

**COMMUNITY REDEVELOPMENT AGENCY
INDIVIDUAL DEVELOPMENT APPROVAL (IDA) PACKET**

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FEE SCHEDULE

PA

PLANNING ADVISORY REVIEW (DOWNTOWN)

PA regular meeting place - 9:30AM First Floor Conference Room, City Hall
201 West Palmetto Park Road, Boca Raton, Florida 33432

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

Applications are usually scheduled for the second Tuesday after submission. PA is a voluntary procedure. It does offer 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 PA REVIEW: The committee 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.

PA review does not vest any rights, nor is it a substitute for required applications or permits. The PA is generally a site plan review; building code requirements are not addressed. Comments made by PA staff 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.

Date Applied: _____ Meeting Date: _____

Type of Project: _____

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

Property ID#: _____

Street Address: _____

Name of Project: _____

Name of Applicant: _____ Telephone: _____

() Owner of Property Address: _____

() Contract to Purchase

Name of Representative: _____ Telephone: _____

Address: _____

Email Address: _____

Please explain the purpose of your request: _____

If this project has been reviewed by PA previously, please provide the date: _____

FEE: \$ _____

Application accepted by: _____
Inquiries: 561-393-7789
Development Services Department

PLANNING ADVISORY STAFF:

Anthony Puerta, Municipal-Paving/ Drainage 416-3402
Donald Smith, Utility-Water/Sewer 338-7346

Joy Puerta, Bicycle/Pedestrian 416-3410
Jeff Borick, Landscape Architect/Park Planner 416-3424
Joe Hauck, Fire 367-6749
Francis Hernandez, AT&T Representative 988-5636
Lynn Bodor, Land Records Specialist 393-7776

Mike Righetti, Land Development 393-7771
Pia Hansson-Nunoo, Transportation Planning 416-3406
Engineer
Dawn Sinka, Recreation 416-3420
Nora Fosman Environmental 393-7960
Kurt Brower, Police 998-4415
Nicole Smith, Lake Worth Drainage District 498-5363
John Van Vleet, FPL Representative 479-4511

(DOWNTOWN) PA SUBMISSION CHECKLIST

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

Submitted:

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Fifteen (15) 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. If not zoned DDRI, zoning designations and Future Land Use category. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proposed use of structure and prior use, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. A copy of the most current approved plan, as well as the proposed plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. If a master plan has been approved for the site, please provide a copy of it. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Building square footage, height of building(s), and size of parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Dimensions of all paved areas (drives, sidewalks, radii, etc.) and vertical clearance over drives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. 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"/> | 9. Setback and landscape dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Preliminary landscape and tree relocation plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. 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"/> | 12. Phasing plan, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Parking calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Typical parking stall dimensions, including handicap stalls. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Complete layout of parking garages, when applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Proposed waste storage and collection points, including litter containers, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Show location of fire hydrants, back flow prevention devices and fire department connections (FDC). |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. General location of existing/proposed water and sewer facilities and well fields, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. When feasible, indicate estimated waste water flows. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Master water/sewer plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Survey to show easements, rights-of-way, and reservations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Building elevations and indications of materials and colors expected to be used. |

I UNDERSTAND PA 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 AT PA.

Date: _____

Signed: _____



INDIVIDUAL DEVELOPMENT APPROVAL PETITION COMMUNITY REDEVELOPMENT AGENCY

SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY

DATE _____ HTE NO. _____ CASE NO. _____

1. The undersigned hereby petitions the Boca Raton Community Redevelopment Agency for the above under the applicable City of Boca Raton Code of Ordinances and the approved Downtown Development Order that the necessary reviews/hearings by the City and Community Redevelopment Agency Staff, Review Boards and Agency be called for such purposes to allow:

Name of Project: _____
 Type of Project: _____ containing _____ square feet
 On that property located at: _____
 Property ID Number: _____

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

3. Record Owner of Property: _____
 Mailing Address: _____ Phone No.: _____
 Occupant of Property: _____
 Mailing Address: _____ Phone No.: _____

4. The undersigned is aware that the Agency may stipulate or require that the petitioner exercise the approval, as granted, within a specified time period.

5. The undersigned is aware that if approval is granted by the Agency, the Agency may stipulate such conditions and require such modifications as the Agency deems necessary to accomplish the proper and orderly redevelopment of the Downtown in a manner consistent with the adopted Redevelopment Plan and the Downtown Development Order.

6. I hereby certify that the information submitted pursuant to this application is true and correct, to the best of my knowledge.

Signed _____ Signed _____ Date _____
 Owner of record or his authorized agent (ATTACH AUTHORIZATION) Petitioner
 Type Petitioner's Name _____

Date _____ Address of Petitioner _____

FILING FEE: \$ _____

Telephone No. _____
 Email Address: _____

Received by _____

NOTE: Attach three (3) folded sealed surveys, and thirty (30) folded, signed and sealed copies of a site plan including building elevations, landscape plans, sign/graphics program, the attached completed IDA checklist, five (5) signed and sealed traffic studies and legal descriptions of the subject property. The City may require other information as necessary to review this application.

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.

DOWNTOWN INDIVIDUAL DEVELOPMENT APPROVAL 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 the review has been performed or the item is included.

YES NO

1. Plans reviewed by the petitioner for conformance with height, bulk, parking, setback regulations and the **overall design for conformance with the Development Order (Ordinance 4035) design guidelines pages 37-40. A copy of the guidelines used by the CRA in reviewing your plans is attached.**

Submission Requirements

Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets. The following items are required as part of a complete Individual Development approval application.

ITEMS OMITTED WILL DELAY REVIEW PROCEDURES

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Completed application, completed and signed checklist form, planning advisory committee date and fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Certification of title and letter of authorization where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Thirty (30) 24"x36" detailed, signed and sealed, site plans, landscape plans and elevations drawn to scale and folded. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The site plan must be of engineering scale with adequate resolution for verification of measurements, horizontal control and include the following: |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Name and address of owner, property identification numbers, applicant and person preparing the site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Date, north arrow and graphic scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | (c) Locational sketch showing property in relation to adjacent area. |
| <input type="checkbox"/> | <input type="checkbox"/> | (d) Location of property lines, proposed/existing easements, right-of-ways, water courses and other essential features. |
| <input type="checkbox"/> | <input type="checkbox"/> | (e) Width and location of existing or proposed public or private streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | (f) Proposed/existing lot and building site lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | (h) Landscaping and treatment of perimeter areas such as fences, walls or berms. An appropriate irrigation system must be indicated as being provided for all landscaped areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) Accessory structures and dimensioned waste/storage collection point(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | (j) Phasing of the site including any temporary landscaping/accesses. |
| <input type="checkbox"/> | <input type="checkbox"/> | (k) Proposed location of sidewalks, bike paths, curbs, gutters, water mains, sanitary sewers, storm drains, manholes, inlets, seawalls or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | (l) Acreage of site, square footage of structures, number of residential units or hotel rooms, square footage of open space as defined in the Development Order (areas counted as open space must be identified on the plans by shading or crosshatching), office equivalent calculations and shared parking calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | (m) Zoning and Comprehensive Plan designation for any adjacent property outside of DDRI. |
| <input type="checkbox"/> | <input type="checkbox"/> | (n) Proposed height of structures as measured from average crown of road and maximum permitted height. |

DOWNTOWN INDIVIDUAL DEVELOPMENT APPROVAL CHECKLIST (Pg. 2)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (o) Parking spaces dimensioned and numbered (required/provided). |
| <input type="checkbox"/> | <input type="checkbox"/> | (p) Existing and proposed fire hydrants and fire connections. |
| <input type="checkbox"/> | <input type="checkbox"/> | (q) Location, percentage and size of areas to be conveyed, dedicated or reserved as open space, public parks, recreational and similar uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | (r) Name of adjoining property owners or development projects. |
| <input type="checkbox"/> | <input type="checkbox"/> | (s) Available water lines or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | (t) Available sewer lines. |
|
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 |
 |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A review of all site utilities as required pursuant to Section 2(4)d of the Development Order. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A review of construction phasing including requirements for parking and staging during construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Where a site plan covers only a part of real property owned by the applicant, a master-phasing plan for the entire property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Three (3) typed and sealed 8-1/2"x11" legal descriptions and three (3) sealed surveys (including crown of road elevation prepared by a registered land surveyor). If legal description is more than one paragraph or lengthy a typed copy should be provided on a 3.5 inch disk or CD-ROM in Word, or ASCII format. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Preliminary design of bridges or culverts as may be required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. An existing tree survey depicting all trees having a diameter of 2" or greater as measured 4-1/2 feet above the ground. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Six (6) copies of a parking accumulation study or traffic statement 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. All Planning Advisory Committee comments have been addressed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. An 8-1/2" x11" overhead transparency of the site plan and elevations and color samples at the time of submission and an 8-1/2"x11" rendering prior to the CRA Board Meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Samples of colors and samples or descriptions of materials as appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Met with the project planner about one week prior to formal submittal to ensure that the information, drawings, etc., are complete. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. You will not be placed on a meeting agenda until all pertinent information has been received and determined to be complete as provided for in Ordinance 4035. |

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

Date: _____ Signed: _____
(Petitioner)

**Downtown
Individual Development Approval
Architectural Design Guidelines**

1. Conformance with the fundamental or creative re-interpretations of the concepts which are found in the architecture of Addison Mizner as a principal design influence:
 - a) The creation of pedestrian-scaled buildings through the use of building massing, varied roof-scapes, ornamentation and color;
 - b) The linkage of landscaped exterior spaces (courtyards, loggias, arcades and plazas) to building;
 - c) The recognition of the South Florida climate which should influence building shape and orientation, nature of roofs and overhangs and the location and size of windows;
 - d) The use of smooth and textured stucco, clay tile roofing, painted window frames, stucco moldings, masonry garden walls and wood trellis members;
 - e) Archways as a motif for windows and other openings; and
 - f) Street level architectural treatment reminiscent of Addison Mizner, including colonnades, arcades, awnings and other shade-producing elements along all pedestrian street frontages.

2. Design which contributes to the creation of a pedestrian-oriented downtown by providing the following:
 - a) Emphasis on the buildings' street facade as major elements of the overall streetscape;
 - b) Recognition of the scale and character of adjacent structures or developments, including continuation of existing facade treatment or expression lines and the use of similar finish materials;
 - c) Pedestrian-oriented frontages integrated with adjacent properties;
 - d) Pedestrian circulation systems which are barrier-free and provide alternative ramps in addition to steps;
 - e) Sidewalk paving consistent with the sidewalk design standards in the Beautification Plan adopted by the CRA Board of Commissioners; and
 - f) Where feasible sidewalks along First Avenue, Federal Highway, and Palmetto Park Road shall have an unobstructed width of at least eight (8) feet.

3. Maintenance of the following percentages of the parcel as open space and no structures or buildings other than landscape features, fountains, benches, arcades and objects of art shall be located within the open space area:

15%, if the building is less than thirty five (35) feet in height; and

For each foot of height above thirty-five (35) feet, up to seventy-five (75) feet, 15% open space plus 1% for every 1.6 feet of height above thirty-five (35) feet; and 40%, if the building is greater than seventy-five (75) feet.

4. At least sixty-five percent (65%) of the required open space is open and uncovered from the ground to the sky. Up to thirty-five percent (35%) may be arcades, colonnades, areas under exposed balconies, areas under exposed stairwells, areas under canopies and areas under pedestrian bridges.

5. No more than forty percent (40%) of the perimeter of a building's materials composed of glass.

6. No reflective glass installed on the perimeter of a structure or building; this standard should not be construed to prohibit tinted glass.

7. All roofs of buildings consistently treated with Spanish clay tile or other treatment that is reminiscent of the Addison Mizner style. Roofs shall have a minimum pitch of 4/12. Roof materials shall consist of metal (flat or standing seam), flat tile, barrel tile or masonry materials. This requirement shall not apply to flat roofs with a parapet wall of at least four (4) feet in height.

8. No mansard roofs.

9. All mechanical equipment screened with materials consistent with those used in the construction of the building. The screening material and structure shall be architecturally compatible with the building. The screening shall have a height of not less than the mechanical equipment it screens.

10. Light and pastel colors shall be used for external treatment of buildings.

TRF

TRANSFER OF AUTHORIZED DEVELOPMENT BETWEEN SUBAREAS APPLICATION COMMUNITY REDEVELOPMENT AGENCY

SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY

DATE _____ HTE NO. _____ CASE NO. _____
(Dept. Use Only) (Dept. Use Only)

1. The undersigned hereby petitions the Boca Raton Community Redevelopment Agency for the above under the applicable City of Boca Raton Code of Ordinances and the approved Downtown Development Order that the necessary reviews/hearings by the City and Community Redevelopment Agency Staff, Review Boards and Agency be called for such purposes to allow a transfer of authorized development between sub-areas:

Name of Project: _____
Type of Project: _____ containing _____ square feet.
On that property located at: _____
Property ID Number: _____

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

3. Record Owner of Property: _____
Mailing Address: _____ Phone No: _____
Occupant of Property: _____
Mailing Address: _____ Phone No: _____

4. The undersigned is aware that the Agency may stipulate or require that the petitioner exercise the approval, as granted, within a specified time period.

5. The undersigned is aware that if approval is granted by the Agency, the Agency may stipulate such conditions and require such modifications as the Agency deems necessary to accomplish the proper and orderly redevelopment of the Downtown in a manner consistent with the adopted Redevelopment Plan and the Downtown Development Order.

6. I hereby certify that the information submitted pursuant to this application is true and correct, to the best of my knowledge.

Signed _____ Signed _____ Date _____
Owner of record or his authorized agent (ATTACH AUTHORIZATION) Petitioner
Date _____ Type Petitioner's Name _____
Address of Petitioner _____

FILING FEE: \$ _____

Telephone No. _____
Email Address: _____

Received by _____

NOTE: Attach thirty (30) copies of the Transfer Assessment Report and five (5) signed and sealed Impact Assessment Reports. The Agency may require other information as necessary to review this application.

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.

DOWNTOWN TRANSFER OF AUTHORIZED DEVELOPMENT BETWEEN SUBAREAS CHECKLIST

The following checklist is designed to assist applicants in preparing required materials for review.

Submission Requirements:

ITEMS OMITTED WILL DELAY REVIEW PROCEDURES

- 1. Completed application, completed and signed checklist form.
- 2. A Transfer Assessment Report including:
 - (a) An assessment indicating why the project justifies a transfer of authorized development between sub-areas based upon its furtherance of the goals of the Amended Downtown Plan and the Development Order. This assessment should among other things address:
 - (1) The need for redevelopment of the proposed property
 - (2) The design, fiscal and economic impact on the sub-area and Downtown as a whole.
 - (b) An assessment of the impact on the sub-area from which the authorized development is being transferred.
 - (c) A summary of the findings from the impact assessment in item 3 below.
- 3. An impact assessment, except in the case of Minor Low Intensity Projects, which analyzes the extent to which the transfer of a portion of authorized development between sub-areas alters the public facility needs established in the Development Order and details any infrastructure needs necessary to mitigate any impact or additional public facility needs caused by the transfer of authorized development. The impact assessment shall include, at a minimum, the following as determined by the City's Engineering Services Director:
 - Traffic Impact Assessment
 - Water & Sewer Impact Assessment
 - Drainage Impact Assessment
 - Other Public Facilities Impact Assessment

CRA APPLICATION AND PROCESSING FEES

Application	Minimum Balance	Amount/Initial Deposit*
Urban Design Review Cost Recovery Fees- Proposed Project or Individual Development Approval Staff Application Fee Consultant Fee/Deposit* (size of building) a. 0-4,999 square feet b. 5,000-14,999 square feet c. 15,000-49,000 square feet d. 50,000 square feet and over *Funds will be deposited in a project account used to reimburse for services provided. Supplemental deposits may be required when account balance falls below the minimum balance indicated above. Any remaining funds in the project account after completion of processing or withdrawal of application shall be refunded.	N/A \$1,000.00 1,300.00 1,700.00 2,100.00	\$293.00 \$5,000.00* 6,600.00* 8,500.00* 10,100.00*
	Application Fee Amount	Additional Advertising Deposit*
Advertising Administrative Processing Fee (if advertising required, this fee applies)	\$50.00	N/A
Individual Development Approval* (size of building): a. 0-4,999 square feet b. 5,000-14,999 square feet c. 15,000-49,999 square feet d. 50,000 square feet and over *Funds will be deposited in a project account used to reimburse for services provided. Supplemental deposits may be required. Any remaining funds in the project account after completion of processing or withdrawal of application shall be refunded.	\$2,001.00 2,501.00 3,016.00 3,416.00	\$1,200.00* \$1,200.00* \$1,200.00* \$1,200.00*
Individual Development Approval Extension or Amendment	\$2,449.00	\$1,200.00
Transfers of Authorized Development between Sub-areas: a. Minor Low Intensity Projects b. Other Projects	\$1,268.00 2,469.00	\$900.00 900.00
Technical Deviations as provided for in Ordinance No. 4035	\$2,469.00	\$900.00
Sign Review Fees	37.00	N/A
Sign plan revisions: a. Review base fee: b. Plus, per revised sheet	22.00 2.80	N/A N/A
DDRI Cost Recovery Fees- per gross foot of building area	0.69 per gross s.f.	N/A
Other Administrative Review or Approvals	293.00	N/A