

# PA

# PLANNING ADVISORY REVIEW

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 REVIEW MEMBERS:**

- |  |          |  |          |
|--|----------|--|----------|
| Tony Puerta, Municipal-Paving/ Drainage          | 416-3402 | Michael Righetti, Land Development         | 393-7771 |
| Donald Smith, Utilities-Water/Sewer              | 338-7346 | Pia Hansson-Nunoo, Trans. Planning         | 416-3406 |
| Jeff Borick, Landscape Architect/Park Planning   | 416-3424 | Nora Fosman, Environmental                 | 393-7960 |
| Joe Hauck, Fire Rescue Services                  | 393-7891 | Kurt Brower, Police Services               | 947-3933 |
| Dawn Sinka, Recreation Services                  | 416-3420 | Lynn Bodor, Land Records                   | 393-7776 |
| John Van Vleet, FPL Representative               | 479-4511 | Robert Bryant AT&T Representative          | 988-6503 |
| Anne H. Perry, Lake Worth Drainage District Rep. | 819-5577 | Joy Puerta, Bicycle/Pedestrian Coordinator | 416-3410 |

## PLANNING ADVISORY REVIEW SUBMISSION CHECKLIST

The following checklist is designed to assist in preparing materials for the 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 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" including north arrow and general location map.
<input type="checkbox"/>	<input type="checkbox"/>	2. One (1) survey of the affected property.
<input type="checkbox"/>	<input type="checkbox"/>	3. Zoning designations and Comprehensive Plan Future Land Use category
<input type="checkbox"/>	<input type="checkbox"/>	4. Proposed use of structure and prior use, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	5. A copy of the most currently approved site plan, as well as proposed site plan and floor plan.
<input type="checkbox"/>	<input type="checkbox"/>	6. If a master plan has been approved for the site, please provide a copy of same.
<input type="checkbox"/>	<input type="checkbox"/>	7. Building square footage, height of building(s), and size of parcel.
<input type="checkbox"/>	<input type="checkbox"/>	8. Dimensions of all paved areas (drives, sidewalks, etc.), driveway radii, and vertical clearance over drives.
<input type="checkbox"/>	<input type="checkbox"/>	9. Location and dimensions of adjacent roads, canals, driveway connections, medians, median openings and sidewalks for surrounding parcels fronting on the same street.
<input type="checkbox"/>	<input type="checkbox"/>	10. Setback and landscape dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	11. If applicable, indication of proposed recreation and open space areas.
<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.

**I UNDERSTAND PLANNING 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

A fee payable to the "Palm Beach County Commission" is due for Traffic Impact Study (minimum fee of \$150\*).

\*Actual amount due is responsibility of the petitioner's Traffic Engineer

- 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").

Planning Advisory Review  
North Federal Highway Area  
Checklist of Design Elements

- ❑ Decorative paver sidewalks (minimum 8' in width).
- ❑ Overhead electric along Federal Highway or Dixie to be placed underground.
- ❑ Decorative street lights/pedestrian lighting.
- ❑ Non-gated community.
- ❑ Generous tree canopy.
- ❑ Setbacks more than required 15' (20' to 25' would provide better opportunity for tree canopy).
- ❑ Landscape improvements to Federal Highway medians adjacent to project.
- ❑ Setback of second floors on buildings.
- ❑ Level of detail along Dixie Highway to equal treatment of Federal Highway frontage.
- ❑ Street furniture where appropriate.
- ❑ Varied roofline architecture.
- ❑ Pedestrian connectivity to adjacent sites and internally.