

2015 DOWNTOWN ACTION COMMITTEE (DAC)

TRANSFERABLE DEVELOPMENT RIGHTS APPLICATION

City of West Palm Beach
Planning Department
401 Clematis Street, 2nd Floor
P.O. Box 3366
West Palm Beach, Florida 33402

Phone 561-822-1435
Fax 561-822-1460

INSTRUCTIONS

1. An appointment must be scheduled with the City Urban Design Division to submit the application. Also, if you have any questions regarding the application, please call (561) 822-1435.
2. The application must be complete at the time of the submittal.

GENERAL INFORMATION

CONTINUANCE: Any application may be continued for a period not to exceed sixty (60) days at the request of the Downtown Action Committee (DAC).

WITHDRAWAL: Any application may be withdrawn by the applicant or designated representative providing a written request to the Urban Design Division. An application may be withdrawn from the agenda at a public hearing at the request of the applicant or designated representative and requires a majority vote by the Board.

REFUND: Public hearings are advertised in the Palm Beach Post's legal notice section. Any application that is withdrawn after the advertisement of the legal notice and before the public hearing will be refunded the application fee minus **\$140.00** that is required for advertising and mailers.

TDR APPLICATION CHECKLIST

ITEM	NOTES	COMPLETE
A. Application Deadline	X	
B. Application	X	
C. Application Fee	X \$250.00	
D. Legal Advertisement Fee	X \$216.00	
REQUIRED DOCUMENTS		
E. Historic Eligibility Letter	X 12	
F. TDR Availability Letter	X 12	
G. Justification Statement	X 12	
H. Warranty Deed and Owner's Consent Form	X 1	
I. Sending Site Survey	X 12	
J. Restrictive covenant	X 12	

(X) Indicates items required for a complete application.

A) APPLICATION DEADLINE

All application deadlines are strictly enforced. The applicant should have an appointment with the City Urban Designer, prior to submitting the application. **All applications must be in the Urban Design division no later than 3:00 p.m. on the deadline day.** Partial applications will not be accepted for placement on the Downtown Action Committee (DAC) agenda until all such materials are submitted.

Application Deadline	Downtown Action Committee
November 26, 2014	January 14, 2015
December 24, 2014	February 11, 2015
January 28, 2015	March 11, 2015
February 25, 2015	April 8, 2015
March 25, 2015	May 13, 2015
April 22, 2015	June 10, 2015
May 27, 2015	July 8, 2015
June 24, 2015	August 12, 2015
July 22, 2015	September 9, 2015
August 26, 2015	October 14, 2015
September 23, 2015	November 11, 2015
October 28, 2015	December 9, 2015
November 25, 2015	January 13, 2016
December 23, 2015	February 10, 2016

B) APPLICATION

Complete application found on **Page 4**.

C) APPLICATION FEE

Submit the appropriate application fee as indicated on **Page 1**. Make all checks/money orders payable to the City of West Palm Beach. The application fee is **non-refundable** after the public hearing.

D) LEGAL ADVERTISING FEES

Public hearings are advertised in the Palm Beach Post's legal notice section. The total cost of advertising is **\$216.00**.

E) HISTORIC CONFIRMATION LETTER

Letter issued by the Historic Preservation Division certifying the designation of the sending site as a historic property in the West Palm Beach Register of Historic Places; the completion of the renovations according to the Standards set forth in the Historic Preservation Ordinance; and inspection approval by the Historic Preservation Division.

F) TDR AVAILABILITY LETTER

Letter issued by the Urban Design Division certifying the amount of Transferable Development Rights available on the sending site.

G) JUSTIFICATION STATEMENT

Supply a typed statement addressing the general description of the request.

H) WARRANTY DEED AND OWNER'S CONSENT FOR SENDING SITE

A copy of the last recorded Warranty Deed **and** written consent of all property owners of the sending site, and as applicable:

- a. If a Contract Purchase, a copy of the Purchase contract and written consent of the owner; or
- b. If an authorized agent, a copy of the Agency Agreement and written consent of the owner; or
- c. If a lessee, a copy of the lease agreement and written consent of the owner; or
- d. If a corporation or other business entity, the name of the officer or person responsible for the application and written proof that said representative has the delegated authority to represent the corporation or other business entity; or
- e. If a group of contiguous property owners, written consent of the owners of a least (50) percent of the property described in the application.
- f. The Owner's consent form, provided on **page 6**, needs to be completed when the owner is not applying for the request.

I) SENDING SITE SURVEY

1. The survey shall be signed and sealed by a registered surveyor showing all improvements on the subject property and the computation of total acreage to the nearest one-hundredth (1/100) of an acre. Survey shall include the total square footage of the existing structures on site.

2. The survey shall not be over one (1) year old and all easements and rights-of-way shall be shown on the survey.

SENDING SITE APPLICATION

PROJECT NAME: _____

ADDRESS : _____

LOT: _____ BLOCK: _____

PROPERTY CONTROL #: _____
(18 Digits)

OWNER NAME : _____

ADDRESS: _____

City, State and Zip Code

Phone: _____ Fax: _____ Email: _____

TDRs AVAILABLE ON THE SENDING SITE _____ square feet

TDRs TO BE TRANSFERRED _____ square feet

APPLICANT : _____

CONTACT PERSON: _____

ADDRESS: _____

City, State and Zip Code

Phone: _____ Fax: _____ Email: _____

Signature of the Applicant: _____ Date: _____

(I) (WE) affirm and certify that (I) (WE) understand and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. (I) (WE) further certify that the above statements and the statements and showings made in any paper or plans submitted herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Planning Department and are not returnable. (I) (WE) also recognize that if one or more deficiencies exist in the application, (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

RECEIVING SITE INFORMATION

PROJECT NAME: _____

ADDRESS : _____

LOT: _____ BLOCK: _____

PROPERTY CONTROL #: _____
(18 Digits)

OWNER NAME : _____

ADDRESS: _____

City, State and Zip Code

Phone: _____ Fax: _____ Email: _____

TDRs TO BE APPLIED _____ square feet

TDR CERTIFICATE WILL BE ISSUED TO _____

APPLICANT : _____

CONTACT PERSON: _____

ADDRESS: _____

City, State and Zip Code

Phone: _____ Fax: _____ Email: _____

Signature of the Applicant: _____ Date: _____

(I) (WE) affirm and certify that (I) (WE) understand and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. (I) (WE) further certify that the above statements and the statements and showings made in any paper or plans submitted herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Planning Department and are not returnable. (I) (WE) also recognize that if one or more deficiencies exist in the application, (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

OWNER'S CONSENT FORM

_____, the sole owner of record of the property
legally described as:
Owner's Name

states that he/she has thoroughly examined and is familiar with the application submitted to the
City of West Palm Beach Downtown Action Committee, submitted by _____

_____, on behalf of _____ and
Agent/Representative Name Applicant or Owner Name

expressly consents to the use of the subject property for the purpose of transferring development
rights described in the application Case No. _____, and expressly consents to all
conditions which may be imposed by the Downtown Action Committee.

_____ understands that the granting of an application with any
Owner's Name
conditions made apart thereof, may affect the future development of the subject property.

By: _____,
Owner Signature

State of Florida)
County of Palm Beach)

IN WITNESS WHEREOF, the foregoing instrument was acknowledged before me this
_____ day of _____, 20____ by _____
who is personally known to me or who has produced _____
as identification and who did take an oath.

My Commission Expires: _____
NOTARY PUBLIC
STATE OF FLORIDA AT LARGE

TYPICAL CRITICAL DEADLINES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11	12 DAC Hearing	13	14	15
16	17	18	19 Planning Staff review applications with Law Staff	20	21	22
23	24 Public notices due to DAC secretary	25	26 Public notices mailed to neighboring properties	27 Agenda faxed to the Post	28 DAC Report review with Law	29
30 Legal Ad Published in the Newspaper	31	1 Last day to deny DAC application 14 Days after submittal	2 Last day to mail to DAC	3	4 Last day to hand deliver to DAC	5
6	7	8	9 DAC Hearing	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Public notice requirement for Legal Ad

10 days total