|  |
| --- |
| 2025 FUTURE LAND USE ATLAS AMENDMENT APPLICATIONPart 1. Amendment Data  |
| **A. Amendment Data** |
| **Round** | Provide the number of the round. | **Intake Date** | Provide intake date. |
| **Application Name** | Provide the name of the amendment. Use same name as the associated zoning application. | Revised Date | Include in revisions to application |
| **Acres** | Identify the total acres of the subject site in hundredths of an acre, (e.g. 4.35 acres). Always round up from 3 to 2 decimal places. This figure must be consistent throughout the application and survey.  | Control Number | Provide control # |
| FLUA Page | Identify FLUA Page # |
| **Text Amend?** | Yes or No |
| **PCNs** | Provide all Parcel Control Numbers |
| **Location** | Indicate location of the site (e.g., South side of Atlantic Ave approx. 0.5 miles west of Carter Rd)  |
| **BCC District** | Indicate Commissioner and Commission District the site is located in |
|  | **Current** | **Proposed** |
| **Tier** | Indicate Tier | Indicate if Tier change is requested.  |
| **Use** | Indicate the existing land use of the site, including built information including non-residential s.f. and residential units.  | Indicate proposed use |
| **Zoning** | Indicate existing zoning | Indicate proposed zoning |
| **Future Land Use Designation** | Indicate the existing designation. If the amendment includes multiple land use designations, acreages for each change must be provided. | Indicate the proposed designation. If the amendment includes multiple land use designations, acreages for each change must be provided.(ex. Commercial High with an underlying 8 units per acre (CH/8) on 5.2 acres and High Residential, 8 units per acre (HR-8) on 9.64 acres.) |
| **Conditions** | Indicate any prior Ordinance Numbers & adopted conditions of approval verbatim. Provide as separate attachment if needed | Indicate any newly proposed conditions of approval. Any changes to prior adopted conditions of approval must be shown with newly proposed text underlined and text to be deleted as ~~struck out~~. |

**B. Development Potential**

|  |  |  |
| --- | --- | --- |
|  | **Current FLU** | **Proposed FLU** |
| **Maximum Square Feet (for non-residential)** | \_\_\_\_\_ FAR x \_\_\_\_\_ ac. = \_\_\_\_\_\_ | \_\_\_\_\_ FAR x \_\_\_\_\_ ac. = \_\_\_\_\_\_ |
| **Maximum Units****(for residential)** | \_\_\_\_ du/acre x \_\_\_\_\_ ac. = \_\_\_\_\_ | \_\_\_\_\_ du/acre x \_\_\_\_\_ ac. = \_\_\_Indicate total number of units requesting to include FLUA, WHP bonus and TDRs |
| **Maximum Beds** **(for CLF proposals)** | \_\_\_\_\_ max du x 2.39 = \_\_\_\_\_\_ | \_\_\_\_\_ max du x 2.39 = \_\_\_\_ |

## Part 2. Applicant Data

|  |
| --- |
| **A. Agent Information** |
| **Name** | Identify the information for the agent processing the application. The agent will be the primary contact for Planning Division staff throughout the amendment process.  |
| **Company Name**  |  |
| **Address** |  |
| **City, State, Zip** |  |
| **Phone / Fax Number** |  |
| **Email Address** |  |
| **B. Applicant Information** |
| **Name** | Identify the information for each Property Owner and Contract Purchaser. Duplicate table as needed. |
| **Company Name**  |  |
| **Address** |  |
| **City, State, Zip** |  |
| **Phone / Fax Number** |  |
| **Email Address** |  |
| **Interest** | Indicate whether person is a Property Owner or Contract Purchaser.  |

## Part 3. Site Data

|  |
| --- |
| **A. Site Data** |
| **Built Features** | Summarize built features on subject site and include square footages. |
| **Street Address** | Indicate the street address of the site, if applicable. |
| **Frontage** | Provide the roadway(s) and/or waterway which the site fronts and indicate the number of linear feet. Also provide the depth of the property (e.g., Approx. 1,340 feet of frontage along West Atlantic Ave. and 5,280 feet of depth.). This should match information on the survey.  |
| **Legal Access** | Identify the current and proposed legal access to the site. See ULDC Definition. |
| **Contiguous under same ownership** | Indicate whether there is adjacent property under the same ownership and provide the acreage and PCNs for the site(s). |
| **Acquisition details** | Indicate the month, day and year the site was acquired, and from whom the site was acquired. |
| **Size purchased** | Identify whether the site was part of a larger property acquired from the previous owner. If so, identify the extent of any property contiguous to the subject property, which was of the same ownership as the subject property. |
| **B. Development History** |
| **Previous FLUA Amendments** | Identify the Ordinance Numbers and conditions of approval for all prior adopted future land use amendments. |
| **Concurrency** | Indicate whether the site is currently subject to a concurrency exemption or has obtained a concurrency reservation and provide documentation. This information is available from the County’s Zoning Division at (561) 233-5200. |
| **Plat, Subdivision** | Indicate whether the site has been platted, subject to a master plan, or subdivided and indicate the record book and page number, if applicable.  |

**C. Zoning Approvals & Requests**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reso. No.** | **App. No.** | **Status** | **Type** | **Description** | **Changes proposed (if any)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Part 4. Consistency

**A. Surrounding Land Uses.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Adjacent Lands** | **Use** | **Future Land Use** | **Zoning** |
| **North** | Indicate the existing land use, subdivision name, and existing units and density (residential) or square footage (non-residential).  | Indicate the future land use designations. ex. Institutional and Public Facilities with an underlying 8 units per acre (INST/8) | Indicate the Zoning District. ex. Agricultural Residential (AR) |
| **South** | Indicate the existing land use, subdivision name, and existing units and density (residential) or square footage (non-residential).  | Indicate the future land use designations.  | Indicate the Zoning District.  |
| **East** | Indicate the existing land use, subdivision name, and existing units and density (residential) or square footage (non-residential).  | Indicate the future land use designations.  | Indicate the Zoning District.  |
| **West** | Indicate the existing land use, subdivision name, and existing units and density (residential) or square footage (non-residential).  | Indicate the future land use designations.  | Indicate the Zoning District. |

## Part 5. Public Facilities Information

|  |
| --- |
| **A. Traffic Information** |
|  | **Current** | **Proposed** |
| **Max Trip Generator** | Provide the Use Name & the trip generation rate | Provide the Use Name & the trip generation rate for maximum and proposed potential |
| **Maximum Trip Generation** | The trip generation for the maximum potential | The trip generation for the maximum potential AND the proposed potential |
| **Net Daily Trips:** | \_\_\_\_\_\_ (maximum minus current)\_\_\_\_\_\_ (proposed minus current) |
| **Net PH Trips:** | \_\_\_\_\_ AM, \_\_\_\_\_ PM (maximum) \_\_\_\_\_ AM, \_\_\_\_\_ PM (proposed) |
| **Significantly impacted roadway segments that fail****Long Range** |  |  |
| **Significantly impacted roadway segments for Test 2** |  |  |
| **Traffic Consultant** |  |
| **B. Mass Transit Information** |
| **Nearest Palm Tran Route (s)** | Identify the number(s) of the nearest Palm Tran Route(s) that service the property, if any. |
| **Nearest Palm Tran Stop**  | Identify the location of the nearest bus stop, in tenths of a mile from the site. |
| **Nearest Tri Rail Connection** | Identify the nearest connection to the Tri-County Commuter Rail Feeder Bus Route. |
| **C. Potable Water & Wastewater Information** |
| **Potable Water & Wastewater Providers** | Identify the water and wastewater providers  |
| **Nearest Water & Wastewater Facility, type/size** | Summarize the water and wastewater provider letter here by providing the location of the nearest point of connection including the size of the lines and if it is water or wastewater. |
| **D. Drainage Information** |
| Summarize Drainage Statement here. |
| **E. Fire Rescue** |
| **Nearest Station** | Identify the fire rescue station (number and address) that provides service to the site from Fire Rescue letter.  |
| **Distance to Site** | Identify the distance, in tenths of a mile, from the above referenced fire-rescue station to the site from Fire Rescue letter. |
| **Response Time** | Identify the average response time of the above referenced fire-rescue station from Fire Rescue letter. |
| **Effect on Resp. Time** | Identify the impacts on response time at the maximum development potential of the application from Fire Rescue letter. |
| **F. Environmental** |
| **Significant habitats or species** | Summarize here the natural features inventory including any listed animal and/or plant species and habitats of significant value that utilize the property.  |
| **Flood Zone\*** | Indicate if site is located within a flood zone and provide the name if applicable.  |
| **Wellfield Zone\*** | Indicate whether the site is located in a wellfield protection zone per County Water Utilities Department or Department of Environmental Resources Management. |
| **G. Historic Resources** |
| Summarize Historic Resources Evaluation letter here |
| **H. Parks and Recreation - Residential Only (Including CLF)** |
| **Park Type** | **Name & Location** | **Level of Svc.** (ac. per person) | **Population Change** | **Change in Demand** |
| **Regional** | Indicate the name and location of the park.  | 0.00339 |  |  |
| **Beach** | Indicate the name and location of the park.  | 0.00035 |  |  |
| **District** | Indicate the name and location of the park.  | 0.00138 |  |  |
| **I. Libraries - Residential Only (Including CLF)** |
| **Library Name** | Indicate the name and location of the closest County Library |
| **Address** |  |
| **City, State, Zip** |  |
| **Distance** | Indicate the distance from the site to the nearest library. |
| **Component** | **Level of Service** | **Population Change** | **Change in Demand** |
| **Collection**  | 2 holdings per person |  |  |
| **All staff** | 0.6 FTE per 1,000 persons |  |  |
| **Library facilities** | 0.6 square feet per person |  |  |
| **J. Public Schools - Residential Only (Not Including CLF)** |
|  | **Elementary** | **Middle** | **High** |
| **Name** |  |  |  |
| **Address** |  |  |  |
| **City, State, Zip** |  |  |  |
| **Distance** |  |  |  |

## Part 6. Attachments (see instructions on next page)

|  |  |
| --- | --- |
| **A.** | **PCN List, Legal Description and Warranty Deed** |
| **B.** | **Consent Form**  |
| **C.** | **Affidavit of Completeness and Accuracy** |
| **D.** | **Applicant’s Notice Affidavit, Property Appraiser List, and Labels** |
| **E.** | **Disclosure of Ownership Interests** |
| **F.** | **Built Feature Inventory & Map** |
| **G.** | **Consistency with the Comprehensive Plan and Florida Statutes** |
| **H.** | **Traffic Approval Letter & Traffic Study** |
| **I.** | **Water & Wastewater Provider LOS Letters** |
| **J.** | **Drainage Statement** |
| **K.** | **Fire Rescue Letter**  |
| **L.** | **Natural Feature Inventory & Map**  |
| **M.** | **Wellfield Zone**  |
| **N.** | **Historic Resource Evaluation Letter** |
| **O.** | **Palm Beach County School District LOS Letter** |
| **P.** | **Survey** |
| **Q.** | **Text Amendment Application** |

Forms for Attachments B, C, D, and E are located on the web at:

<http://www.pbcgov.org/pzb/planning/Pages/Comprehensive-Plan-Amendment-Applications.aspx>

T:\Planning\AMEND\00Administration\Application-FLUA-Web\2025 Application\2025-FLUA-App-Form-with-instructions.docx

## Part 6. Attachments INSTRUCTIONS (do not submit these pages)

|  |  |
| --- | --- |
|  | **The following attachments must be provided as a digital file.****Do not submit cover pages for attachments.** **Do not submit service delivery request letters.** |
| **A.** | **PCN’s, Legal Description and Warranty Deed (provide each as separate digital file)*** Provide a list of Property Control Numbers (include PDF and Word)
* Provide the Legal Description with Acres (include PDF and Word)
* Provide Warranty Deeds as evidence of both purchase (e.g. purchase and sale agreement) and ownership (deed).
 |
| **B.** | Consent Form * Provide the consent forms from property owner(s) and contract purchaser.
* If the signatory is representing an LLC or organization, provide documentation that the undersigned is authorized to sign on the LLC or organization’s behalf and provide Sunbiz registration information.
* Consent forms must be notarized and are only valid for one year after date of notary.
 |
| **C.** | **Affidavit of Completeness and Accuracy** * Provide notarized affidavit of completeness and accuracy from property owner or authorized agent(s).
 |
| **D.** | **Applicant’s Notice Affidavit, Property Appraiser List, and Labels (provide each as separate digital file)*** Provide a notarized affidavit stating that the said list is complete and accurate, and is based on the latest official tax rolls;
* Provide a copy of all of the address labels printed and in PDF (in addition to the ones placed on the envelopes) for all property:
	+ within 500 feet if subject site is located within the Urban/Suburban, Agricultural Reserve or Glades Tiers or
	+ within 1,000 feet if subject site is located within the Rural or Exurban Tiers; and
	+ if the area within the 500 feet is owned by the applicant or partner in interest, the 500 foot notification boundary shall be extended from these parcels.
* Provide legal size, white, self-adhesive envelopes that are addressed with return address on the upper left-hand corner to: Palm Beach County Planning Division, 2300 N Jog Rd, West Palm Beach, Florida 33411; and
* Provide stamps with first class postage (**forever stamps only**) for each envelope.
 |
| **E.** | Disclosure of Ownership Interests* Provide notarized disclosure of ownership interests for each applicant listed in Part 2.B of the FLUA Application. Provide as separate PDFs for each applicant.
* If the signatory is representing an LLC or organization, the person authorized to represent an LLC or corporation in the consent form should be the same person that signs the disclosure of ownership interest forms in Attachment E and shall be listed as one of the applicants in Part 2.B of the FLUA Application.
 |
| **F.** | Built Feature Inventory & Map* Provide an inventory & map of all built features (including square footages of buildings) on the subject site.
 |
| **G.** | Consistency with the Comprehensive Plan and Florida Statutes (include in PDF & Word)

|  |
| --- |
| * **Justification - Provide as G.1**

Provide a justification for the amendment as required by Future Land Use Element Policy 2.1-f. The adopted designations are presumed to be correct, and the justification statement must demonstrate that a change is warranted. The justification list all of the following headings with responses in order to be found sufficient for processing. To be considered adequate, the justification must demonstrate consistency with the factors 1 and 2. 1) The proposed use is suitable and appropriate for the subject site; **and**2) There is a basis for the proposed amendment for the particular subject site based upon one or more of the following:1. Changes in FLU designations on adjacent properties or properties in the immediate area and associated impacts on the subject site;
2. Changes in the access or characteristics of the general area and associated impacts on the subject site;
3. New information or change in circumstances which affect the subject site;
4. Inappropriateness of the adopted FLU designation; or
5. Whether the adopted FLU designation was assigned in error.

***Note:*** *If the amendment includes a Text change, then the Justification must be a single justification combined to support the Text and FLUA amendment. Do not include the strikeout and underline of the text amendment within this attachment.** **Residential Density Increases – Provide as G.2**

Per Future Land Use Element Policy 2.4-b, provide a written analysis of the following:1. Demonstrate a need for the amendment.
2. Demonstrate that the current FLUA designation is inappropriate.

Provide a written explanation of why the Transfer of Development Rights, Workforce Housing, and Affordable Housing Programs cannot be utilized to increase density on the site.* **Compatibility – Provide as G.3**

Provide written data and analysis to demonstrate compatibility with the surrounding and adjacent land uses.* **Consistency with Comprehensive Plan – Provide as G.4**

The applicant has the option of including written data and analysis to demonstrate consistency with specific objectives and policies in the Comprehensive Plan, and Special Plans or Overlays identified in the Future Land Use Element (see the Special Planning Areas Map, LU 3.1).* **Consistency with Florida Statues – Provide as G.5**

The applicant has the option of including written data and analysis to demonstrate consistency with Chapter 163.3177, F.S. |

 |
| **H.** | Traffic Approval Letter & Traffic Study (provide each as separate digital files)Provide a letter from the County Engineering Department indicating compliance with Policy 3.5-d of the Future Land Use Element of the Comprehensive Plan. The letter must state if the traffic generation for the amendment meets Policy 3.5-d at the maximum density/intensity for the proposed future land use designation or the square footage/use proposed to be assigned as a voluntary condition of approval.  |
| **I.** | **Water & Wastewater Provider LOS Letters**Provide a Potable Water & Wastewater Level of Service (LOS) comment letter. This letter should state the provider/s of potable water and wastewater is/are able to maintain their current level of service standard established by the potable water provider, while accommodating the increase of density/intensity of the proposed amendment.  |
| **J.** | **Drainage Statement**The application must include a drainage statement with the following:1. Identify the drainage provider for the site and attach a drainage statement with an engineer’s seal prepared within 90 days of submittal. Drainage providers include drainage districts, improvement districts, water control districts, the South Florida Water Management District, and the Florida Department of Transportation (for properties fronting on I-95 or the Florida Turnpike).
2. Indicate in which drainage basin the subject property is located (e.g. C-18 basin; C-51 basin; and the Hillsboro Canal basin).
3. Identify the drainage facility that would service the subject property and the point of legal positive outfall to that facility. Facilities include swales, ditches, canals, and storm sewers.
4. Describe the level of protection standard established for the site as identified in the Stormwater Management Sub-Element in the Comprehensive Plan. Identify what measures will be taken to assure that the volume, rate, timing, and pollutant load of runoff based on the proposed FLUA designation of the property do not exceed those which occurred based on the property’s current FLUA designation. LOS information is available in Stormwater Management Sub-Element in the Comprehensive Plan.
 |
| **K.** | **Fire Rescue Letter** Provide aletter from the Fire-Rescue Department identifying the impact on response time. |
| **L.** | **Natural Feature Inventory & Map** Provide an inventory and map any listed animal and/or plant species and habitats of significant value that utilize the property. Significant habitats may include coastal habitats or surface waters and resources including vegetation or vegetated community, quality, and location of the resource. Listed species include endangered, threatened, and species of concern. If listed species are present, provide a brief discussion of measures that will be taken to avoid or minimize adverse impacts to their habitat. If there are no known occurrences, indicate whether listed species could reasonably be expected to be present based on the site-specific habitat characteristics and provide a brief discussion. |
| **M.** | **Wellfield Zone** Provide wellfield zone map and statement.  |
| **N.** | **Historic Resource Evaluation Letter**Provide a letter from the County Archaeologist containing the information below:1. Identify any historic or architecturally significant resources located on or within 500 feet of the site, including buildings, structures and other objects.2. Identify any archaeological resources located on or within 500 feet of the site, including aboriginal mounds, forts, earthworks, village locations, campsites, middens, burial mounds, missions, or other artifacts at least seventy-five years old. |
| **O.** | **Palm Beach County School District LOS Letter**Provide a comment letter from the School District of Palm Beach County.  |
| **P.** | **Survey** Provide a Survey (dated within 18 months of the intake date) with acres.  |
| **Q.** | **Text Amendment Application** (Part 7, if applicable, in PDF & Word) |