

# PA

## PLANNING ADVISORY REVIEW (DOWNTOWN)

AGENDA ITEM NO: \_\_\_\_\_ H.T.E. NO: \_\_\_\_\_

Planning Advisory Review - 9:30AM, City Hall  
First floor Conference Room  
201 West Palmetto Park Road, Boca Raton, Florida 33432

**18 SETS OF FOLDED PLANS ARE REQUIRED**  
**SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY**

The Planning Advisory Review is scheduled the second Tuesday after submission and is a voluntary procedure. It offers an efficient review by all departments and is therefore recommended by staff. However, staff can only comment on the information submitted and therefore requests that the submission be as complete as possible.

**PURPOSE OF REVIEW:** The review provides developers in the City of Boca Raton an opportunity for a meeting with, and a written response from representatives of City departments involved in the approval of plans for development projects.

This review does not vest any rights, nor is it a substitute for required applications or permits. This review is generally a site plan review; building code requirements are not addressed. Comments made by members fall into two categories: (1) Code requirements, and (2) professional recommendations. Written comments are made and are given to the applicant at the meeting. It is necessary that all projects comply with the Comprehensive Plan as well as with City Code.

Application Date: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Type of Request: ( ) New Construction ( ) Subdivision Approval ( ) Master Plan ( ) Addition  
( ) Revision to Approved Plans ( ) Other (specify) \_\_\_\_\_

Please explain the purpose of your request: \_\_\_\_\_

Property ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

( ) Owner of Property Address: \_\_\_\_\_

( ) Contract to Purchase

Name of Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

If this project has been reviewed previously, please provide the date: \_\_\_\_\_

**FEE: \$ 255.00**

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Inquiries: 561-393-7789

Development Services Department

**PLANNING ADVISORY MEMBERS:**

- |  |          |  |          |
|--|----------|--|----------|
| Tony Puerta, Municipal-Paving/ Drainage          | 416-3402 | Michael Righetti, Land Development           | 393-7771 |
| Donald Smith, Utilities-Water/Sewer              | 338-7346 | Pia Hansson-Nunoo, Transp. Planning Engineer | 416-3406 |
| Jeff Borick, Landscape Architect/Park Planner    | 416-3424 | Nora Fosman, Environmental                   | 393-7960 |
| Joe Hauck, Fire Rescue Services                  | 367-6749 | Kurt Brower, Police Services                 | 998-4415 |
| Dawn Sinka, Recreation Services                  | 416-3420 | Lynn Bodor, Land Records                     | 393-7776 |
| John Van Vleet, FPL Representative               | 479-4511 | Bob Bryant, AT&T Representative              | 988-6503 |
| Anne H. Perry, Lake Worth Drainage District Rep. | 819-5577 | Joy Puerta, Bicycle/Pedestrian Coordinator   | 416-3410 |



# **(DOWNTOWN) PLANNING ADVISORY REVIEW SUBMISSION CHECKLIST**

The following checklist is designed to assist in preparing materials for Planning Advisory review. Each item included in the submission should be checked-off below. Items that are not submitted may delay the project by making it impossible to fully review the project and may require the submission of additional materials.

- | Submitted                |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Eighteen (18) sets of plans drawn in engineering scale, on 24"x36" sheets, folded to 9"x12" with north arrow and general location map.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. One (1) survey to show easements, rights-of-way, and reservations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Building elevations and indications of materials and colors expected to be used.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. If not zoned DDRI, zoning designations and Future Land Use category.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Proposed use of structure and prior use, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A copy of the most current approved plan, as well as the proposed plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. If a master plan has been approved for the site, please provide a copy of it.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Building square footage, height of building(s), and size of parcel.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Dimensions of all paved areas (drives, sidewalks, radii, etc.) and vertical clearance over drives.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Location and dimensions of adjacent roads, canals, driveway connections, medians and median openings for surrounding parcels fronting on the same street.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Setback and landscape dimensions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Preliminary landscape and tree relocation plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Calculations indicating required and provided open space, including shading of the area the applicant feels qualifies as required open space. If applicable, recreation areas should also be indicated. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Phasing plan, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Parking calculations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Typical parking stall dimensions, including handicap stalls.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Complete layout of parking garages, when applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Proposed waste storage and collection points, including litter containers, if applicable.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Show location of fire hydrants, back flow prevention devices and fire department connections (FDC).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. General location of existing/proposed water and sewer facilities and well fields, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. When feasible, indicate estimated waste water flows.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Master water/sewer plans.   |

**I UNDERSTAND THE PLANING ADVISORY REVIEW DOES NOT VEST ANY RIGHTS, NOR IS IT A SUBSTITUTE FOR REQUIRED APPLICATIONS OR PERMITS AND THAT NEEDED ITEMS NOT SUBMITTED MAY DELAY REVIEW OF THE PROJECT BY MAKING IT IMPOSSIBLE TO FULLY REVIEW THE PROJECT.**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

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.

## 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

- 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").