



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

Land Development Action Application

All information must be printed legibly or typed. Please contact the Building Clerk and/or Town Clerk at 561-732-2635 or via email LBurns@oceanridgeflorida.com and/or KArmstrong@oceanridgeflorida.com to schedule a meeting to submit the application packages.

Check Applicable Approval Being Requested

- | | |
|--|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> PRD Amendment |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Plat or Re-Plat |
| <input type="checkbox"/> Construction East of the CCCL | <input type="checkbox"/> Re-Zoning |
| <input type="checkbox"/> Development Plan Review | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Planned Residential Development (PRD) | <input type="checkbox"/> Special Exception |

This application is being submitted for the property located at:

Property Owner(s)	Applicant (if different than Owner)
Name(s):	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

The applicant(s) or authorized agent must be present for the public hearing in order for the Commission/Board to act upon their request. The applicant is encourage to invite to the meeting those associated in this proposed development.



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General Data

Project Name: _____

Project Location Address: _____

Exact Legal Description of Property: _____

Property Control No: 46-43-45-_____

Existing Zoning: _____

Proposed Zoning (if applicable to application): _____

Existing Land Use: _____

Proposed Land Use: _____

First Floor Living Elevation (For CCCL Application): _____

Total Site Area: _____ Sq. Ft.: _____ Acres: _____

Flood Zone Category: _____

Existing Comprehensive Plan Designation (if applicable to application): _____

Proposed Comprehensive Plan Designation (if applicable to application): _____

Is the site currently served by public water? Yes No

Is the site currently served by public sewer? Yes No

Existing Bedrooms: _____ Proposed Bedrooms: _____

Existing Bathrooms: _____ Proposed Bathrooms: _____

Residential: Total Number of Dwelling Units: _____ Density (Units per acre): _____

Commercial: Total Square Footage: _____ Number of Buildings: _____



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Has a previous application been filed within the last year in connection with the subject property? Yes No If Yes, briefly describe the nature of the Application.

Has a Site Plan been previously approved by the Town Commission for this property? Yes No If Yes, please note date of previous approval: _____

Please provide the name and contact information or the following persons or firms involved in this proposed development, where applicable:

Authorized Agent (if different from Owner):	
Name:	
Company Name:	
Address:	
Phone:	Email:
Developer:	
Name:	
Company Name:	
Address:	
Phone:	Email:
Planner:	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:
Architect:	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:



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Landscape Architect	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:
Engineer	
Name:	Florida Registration No.:
Company Name:	
Address:	
Phone:	Email:

I understand that any development permit issued by the Town of Ocean Ridge is contingent on the applicant meeting all requirements from the State of Florida, Palm Beach County, and the Town of Ocean Ridge and upon an actual building permit submittal and review by the Building, Zoning, and Engineering Officials of the Town of Ocean Ridge.

I certify that all of the foregoing information is accurate, and that if approved, all work will be done in compliance with all applicable laws regulating construction and zoning.

Applicant Signature

Printed Name of Applicant

Applicant is: Owner Optionee Lessee Agent

The foregoing instrument was acknowledged before me by means of physical presence or online notarization on this _____ day of _____, 20____ who is personally known to me or has produced _____ as identification and who did (or did not) take an oath.

Notary Signature (for Applicant)

Seal/Stamp

Commission Expiration



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DATA CALCULATIONS FOR AN ADDITION

(EXPANDING EXISTING FOOTPRINT OF A STRUCTURE)

APPLICANT FILL OUT: PROPERTY ADDRESS:					ZONING DISTRICT: _____				
APPLICANT USE					ZONING OFFICIAL USE ONLY				
*TOTAL SITE AREA	Sq. Ft.				Sq. Ft.				
BASE FLOOD ELEVATION (NAVD) (SOURCE THE FLOOD INSURANCE STUDY)									
FINISHED FLOOR ELEVATION (NAVD)									
ZONING OFFICIAL USE ONLY		APPLICANT USE			ZONING REVIEW				
		EXISTING		PROPOSED					
		Sq. Ft.	%	Sq. Ft.	%				
FLOOR AREA RATIO (MAX. ___%)									
LOT COVERAGE (MAX. ___%)									
ZONING OFFICIAL USE ONLY		APPLICANT USE			ZONING REVIEW				
		EXISTING		PROPOSED		EXISTING		PROPOSED	
		Sq. Ft.	%	Sq. Ft.	%	Sq. Ft.	%	Sq. Ft.	%
*PERCENTAGE FROM TOTAL SITE AREA									
FIRST FLOOR A/C (_____)									
SECOND FLOOR A/C (_____)									
TOTAL A/C (_____)									
GARAGE (_____)									
COVERED PATIO (_____)									
COVERED ENTRY (_____)									
COVERED BALCONY (REAR) (_____)									
COVERED BALCONY (FRONT) (_____)									
TOTAL UNDER ROOF (_____)									
OPEN BALCONY (_____)									
TOTAL FLOOR AREA (_____)									
BUILDING FOOTPRINT (_____)									
SEPTIC TANK & DRAINFIELD (_____)									
PAVED AREA (_____)									
TOTAL IMPERVIOUS (_____)									
TOTAL PERVIOUS (_____)									
ZONING OFFICIAL USE ONLY		APPLICANT USE			ZONING REVIEW				
		EXISTING		PROPOSED		EXISTING		PROPOSED	
		FEET		FEET		FEET		FEET	
BUILDING HEIGHT (_____)									
BUILDING SETBACKS:									
FRONT (_____)									
REAR (_____)									
SIDE INTERIOR (_____)									
SIDE CORNER (_____)									
WATERWAY (_____)									
DRIVEWAY (_____)									

Prepared By: _____ Date: _____



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DATA CALCULATIONS FOR NEW STRUCTURES

(NEW SINGLE FAMILY, MULTI-FAMILY HOMES, ETC.)

APPLICANT FILL OUT: PROPERTY ADDRESS:		ZONING DISTRICT: _____	
	APPLICANT USE	ZONING OFFICIAL USE ONLY	
*TOTAL SITE AREA	Sq. Ft.	Sq. Ft.	
BASE FLOOD ELEVATION (NAVD) (SOURCE THE FLOOD INSURANCE STUDY)			
FINISHED FLOOR ELEVATION (NAVD)			
ZONING OFFICIAL USE ONLY	APPLICANT USE	ZONING REVIEW	
	PROPOSED	PROPOSED	
	Sq. Ft.	%	Sq. Ft.
			%
FLOOR AREA RATIO (MAXIMUM ____%)			
LOT COVERAGE (MAXIMUM ____%)			
ZONING OFFICIAL USE ONLY	APPLICANT USE	ZONING REVIEW	
*PERCENTAGE FROM TOTAL SITE AREA	Sq. Ft.	%	Sq. Ft.
			%
FIRST FLOOR A/C (_____)			
SECOND FLOOR A/C (_____)			
TOTAL A/C (_____)			
GARAGE (_____)			
COVERED PATIO (_____)			
COVERED ENTRY (_____)			
COVERED BALCONY (REAR) (_____)			
COVERED BALCONY (FRONT) (_____)			
TOTAL UNDER ROOF (_____)			
OPEN BALCONY (_____)			
TOTAL FLOOR AREA (_____)			
BUILDING FOOTPRINT (_____)			
SEPTIC TANK & DRAINFIELD (_____)			
PAVED AREA (_____)			
TOTAL IMPERVIOUS (_____)			
TOTAL PERVIOUS (_____)			
ZONING OFFICIAL USE ONLY	APPLICANT USE	ZONING REVIEW	
	FEET	FEET	
BUILDING HEIGHT (_____)			
BUILDING SETBACKS:			
FRONT (_____)			
REAR (_____)			
SIDE INTERIOR (_____)			
SIDE CORNER (_____)			
WATERWAY (_____)			
DRIVEWAY (_____)			

Prepared By: _____ Date: _____



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**The following pages are checklists
for the applicant and/or the Town.**

**DO NOT submit the checklists as part
of the application packet.**



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Checklist for Development Plan Review

Instructions:

Applicant shall review the Land Development Code Sections 63-51 & 63-56 and all relevant Town Code of Ordinances, <https://library.municode.com/fl/oceanridge>, prior to submittal.

Applicant shall submit items from the checklist below as follows:

- one (1) original set 24"x36" (include scale) in size,
- three (3) complete sets 24"x36" (include scale) in size,
- nine (9) complete sets 11"x17" (include scale) in size.

Please call the Town Clerk and/or Building Clerk at 561-732-2635 to schedule a meeting to submit the application packages. Once the application has been deemed complete, staff will review. All issues must be resolved 35 days prior to the next scheduled Planning & Zoning Commission meeting.

CHECKLIST:

Applicant shall submit documents as described below:

___ Applicant shall submit completed copies of the Land Development Action Application (excluding instruction sheets/checklists) including the Data Calculations Form (on pages 7-8).

___ Applicant shall submit of proof of ownership, along with the Affidavit to Appoint Agent Form if application package will be submitted by anyone other than the Owner(s).

___ Applicant shall submit Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>

___ Applicant shall submit one (1) set of mailing labels, one (1) GIS property list, and one (1) map prepared by the Palm Beach County Property Appraiser's office for all properties within 300' of the subject property.

___ Applicant shall submit complete proposed site plans and floor plans sets, readable, and folded, to include:

- ___ Identification of existing and proposed construction,
- ___ Exterior & interior dimensions,
- ___ Elevations,
- ___ Measurement of floor elevations,
- ___ Data calculations form on site plan,
- ___ Proposed height of structure,
- ___ Setback dimensions,
- ___ Accessory & mechanical equipment (a/c, ventilation, generator, water heater, etc.),
- ___ Proposed generator location,
- ___ Structures on adjacent sides and across the street and within 600' of property,
- ___ Include calculation of window and door coverage, (Town Code Sec. 64-1 Figure)
- ___ Include calculation of solid walls, (Town Code Sec. 64-2 Figure)
- ___ Show entire roof area and calculate any flat roofing. (Town Code Sec. 64-4 Figure)



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___ Applicant shall submit current surveys indicating the following, but not limited to:

- ___ Owner(s) name(s),
- ___ Legal information,
- ___ Setbacks,
- ___ Sidewalks, curbs, streets,
- ___ Grade changes,
- ___ Structures on adjacent sides and across the street and within 600' of property.

___ Applicant shall submit landscaping plans identifying existing and proposed landscaping.

___ Applicant shall submit engineering plans (drainage and septic plans) identifying existing and proposed locations plans.

___ Applicant shall provide the streetscape including a phantom outline of the original house plans (if applicable).

___ Applicant shall provide digital photographs of properties to the left, to the right, and across the street from proposed structural address along with the approximate height of those structures.

___ Applicant shall provide a greenspace map showing the green space versus impervious for the proposed lot plans. The map shall include the following color-coded items:

- ___ All roofed structures and their associated areas (black)
- ___ All hardscape patios, driveways, etc. and their areas (grey)
- ___ All green space with its total area (white)
- ___ Show data calculations on plan

___ Applicant shall submit a color rendering of the house from all viewpoints plans.

___ Applicant shall make sure the data calculation section printed on the plans shall be large, legible, or on a separate page if not large enough to read on the plan.

___ Applicant shall submit material selections and information about the building materials to be used for the exterior of the building plans.

___ Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation.

___ \$1,500.00 is due at time of application submittal. (Cash or Check only)

Please note: Further plans, etc. may be required after the initial staff review.

Important: All copies must be submitted to the Building Clerk in complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.



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Checklist for CCCL Applications

Applicant shall submit four (4) complete sets to the Clerk's office. Before submitting, please call the Building Clerk at 561-732-2635 to schedule a meeting.

___ Applicant shall submit one (1) original and three (3) copies of the Land Development Permit Application (excluding instruction sheets/checklists) including the Data Calculations Form (on pages 7-8).

___ Applicant shall submit one (1) original and three (3) copies of proof of ownership, along with the Affidavit to Appoint Agent Form if application package will be submitted by anyone other than the Owner(s).

___ Applicant shall submit four (4) Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>

___ Applicant shall submit four (4) copies of the proposed site plan and floor plans showing the following:

- ___ Cross sections,
- ___ Elevations,
- ___ Exterior lighting plan,
- ___ Excavation and fill plan (if applicable)
- ___ Demolition plan (if applicable)

___ Applicant shall submit four (4) copies of a proposed boundary survey.

___ Submit four (4) Department of Environment Protection field permit approval (if applicable).

___ Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation.

___ \$1,500.00 is due at time of application submittal. (Cash or Check only)

Please note: Further plans, etc. may be required after the initial staff review.

Important: all copies must be submitted to the Building Clerk in four (4) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.



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Checklist for Approvals of Site Plans (Major Development)

Applicant shall submit eleven (11) complete sets to the Building Clerk. Before submitting, please call the Clerk's Office at 561-732-2635 to schedule a meeting.

____ Applicant shall submit one (1) original and ten (10) completed copies of the Land Development Action Application (excluding instruction sheets/checklists) including the Data Calculations Form (on pages 7-8) and items listed in Land Development Code (LDC) Section 63-53(1), and includes the information listed in LDC 63-53(2).

____ Applicant shall submit eleven (11) copies of proof of ownership, along with the Affidavit to Appoint Agent Form if application package will be submitted by anyone other than the Owner(s).

____ Applicant shall submit eleven (11) Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>

____ Applicant shall submit one (1) set of mailing labels, one (1) GIS property list, and one (1) map prepared by the Palm Beach County Property Appraiser's office for all properties within 300' of the subject property.

____ Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation.

____ \$1,500.00 is due at time of application submittal. (Cash or Check only)

Please read the following:

- Administrative official reviews the application pursuant to LDC 63-51(c). Upon approval of the site plan, administrative official transmits application for Planning & Zoning Commission (PZC) recommendation. (LDC 63-51(b)(2))
- Application is assigned a file number that identifies application and year of acceptance, and is placed as part of official records of PZC. (LDC 63-32(b))
- A PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, a notice of hearing is published in general circulation newspaper and is mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- Affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))



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- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))
- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2)).
- If building permit is not obtained with 18 months of site plan approval, upon a showing of good cause, applicant may request the town commission to grant an extension. (LDC 63-55)

Important: all copies must be submitted to the Town Clerk in ten (10) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.



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Checklist for Plats & Replats, Small Scale Comprehensive Plan Amendments, Zoning Amendments, Planned Residential Development, or Special Exceptions

Items to be submitted with application packages for Plats & Replats, Small Scale Comprehensive Plan Amendments, Zoning Amendments, Planned Residential Development, or Special Exceptions:

Applicant shall submit eleven (11) complete sets to the Town Clerk's office. Before submitting, please call the Clerk's office at 561-732-2635 to schedule a meeting.

- Applicant shall submit one (1) original application and ten (10) copies of this application (excluding instruction sheets/checklists), all plans, plats, surveys, etc. associated with the application as required. Include any other documentation listed in the checklist provided below as applicable. Please note: Further plans, etc. may be required after initial review.
- Applicant shall submit eleven (11) copies of proof of ownership, along with the Affidavit to Appoint Agent form if application package will be submitted by anyone other than the Owner(s).
- Applicant shall submit eleven (11) Property Detail Sheet printed from the Palm Beach County Property Appraiser's website. <http://www.co.palm-beach.fl.us/papa/>
- Applicant shall submit one (1) set of mailing labels, GIS property list, and map prepared by the Palm Beach County Property Appraiser's office for all properties within 300' of the subject property.
- Applicant shall submit a digital copy of the entire application package on a thumb drive including a PowerPoint Presentation.
- \$1,500.00 is due at time of application submittal. (Cash or Check only)



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Checklist for Approvals of Plats and Replats

Please see checklist on page 15 and read the following:

- Pre-application conference to include discussion items listed in Land Development Code Section 64-99.
- Applicant submits eleven copies of plat master plan to be submitted to administrative official that includes requirements listed in LDC 64-100.
- Administrative official reviews submittal and makes adequacy determination. (LDC 63-17(b))
- Upon approval of subdivision master plan, administrative official authorizes developer to proceed with construction plans and preliminary plat (LDC 64-100(f))
- Developer submits for review to administrative official eleven prints of preliminary subdivision plat (without signatures and seals), with construction plans and non-refundable fee pursuant to LDC 63-131. (LDC 64-102)
- Within 30 days of receipt of preliminary subdivision plat, administrative official notifies developer's engineer in writing whether construction plans and preliminary plat conform with Code and of any deficiencies.(LDC 64-103(a))
- Within 60 days of receipt of administrative official's deficiency notice, developer's engineer resubmits preliminary plat and/or construction plans or is subject to additional fee. (LDC 64-103(b))
- If preliminary plan and construction plans are approved, administrative official provides developer's engineer with written statement of technical compliance and surety establishment (LDC 64-103(c))
- Within 6 months from date of administrative official's written approval, developer prepares and submits for review to administrative official the final subdivision plat in conformance with LDC 64-104(f), a \$1,500.00 fee, and a separate recording fee made payable to the clerk of circuit court, and each of the items listed in LDC 64-105.
- Administrative official examines final subdivision plat for compliance with Constitution and statutes and reports findings to developer within 30 days of final subdivision plat submittal. (LDC 64-105(b))
- Upon administrative official's final subdivision plat approval, an agreement for construction of required improvements and land development permit is submitted to town commission for approval. (LDC 64-105(b))
- If the required improvements are to be completed prior to the recording of final plat, the plat is to be returned to the developer pending satisfactory completion of improvements and resubmitted to administrative official for rechecking and presentation to town commission for approval. (LDC 64-105(c))
- If the plat is to be recorded prior to completion of required improvements under surety guarantees, the final subdivision plat and the administrative official's report are presented to the town commission. (LDC 64-105(d))
- The final subdivision plat application is transmitted to PZC. (LDC 63-32(b))



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- The application is assigned a file number that identifies application and year of acceptance, and placed as part of official records of PZC. (LDC 63-32(b))
- A PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, notice of hearing is published in newspaper and mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- The affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))
- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))
- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2). The resolution approving the application becomes effective 10 days after passage. (F.S. 166.041(4))
- After town commission approval, the town records the plat in the office of the clerk of circuit court. (LDC 64-105(d))

Important: all copies must be submitted to the Town Clerk in eleven (11) complete packages. The Clerks' are not responsible for sorting the documents into packages for the applicant.



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Checklist for Approvals of Small Scale Comprehensive Plan Amendments

Please see checklist on page 15 and read the following:

Applications for town-initiated amendments:

- The town prepares an application for a small scale amendment that is consistent with the conditions listed in F.S. 163.3187(1)(c)(1).

Applications for other than town-initiated amendments:

- Applicant submits to administrative official an application for small scale amendment to the comprehensive plan. (LDC 63-71)
- Administrative official reviews application for consistency with conditions listed in F.S. 163.3187(1)(c)(1).

For all small scale amendments:

- The administrative official submits application to the PZC. (LDC 63-32)
- The application is assigned a file number that identifies application and year of acceptance, and placed as part of official records of PZC. (LDC 63-32(b))
- One PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, notice of hearing is published in newspaper and mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- Affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))
- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))
- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2). There is no need to consider statutory limits to the frequency of town commission consideration of amendments to the comprehensive plan. (F.S. 163.3187(1)(c))



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Notice for town-initiated small scale amendments:

- The town gives written notice of the adoption hearing to each real property owner covered by the amendment at least 30 days prior to the date set for the public hearing and a copy of the notice will be kept available for public inspection during regular business hours of the town clerk pursuant to F.S. 166.041(3)(c)(1). The notice must state:
 - The substance of the proposed ordinance as it affects that property owner, and
 - The day, time and place of the adoption public hearing.(F.S. 163.3187(c)(2)(a))

Notice for other than town-initiated small scale amendments:

- The town publishes one public notice, following the provisions of F.S. 166.041(3)(a), in a general circulation newspaper at least 10 days prior to the scheduled adoption hearing. There is no size or location limitation to the placement of the advertisement, which states:
 - the date, time and place of the meeting
 - the title of the proposed adoption ordinance
 - the place where the proposed adoption ordinance may be inspected by the public, and
 - advising that interested parties may appear at the meeting and be heard.(F.S. 163.3187(1)(c)(2)(a))

For all small scale amendments:

- The town commission holds one public hearing to adopt the ordinance. (F.S. 163.3187(1)(c)(3).
- Within 10 days of adoption, the town submits a transmittal package to:
 - Department of Community Affairs
 - Division of Community Planning
 - Plan Processing Team
 - 2555 Shumard Oak Boulevard
 - Tallahassee, FL 32399-2100(F.S. 163.3187(1)(c)(2)(b) and FAC 9J-11.015(3))
- The transmittal package to the DCA includes:
 - A transmittal letter, signed by the chief elected official or designee, to include:
 - a statement indicating the town is submitting the adopted small scale amendment in accordance with F.S. 163.3187(1)(c)
 - a statement identifying the number of acres of the small-scale development



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- a statement identifying the cumulative total number of acres for small scale development amendments that the town has approved for the calendar year, and
 - the name, title address, telephone and fax number of the local contact person
- A copy of the executed ordinance adopting the small scale development amendment, which was signed by the chief elected official
 - A copy of the amendment which includes a future land use map depicting the newly-adopted land use designation and boundaries and location of subject property in relation to surrounding streets and thoroughfare network
 - A copy of the public hearing notice
 - Other supporting information relative to the amendment; and
 - A copy of Form RPM-BSP-Small Scale 1
- (FAC 9J-11.015(1)(2))
- The town transmits a copy of the adopted small scale development amendment to:
 - Treasure Coast Regional Planning Council, and
 - anyone else who filed a written request with the town commission.
- (F.S. 163.3187(1)(c)(2)(b) and FAC 9J-11.015(4))
- The small scale development amendment becomes effective 31 days after adoption if it is not challenged within 30 days after adoption. (F.S. 163.3187(3)(c))

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Checklist for Approvals of Zoning Amendments

Please see checklist on page 15 and read the following:

- Applicant submits to administrative official application and items listed in LDC 63-53(1). (LDC 63-72(a)(c))
- The administrative official checks the application for consistency with the comprehensive plan. (LDC 63-72(b))
- The administrative official submits the rezoning application to PZC. (LDC 63-32(b))
- Application is assigned a file number that identifies application and year of acceptance, and placed as part of official records of PZC. (LDC 63-32(b))
- A PZC hearing is scheduled to be held within 60 days of administrative official's certification of inclusion on PZC official agenda. (LDC 63-32(c)(2))
- At least 10 business days prior to PZC hearing, notice of hearing is published in newspaper and mailed to owners of property involved in or directly affected by hearing. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing is placed on or around tract of land and in the town hall. (LDC 63-32(c)(1))
- A courtesy notice of PZC hearing may be mailed to property owners within 300-foot radius (LDC 63-32(c)(1))
- Affidavit of proof of publication and any mailing of notices are to be presented at PZC hearing. (LDC 63-32(c)(1))
- The PZC hearing must be concluded within 60 days after the date of the advertised public hearing, or application is submitted to town commission for its next regularly-scheduled meeting without PZC recommendations. (LDC 63-32(c)(3))
- PZC submits its recommendation to the town commission at the next regularly scheduled town commission meeting. (LDC 63-32(c)(3))
- Within 60 days of PZC's rendering of its advisory recommendations, the town commission considers the application and PZC's recommendations. (LDC 63-33(d)(2)).

For applications initiated by other than the town:

- The proposed ordinance is to be read by title or in full at the town commission hearings on two (2) separate days. (F.S. 166.041(3)(a))
- At least 10 days prior to adoption of the ordinance, notice of the hearing is to be published once in a newspaper of general circulation. The notice is to include:
 - date, time, place of meeting
 - location of where proposed ordinance may be inspected by public
 - advice that interested parties may appear at meeting and be heard



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(F.S. 166.041(3(a)).

For applications initiated by the town:

For zoning map amendments for land involving less than 10 contiguous acres:

- The town commission directs the town clerk to notify by mail each real property owner whose land the municipality will re-designate by ordinance. The notice must be given at least 30 days prior to the one public hearing required to be held, and is to include:
 - Substance of the proposed ordinance as it affects property owner
 - Date and time, and place for one or more public hearings.

(F.S. 166.041(3)(c)(1))

- A copy of the notice is to be made available for public inspection during regular business office hours of the town clerk. (F.S. 166.041(3)(c)(1))
- The town commission may hold one public hearing and may immediately adopt the ordinance. (F.S. 166.041(3)(c)(1))

For zoning map amendments for land involving more than 10 contiguous acres (or changing list of uses within a zoning category):

- The first advertisement is published at least 7 days prior to the first of two advertised public hearings, one of which is held after 5 p.m. on a weekday (unless the town commission, by a majority plus one vote, elects to conduct hearing at another time of day). (F.S. 166.041(3)(c)(2)(a))
- The second advertisement is published at least 5 days prior to the second public hearing, which is held at least 10 days after the first public hearing. (F.S. 166.041(3)(c)(2)(a))
- The two required advertisements are to be at least 2 columns wide by 10 inches long, with a headline of at least 18-point type. The advertisements are not to be placed in the legal notices or classified sections of newspaper, and in a form that follows (F.S. 166.041(3)(c)(2)(b)).
- For zoning map amendments only (not for changing list of uses within a zoning category): the two required advertisements must contain a geographic location map clearly indicating the area covered by the proposed ordinance and major street names as a means of identification of the general area. (F.S. 166.041(3)(c)(2)(b))
- In lieu of publishing the two required advertisements, the town may mail a notice to each person owning real property within the area covered by the ordinance, which clearly explains the proposed ordinance and notifies the person of the time, place and location of any public hearing on the proposed ordinance. (F.S. 166.041(3)(c)(2)(c)).
- The town commission meets as a public hearing to consider the ordinance.

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Checklist for Planned Residential Development

Please see checklist on page 15 and read the following: See Land Development Code Sections 64-21 through 64-24 and comply with all regulations therein.

Checklist for Special Exceptions

Please see checklist on page 15 and read the following: Land Development Code Section 63-54 and comply with all regulations therein. See also Checklist for Approval of Site Plans, and Code Sections 63-51, 63-52, and 63-53.

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