.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF PALM BEACH:

Sworn to (or affirmed) and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, by:

Signature of Owner or Authorized Agent      Telephone Number

Print Name

NOTARY SEAL:

Signature of Notary Public - State of Florida

Name of Notary Typed, Printed, or Stamped

(Please check one)

- ☐ Personally known to me; or  
☐ Produced identification.

Type of Identification Produced: \_\_\_\_\_



## OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We \_\_\_\_\_ as Owner(s) of Lot(s) \_\_\_\_\_, Block \_\_\_\_\_  
Sections \_\_\_\_\_, Plat \_\_\_\_\_ Book \_\_\_\_\_ and Page \_\_\_\_\_ Located at \_\_\_\_\_  
\_\_\_\_\_ desire to file an application for a public hearing before the Planning and Zoning Board and I/WE understand and agree with the following:

- 1) That the Planning and Zoning Board will table or may deny the application if the applicant is not present at the hearing.
- 2) That it is the responsibility of the applicant to submit a complete true and correct application before a hearing will be scheduled before the Planning and Zoning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the City Code, Palm Beach County, the Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the City Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the City Code prior to the public hearing.
- 6) That applicant will be responsible for complying with all the conditions and/or restrictions imposed by the Planning and Zoning Board in connection with the request and will comply with those conditions and/or restrictions and that failure to do so will void and approvals delay issuance of permits to proceed with the request.
- 7) The undersigned owner(s) and applicant(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.

I/We as the owners of the subject property: (Please check one)

- ☐ Do hereby authorize \_\_\_\_\_ to act on my/our behalf as the applicant.
- ☐ Will on my/our own behalf act as applicant(s), and make application in connection with this request for a public hearing before the Planning and Zoning Board.

I/We understand that if my/our request is denied, I/We have ten (10) days from the date of hearing to appeal the decision of the Planning and Zoning Board to the City Commission.

### OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF Palm Beach:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

Signature of Owner(s)

Signature of Authorized Applicant(s) or Agent(s)

Print Name

Print Name

Signature of Notary Public-State of Florida

Signature of Notary Public-State of Florida

Name of Notary Typed, printed or stamped

Name of Notary Typed, printed or stamped

NOTARY SEAL:

NOTARY SEAL:

(Please check one)

☐ Personally known to me; or ☐ Produced identification.

Type of Identification Produced: \_\_\_\_\_

(Please check one)

☐ Personally known to me; or ☐ Produced identification.

Type of Identification Produced: \_\_\_\_\_



