



Planning and Zoning Development Review Manual

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Purpose:

This Development Review Manual has been adopted by the Village Council. All applicable information in this manual complies with Florida Statutes, Wellington's Comprehensive Plan, and Land Development Regulations. This manual provides the types of applications, the required documents to supplement the applications, the specific criteria that shall justify application consideration, and other helpful references such as the fee schedule, process flowcharts, etc. All development applications shall be processed in accordance with manual. Modifications to this manual shall be approved by Village Council, unless a modification is required to comply with changes to Florida Statutes, which shall be administered by the PZB Director. Administrative modifications shall also be permitted if the modification is to correct a reference to a LDR section that may have changed due to an approved text amendment.

Types of Applications:

Type A1 - Administrative applications that can be approved, with or without conditions, or denied by the PZB Director, or designee. Applications include Special Permit Uses, Seasonal Equestrian Permits, Administrative Variances, Unity of Title/Control or Release, Minor Site Plan Amendments, Tree Removal Permits, Zoning Conformation Letters, Zoning Interpretations, Administrative Appeals.

Type A2 - Administrative applications that that can be approved, with or without conditions, or denied and require certification from the PZB Director or the Development Review Manager (DM). Applications include Site Plan/Amendments, Subdivision Plan/Amendments, and Minor Master Plan Amendments.

Type B - Applications that require administrative certification and review/recommendation from the PZB Director or DM for a public meeting or hearing by a Board or Committee.

- Planning Zoning and Adjustment Board (PZAB): Variances and Appeals. The PZAB is also recommending body to all Type 3 applications.
- Architectural Review Board (ARB): Technical Deviations, Alternative Design Standards, Exterior Elevations for Multifamily and Commercial Properties, Master Sign Plan, and Alternative Exterior Colors
- Tree Board: Tree Removal Permit Appeals

Type C - Applications that require administrative certification and review/recommendation from a Board or Committee prior to a public hearing (except for vacation/abandonments) by Village Council. All applications require a recommendation from the PZAB. The Equestrian Preserve Committee shall review all applications that effect properties within the Equestrian Preserve Area, or are equestrian related, prior to public hearing of the PZAB/Village Council. The following shall apply to Type C applications:

- Consent Agenda: Vacation/Abandonments
- One (1) Reading by Village Council: Master Plan/Amendments, Conditional Uses, and Development Order Amendments.

- Two (2) Readings by Village Council: Annexations, Comprehensive Plan Map/Text Amendments, Rezoning, and Zoning Text Amendments.

Expedited Review of Minor Changes to Type B and C Applications - For Type B and C applications that request a minor amendment to the approved development order, but exceed the minor administrative amendment criteria, the applicant may request an expedited review of the change. An expedited review means the applicant may qualify to take the amendment directly to the decision-making body and not be required to go back to a committee or board that provided a recommendation. Expedited reviews shall meet all required legal ad, mailing, and posting requirements that apply.

Fees

All development applications are subject to fees as set forth in Appendix A – Development Application Fees. Fees may be changed from time to time by Resolution of the Village Council. If there is no fee associated with an application type on the fee schedule, then there is no fee required for that type of application.

Type A1 Applications:

Most Type A1 development applications require two parts – a General Application (Part 1) and a Part 2 application which provides the checklist and minimum specific requirements for the individual request. Items listed within this section are subject to change at the discretion of the Planning and Zoning Director on an individual basis based on the type of request and existing conditions of the project. These items also determine the sufficiency of an application.

Several minor Type A1 applications do not require a General Application (Part 1) due to the nature of the request. These applications are as follows:

- Community Event Application
- Extended Hours of Operation
- Parade Permit
- Planning and Zoning Interpretation Request
- Reasonable Accommodation Request
- Special Use Permit – Temporary Signs
- Special Use Permit – Temporary Stabling Tent
- Tree/Vegetation Removal Application
- Wireless Communications Facilities/Tower Registration Form

Approval Process:



Required Documentation for Submittal

Special Permit Use/Equestrian Seasonal Permit:

1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
2. Site plan showing the entire layout of the temporary use, with the requirements set forth in Appendix C – Site Plan/Subdivision Plan Checklist.
3. Certificate of Fireproofing, Tent Tie down Diagram and Building Permit number (if tents are to be erected).
4. Circulation Plan which includes traffic controls and a parking plan.
5. Current Business Tax Receipt (BTR).
6. Signed and Notarized Agreement for Removal of Temporary Facilities.
7. Specific Event information including, but not limited to, a description of activities and numbers or attendees at event.
8. Justification Statement addressing the following decision making standards:
 - a. Consistency with Wellington Comprehensive Plan.
 - b. Consistency with Supplementary Use standards as set forth in Section 6.4.4 and all other sections of the LDR.
 - c. Compatibility with surrounding uses and zones.
 - d. Minimization of adverse impact by design.
 - e. Duration (dates and times).

- f. Health and sanitation as determined by the Palm Beach County Public Health Unit.
- g. Traffic considerations—the proposed Special Permit Use complies with all relevant transportation standards as determined by Wellington Engineering Department.
- h. Compliance with Article 11, Adequate Public Facilities Standards, of the LDR.

Administrative Variances:

- 1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
- 2. Proposed building(s), floor plan(s) and elevation(s).
- 3. Type of Administrative Variance request including the LDR Article and Section.
- 4. Listing of all building permits associated with the request.
- 5. Justification Statement addressing the following decision making standards:
 - a. The special conditions and circumstances that exist which are peculiar to the land, building or structure involved and which are not applicable to other lands, structures, or buildings in the same district.
 - b. That special conditions and circumstances do not result from the actions of the applicant.
 - c. That granting the variance request will not confer on the applicant any special privilege that is denied by the Comprehensive Plan and Zoning Code to other lands, buildings, or structures in the same zoning district.
 - d. That literal interpretation and enforcement of the provisions of the LDR would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the LDR and would work an unnecessary and undue hardship.
 - e. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.
 - f. That the granting of the variance is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan and the LDR.
 - g. That the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

If the variance is from Section 7.8.1.D of the LDR, Noise, only the following standards must be met:

- a. Additional time is necessary to alter the activity in compliance with Section 7.8.1.D of the LDR.
- b. The activity, operation, or noise source will be of temporary duration and cannot be done in a manner that would comply with Section 7.8.1.D of the LDR.
- c. No reasonable alternative is available.

Unity of Title/Control or Release:

- 1. Opinion letter from a title company or attorney stating the applicant is the owner and has the authority to submit the application. This letter shall also state is the property is owned outright or if there is a mortgage on the property.
- 2. If there is a mortgage, a letter from the lender, on letterhead, approving the submittal of application and a completed Consent and Joiner is required.
- 3. Site plan showing existing and proposed structures or improvements
- 4. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist and the proposed property boundary.
- 5. Completed and notarized Declaration of Unity of Title.

Minor Site Plan Amendment:

1. Site Plan with the requirements set forth in Appendix C – Site/Subdivision Plan Checklist showing the proposed changes.
2. Justification Statement addressing the following decision making standards:
 - a. Confirming no proposed changes or corrections contradict a condition of approval.
 - b. List all proposed amendments.
 - c. Provide explanation why the proposed site plan amendment modifications are necessary.

Tree Removal Permits:

1. Tree Removal application
2. Survey of property showing general location of tree(s) to be removed.

Administrative Appeals:

1. No application form is required.
2. Submit a written appeal to Planning and Zoning Manager within 30 days of any decision of the DM or submit a written appeal to Village Manager within 30 days of denial of Reasonable Accommodation.
3. Provide a summary of the decision being appealed, grounds for the appeal and relief being sought.

Zoning Confirmation Letter, Research and Code Interpretations:

1. No application form is required for a Zoning Confirmation Letter. This request is typically site specific and the information requested may vary. A written request shall include the information to be confirmed. A Zoning Confirmation will provide the Future Land Use Map designation, Zoning designation, existing approvals, and code sections that would generally apply to the subject property.
2. Zoning Confirmations that request extensive information beyond those items mentioned above shall be considered Zoning Research and will require an additional fee. Zoning research may including, but is not limited to, copies of historic approvals, history of building permits and code compliance issues, history of other activities related to the site, adjacent land use and zoning districts.
3. The Planning and Zoning Interpretation Request form shall be used when an applicant desires to have a given section of the Land Development Regulations interpreted by the PZB Director. A code interpretation is required prior to any appeal of an approval or denial of a development order by any party that has standing to appeal a decision to a Board, Committee or Council. Administrative Appeals do not require an interpretation.

Extended Hours of Operation:

In addition to the application, the justification statement shall provide the following:

1. Type of Business
2. Size (square footage, number of seats, etc.)
3. Site and building orientation (ingress, egress, outdoor seating, etc.)
4. Barriers or physical separations (streets, canals, landscaping, etc.)
5. Parking and loading areas and general circulation patterns
6. Loitering potential, security and safety measures
7. Noise mitigation measures
8. Lighting

9. Outdoor activities during the extended hours
10. Other potential nuisance mitigation that may be required related to the specific use.

Reasonable Accommodation:

The applicant, or qualified designee, shall establish that they are protected under the FHA and/or ADA by demonstrating that they are handicapped or disabled as defined by the FHA and/or ADA by providing:

1. Physical or mental impairment which substantially limits one (1) or more major life activities; and
2. A record that they have, or are regarding as having, such impairment.
3. Demonstrate that the proposed accommodations being sought are reasonable and necessary to afford a handicapped/disabled persons equal opportunity to use and enjoying housing as interpreted by the courts.

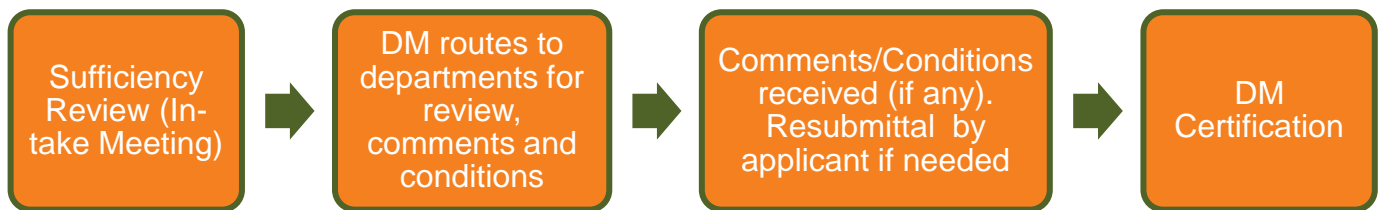
Community Event:

1. Community Event Application form.
2. Survey, Site plan or Aerial showing the entire layout of the temporary use.

Type A2 Applications:

All Type A2 development applications require two parts – a General Application (Part 1) and a Part 2 application which provides the checklist and minimum specific requirements for the individual request. Items listed within this section are subject to change at the discretion of the Planning and Zoning Director on an individual basis based on the type of request and existing conditions of the project. These items also determine the sufficiency of an application.

Approval Process (Approximately 1 to 2 months):



Required Documentation for Submittal

Site Plan/Amendment and Subdivision Plan/Amendment:

1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
2. Ordinances/Resolutions affecting the property.
3. Site or Subdivision Plan with the requirements set forth in Appendix C – Site/Subdivision Plan Checklist
4. Landscape Plan with requirements set forth in Appendix D – Landscape Plan Checklist
5. Signed and Sealed Traffic Statement, Water/Wastewater Demand Analysis, Drainage Statement, Utilities Demand Analysis, Circulation Plan and Survey.
6. Justification Statement addressing the following decision making standards:
 - a. The proposed request is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan.
 - b. The proposed request is in compliance with Article 11 of the LDR (Adequate Public Facility Standards).
 - c. The proposed request is in compliance with Article 9 of the LDR (Environmental Standards).
 - d. The proposed request is in compliance with Article 6 of the LDR (Zoning District, Use, Property Development and Supplementary Regulations.)
 - e. The proposed request is in compliance with Article 7 of the LDR (Site Development Standards).
 - f. The proposed request is in compliance with Section 8.12 of the LDR (Subdivision regulations).
 - g. The proposed request is consistent with applicable neighborhood plans.
 - h. The proposed request complies with all County health and fire standards.
 - i. The proposed request complies with Village building standards and all other relevant and applicable provisions of the LDRS.

Minor Master Plan Amendment:

1. All previously approved plans and documents showing the proposed modifications.
2. Justification Statement addressing the following decision making standards:
 - a. That the proposed changes or corrections do not contradict a Council imposed condition of approval.
 - b. List all proposed amendments.
 - c. Provide explanation why the proposed master plan amendment modifications are necessary.

Minor Conditional Use Amendment:

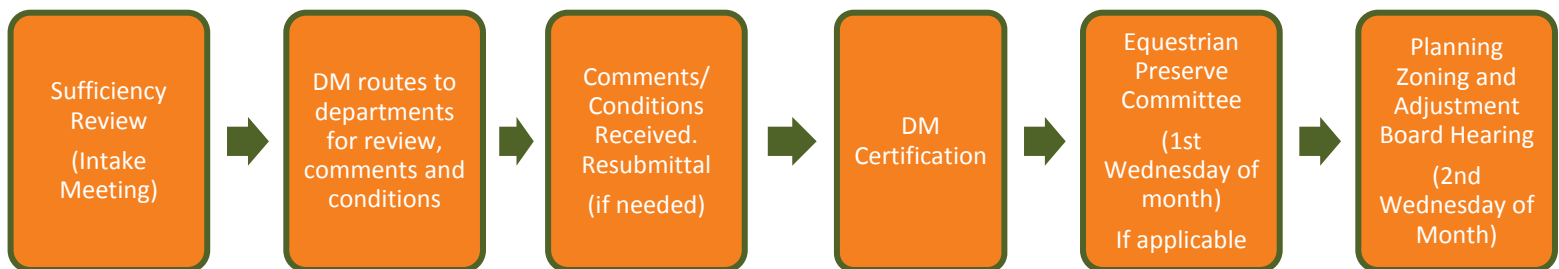
1. Justification Statement addressing the following decision making standards:
 - a. The amendment is to relocate less than twenty-five (25) percent of the total square footage that was approved as part of the conditional use within the same site;
 - b. The request is to increase the total floor area of the conditional use by no more than ten (10) percent of the approved use and the increase does not increase the traffic impact; or
 - c. A betterment modification to the site intended to exceed the minimum standards for landscape, buffering, or mitigating conditions as imposed by the LDR or by Council.

Type B Applications:

All development applications have a two part application – a General Application (Part 1) and a Part 2 application which provides the checklist and minimum specific requirements for the individual request. Items listed within this section are subject to change at the discretion of the Planning and Zoning Director on an individual basis based on the type of request and existing conditions of the project. These items also determine the sufficiency of an application.

Variance:

Approval Process (Approximate Time 2 months):



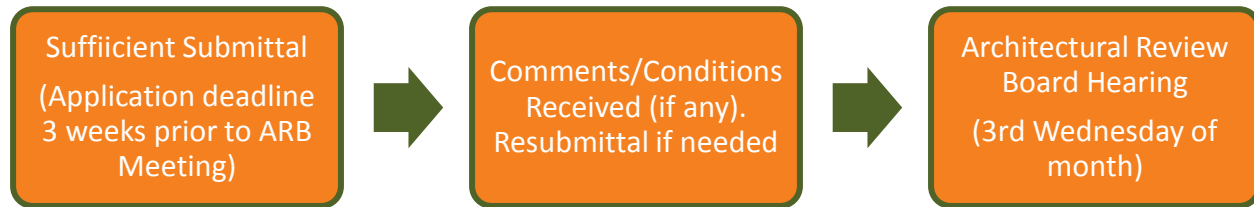
Required Documentation for Submittal

1. Type of request, description of request, and section of LDR variance is requested from.
2. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
3. Site Plan with requirements set forth in Appendix C – Site/Subdivision Plan Checklist.
4. One (1) postage paid mailing set as outlined in Appendix E – Mailing Requirements
5. Justification Statement addressing the following decision making standards:
 - a. That special conditions and circumstances exist which are peculiar to the land, building or structure involved and which are not applicable to other lands, structures, or buildings in the same district.
 - b. That special conditions and circumstances do not result from the actions of the applicant,
 - c. That granting the variance request will not confer on the applicant any special privilege that is denied by the Comprehensive Plan and Zoning Code to other lands, buildings, or structures in the same zoning district.
 - d. That literal interpretation and enforcement of the provisions of the LDR would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the LDR and would work an unnecessary and undue hardship.
 - e. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.
 - f. That the granting of the variance is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan and the LDR.
 - g. That the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.
 - h. If the variance is from Section 7.8.1.D of the LDR, Noise, only the following standards must be met:
 - i. Additional time is necessary to alter the activity in compliance with Section 7.8.1.D 4 of the LDR.

- ii. The activity, operation, or noise source will be of temporary duration and cannot be done in a manner that would comply with Section 7.8.1.D of the LDR.
- iii. No reasonable alternative is available.

Architectural Review Board - Technical Deviations, Alternative Design Standards, Exterior Elevations for Multifamily and Commercial Properties, Master Sign Plan, Exterior Color:

Approval Process (Approximate Time 1 month):



Required Documentation for Submittal:

1. All proposed signs with dimensions, colors, materials, location/orientation, etc.
2. Color samples and materials for all exterior colors/materials.
3. All elevations of all proposed on-site structures with all dimension, colors, details, materials, etc. A color elevation/rendering and/or photograph of the request shall be provided. The elevation plans shall identify the proposed screening of all roof top mechanical equipment completely screened from view a minimum 200 feet away.
4. Detail of all site amenities (dumpster enclosure, fence, bench, trash receptacle, bike rack, lighting, etc.) with dimension, colors, materials, etc.
5. Site Plan with requirements set forth in Appendix C – Site/Subdivision Plan Checklist
6. Justification Statement addressing the following decision making standards:
 - a. That the proposed request is consistent with the purposes, goals, objectives, and policies of the Comprehensive Plan.
 - b. That the proposed request is not in conflict with any portion of Wellington’s LDR and is consistent with the purpose and intent of the LDR.
 - c. That the proposed request is compatible and consistent with existing uses and the zoning of properties surrounding the subject site the proposed request is appropriate for the site and surrounding area.
 - d. That the proposed request is consistent with Wellington neighborhood aesthetics.
6. If requesting a Technical Deviation for signage, Justification Statement addressing the following decision making standards:
 - e. Describe in detail the Technical Deviation.
 - f. No deviation may be granted which has the effect of permitting any sign which is specifically prohibited by these regulations.
 - g. The deviation must enhance the aesthetic result of the overall sign program or mitigate a unique feature of a user, structure, or location that warrants a technical deviation from the code in the opinion of the ARB.
 - h. Approval of the deviation must not negatively impact another tenant or building shown on the Master Sign Plan.
 - i. The technical deviation must not cause any negative off-site impacts.

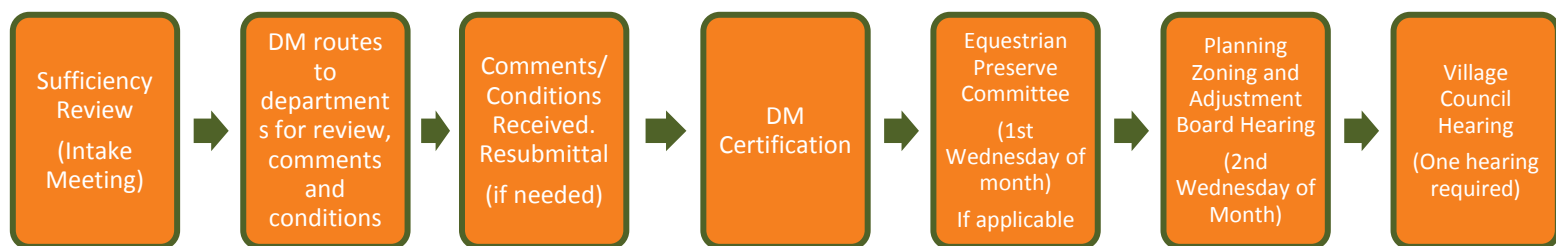
Appeals:

1. Submit a written appeal to Planning and Zoning Manager within 30 days of receiving notification of decision
2. Provide a summary of the decision being appealed, grounds for the appeal and relief being sought.

Type C Applications:

All development applications have a two part application – a General Application (Part 1) and a Part 2 application which provides the checklist and minimum specific requirements for the individual request. Items listed within this section are subject to change at the discretion of the Planning and Zoning Director on an individual basis based on the type of request and existing conditions of the project. These items also determine the sufficiency of an application.

Master Plan/Amendments, Conditional Use/Compatibility Determination, Development Order/Amendments Approval Process (Approximate Time 3 - 4 months):



Required Documentation for Submittal

Master Plan/Amendments:

1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
2. Proposed Master Plan with the requirements set forth in Appendix F – Master Plan Checklist.
3. Proposed Landscape Plan with the requirements set forth in Appendix D – Landscape Plan Checklist.
4. Conceptual Site Plan.
5. All Ordinances/Resolutions affecting property.
6. Signed and sealed Traffic Statement, Water/Wastewater Demand Analysis, Drainage Statement, Utilities Demand Analysis and Circulation Plan.
7. Proof of Concurrency for all required services including concurrency reservation for traffic issued by the Palm Beach County Traffic Engineering Division.
8. Two (2) postage paid mailing sets as outlined in Appendix E – Mailing Requirements.
9. Tabular Data listed in application showing all current and proposed changes.
10. Justification Statement addressing the following decision making standards:
 - a. That the proposed request is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan.
 - b. That the proposed request is in compliance with Article 11 of the LDRS (Adequate Public Facility Standards).
 - c. That the proposed request is in compliance with Article 9 of the LDRS (Environmental Standards) and minimizes environmental impacts, including but not limited to water, air, stormwater management, wildlife, vegetation, wetlands and the natural functioning of the environment.

- d. That the proposed request is in compliance with Article 6 of the LDRS (Zoning District, Use, Property Development and Planned Development District).
- e. Provide the overall design concept and show that the design of the proposed request minimizes adverse effects, including visual impact and intensity of the proposed use on adjacent lands.
- f. That the proposed request is in compliance with the LDRS (Supplementary Regulations).
- g. That the proposed request is consistent with applicable neighborhood plans.
- h. That the proposed request will result in a logical, timely and orderly development pattern.
- i. That the proposed request complies with Wellington building standards and all other relevant and applicable provisions of the LDRS.

Conditional Use/Compatibility Determination:

1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
2. Signed and sealed Traffic Statement, Water/Wastewater Demand Analysis, Drainage Statement, Utilities Demand Analysis and Circulation Plan.
3. Legal Description in Word Format.
4. Two (2) postage paid mailing sets as outlined in Appendix E – Mailing Requirements.
5. Justification Statement which shall include the following:
6. Tabular Data listed in application showing all current and proposed changes.
7. Justification Statement addressing the following decision making standards:
 - a. That the proposed request is consistent with all elements of the Comprehensive Plan.
 - b. That the proposed request is in compliance with Section 6.6 of the LDR (Supplementary Regulations).
 - c. That the proposed request will ensure general compatibility with adjacent properties and other property in the district (use and character).
 - d. That the design of the proposed request will minimize adverse effects, including visual impact and intensity of the proposed use on adjacent lands.
 - e. That required provisions have been made for public facilities.
 - f. That the design of the proposed request will minimize environmental impacts, including but not limited to water, air, stormwater management, wildlife, vegetation, wetlands and natural functioning of the environment.
 - g. That the proposed request will result in logical, timely and orderly development patterns.
 - h. That the proposed request complies with all Code standards for use, layout, function and general development characteristics.
 - i. That the proposed request is not out of scale with the needs of the neighborhood or Wellington.

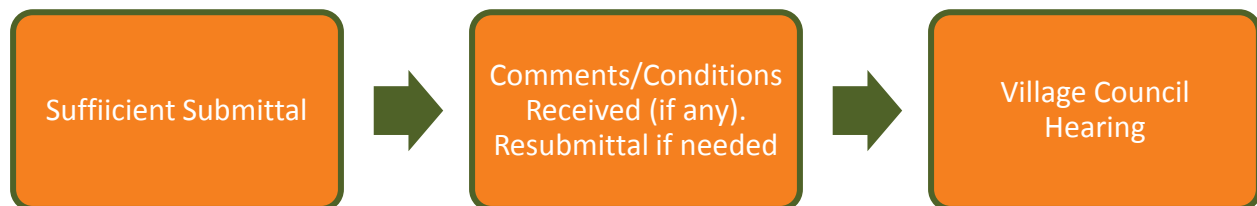
Development Order/Amendments:

1. Description of the request.
2. Any plans indicating Development Order Amendment/Other request including, but not limited to, architectural renderings, landscape plans, etc.
3. All approvals affecting the property.
4. Ordinance(s) and/or Resolution(s) to be modified.
5. Signed and sealed Traffic Statement, Water/Wastewater Demand Analysis, Drainage Statement, Utilities Demand Analysis and Circulation Plan.
6. Two (2) postage paid mailing sets as outlined in Appendix E – Mailing Requirements.
7. Tabular Data listed in application showing all current and proposed changes.
8. Justification Statement addressing the following decision making standards:

- a. That the proposed request is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan.
- b. That the proposed request is in compliance with Article 6 of the LDR (Zoning District, Use, Property development and Supplementary regulations).
- c. That the proposed request is in compliance with Article 7 of the LDR (Site Development Standards).
- d. That the proposed request is consistent with applicable neighborhood plans.
- e. That the proposed request complies with Wellington building standards and all other relevant and applicable provisions of the LDR.

Vacation Abandonment:

Approval Process:

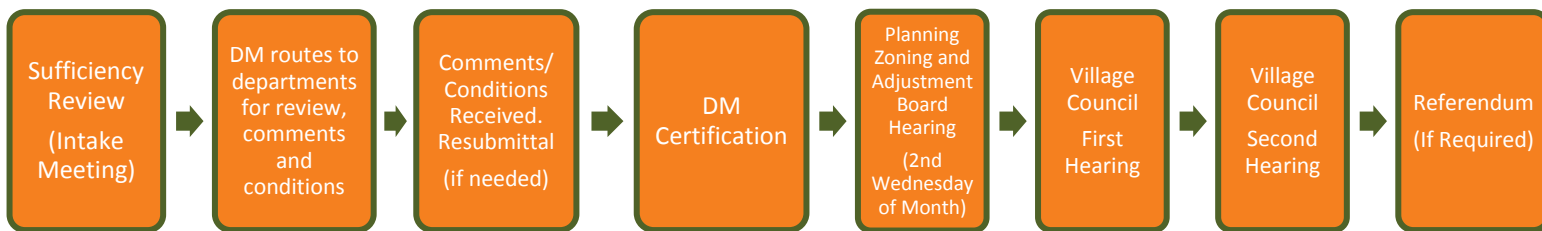


Required Documentation for Submittal:

1. Signed and Sealed Survey, not more than a year old, showing all easements of record.
2. Sketch and Description accurately drawn and legally describing the area to be abandoned.
3. Location Map
4. Utility Easement Consent Forms
5. Letters to the adjacent property owners. If the property is for a vacation of a public right of way, notarized letters from all abutting property owners consenting to the abandonment is required.
6. Tax records showing all taxes are paid to date.
7. Affected property owners list.
8. Legal Description in Word format
9. If abandoning a public right-of-way, one (1) postage paid mailing sets as outlined in Appendix E – Mailing Requirements
10. Vacation/Abandonment Affidavit

Annexation:

Approval Process:

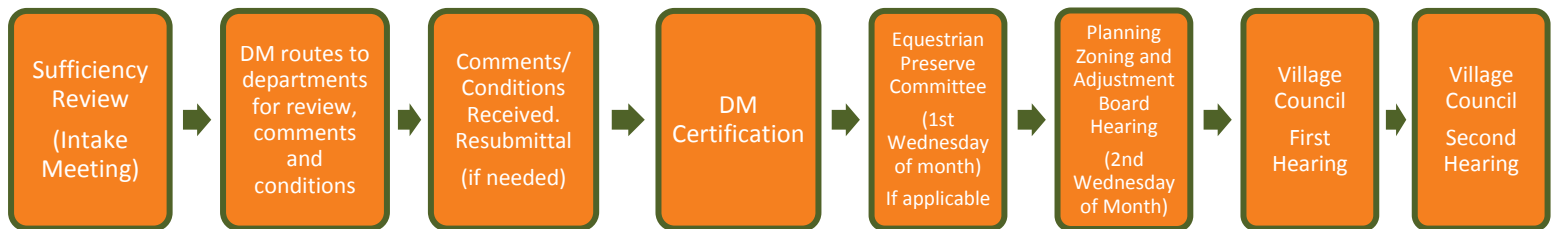


Required Documentation for Submittal:

1. Signed and Sealed Survey, not more than a year old, showing all easements of record.
2. Conceptual Master Plan with the requirements set forth in Appendix F – Master Plan Checklist.
3. Approval letter from Palm Beach County.
4. Three (3) postage paid mailing sets as outlined in Appendix E – Mailing Requirements.
5. Justification Statement addressing the following decision making standards:
 - a. That the area in question meets statutory requirements pertaining to contiguity, compactness and irregular shape.
 - b. That the petitioned area must have a “unity of interests with Wellington” and be “logical extension” of Wellington’s boundaries.
 - c. That the area shall have a growth potential sufficient to warrant the extension of services.
 - d. That the deficit of income against expense to Wellington shall not be unreasonable.
 - e. That the advantages both to Wellington and to the petitioned area must outweigh the disadvantages.
 - f. That Wellington must be willing and able to provide Wellington services as well as ensure that services provided by Palm Beach County are furnished to the newly annexed area within a reasonable time.

Rezoning and Zoning Text Amendment

Approval Process:



Rezoning - Required Documentation for Submittal:

1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
2. Site Plan with requirements set forth in Appendix C – Site/Subdivision Plan Checklist.
3. Signed and sealed Drainage and Traffic Statement.
4. Vegetation Assessment Letter.
5. Concurrency Certification, Reservation or Exemption.
6. Three (3) postage paid mailing sets as outlined in Appendix E – Mailing Requirements
7. Legal description in Word format.
8. Justification Statement addressing the following decision making standards:
 - a. That the proposed request is consistent with the purposes, goals, objectives, and policies of the Comprehensive Plan.
 - b. That the proposed request is not in conflict with any portion of Wellington’s LDR and is consistent with the purpose and intent of the LDR.
 - c. That the proposed request is compatible and consistent with existing uses and the zoning surrounding the subject land and is the appropriate zoning district for the land.
 - d. That there are changed conditions that require the rezoning.

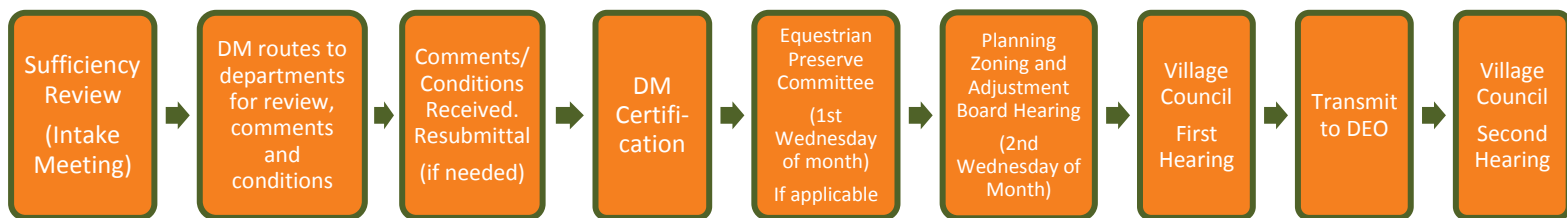
- e. That the proposed request would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
- f. That the proposed request would result in a logical and orderly development pattern.
- g. That the proposed request is consistent with applicable neighborhood plans.
- h. That the proposed request complies with Article 11, Adequate Public Facilities.

Zoning Text Amendment - Required Documentation for Submittal:

1. Exact proposed language of Zoning Text Amendment. Include the type of amendment (supplement, modification, repeal) and the sections of the Land Development Regulations that will be affected. The text must be in strike-through and underline format.
2. Justification Statement addressing the following decision making standards:
 - a. Reason and need for the requested text change. Why is the proposed zoning text amendment necessary?
 - b. Reason for the present text being invalid or inappropriate. State specific evidence or example of the claim.
 - c. Explain how the proposed amendment complies with the objectives and purposes of Wellington's Comprehensive Plan. With appropriate consideration as to whether the proposed change will further the purposes of these objectives or other Wellington Codes, regulations and actions designed to implement the Comprehensive Plan.

Comprehensive Plan Map/Text Amendment:

Approval Process:



Comprehensive Plan Map - Required Documentation for Submittal:

1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
2. Signed and sealed Traffic Statement, Water/Wastewater Demand Analysis, Drainage Statement, Utilities Demand Analysis and Circulation Plan
3. All Ordinances/Resolutions affecting the property
4. Proof of Concurrency for all required services, including concurrency reservation for traffic issued By Palm Beach County Traffic Engineering Division.
5. Three (3) postage paid mailing sets as outlined in Appendix E – Mailing Requirements
6. An aerial photograph with the site clearly marked.
7. Future Land Use (FLU) map showing the site, the surrounding properties (within 1000 feet), and the current and proposed FLU designation for the site and surrounding properties.
8. Zoning Quad or the Wellington P.U.D. Master Plan showing the site, surrounding properties (within 1000 feet), and the current and proposed zoning districts for the site and surrounding properties.
9. Approved plat, master plan, or subdivision for the proposed property.

10. Valid Developers' Agreement or Utility reservation.
11. Flood Zone Map showing the location of the property.

Justification Statement:

General Information:

1. Indicate the location of the property in relationship to the nearest north-south and east-west roadways, e.g., south side of Wellington Trace approximately one-half (1/2) mile west of Forest Hill Boulevard.
2. Indicate whether the property has frontage on any roadway or on any waterway and, if so, the number of linear feet of frontage, as well as the depth of the property, e.g., Approximately 1,340 feet of frontage along West Forest Hill Boulevard and 5,280 feet of depth.
3. Identify the location (written description and mapped) and size of any other property contiguous to the subject property which is in the same ownership, whether in whole or in part.
4. Indicate the month, day and year the property was acquired and from whom the property was acquired.
5. Describe the manner of acquisition (purchase, exchange, gift, inheritance, etc.), the cost of acquisition and provide evidence of same (e.g., purchase and sale agreement) and ownership (deed).
6. Identify whether the subject property was a part of a larger property acquired from a previous owner. If so, identify the extent of any property contiguous to the subject property that was in the same ownership as the subject property.
7. Indicate whether the property was previously subject to a homestead exemption, whether the property was subject to any agricultural exemptions, abatements.
8. Identify whether the property was previously subject to a Future Land Use Map (FLUM) amendment. If so, please provide the date which the FLUM amendment application was filed; the size of the parcel; the requested change in land use designation; the recommendations of the Planning and Zoning Division, the Council; and the ultimate disposition of the FLUM amendment application (whether adopted as requested, adopted as modified, rejected, or withdrawn).
9. Has Wellington ever denied a development order for the property? If so, indicate the development order requested, the date the development order was denied, and provide a copy of the resolution denying same, if available.
10. Has the property received development approvals from an entity other than Wellington? If the property received development approval from another local, state, or federal agency, please identify agency, type of development order granted, and indicate if the approval is still valid.

LDR Requirements:

1. Subsection 5.2.4.J (*Site Specific Comprehensive Plan Amendments, Procedure, Standards*) of the Land Development Regulations provides that a FLUM amendment must be based on one or more of the following factors, and a demonstrated need. Please identify which factor is being used to justify the request for a FLUM amendment and describe how the amendment is consistent with the factor or factors.
 - a. Changed projections (e.g., regarding public service needs) in the Comprehensive Plan, including but not limited to amendments that would ensure provision of public facilities;
 - b. Changed assumptions (e.g., regarding demographic trends or land availability) in the Comprehensive Plan, including but not limited to the fact that growth in the area, in terms of the development of vacant land, new development, and the availability of public services has altered the character such that the proposed amendment is now reasonable and consistent with the land use characteristics;

- c. Data errors, including errors in mapping, vegetative types and natural features in the Comprehensive Plan;
 - d. New issues that have arisen since adoption of the Comprehensive Plan;
 - e. Recognition of a need for additional detail or comprehensiveness in the Comprehensive Plan; or
 - f. Data updates.
2. Subsection 5.2.4.J of the Land Development Regulations also provides that a FLUM amendment must be based on a demonstrated need to amend the Future Land Use Map. The demonstrated need must be supported by relevant and appropriate data and analysis, and support documents or summaries of such documents on which the need for the proposed FLUM amendment is based must be included.
 - a. If the applicant is proposing an increase in residential density, the applicant should state why other density enhancement programs, such as the Voluntary Density Bonus Program and the Transfer of Development Rights Program, are not feasible for use on the subject property. The applicant **MUST** demonstrate why the current FLUM designation is no longer appropriate for this site.
 - b. If the request is for a commercial FLUM designation, the applicant **MUST** demonstrate why additional commercial acreage is needed in this area, why this site is most appropriate to meet this need, and why the current FLUM designation for this site is no longer appropriate.
 3. Identify the square feet of non-residential development that could be accommodated on the subject property with the proposed amendment.
 - a. At maximum floor area ratio: This is determined by multiplying the size of the property in hundredths of an acre by the number of square feet in an acre (43,560) and by the maximum floor area ratio permitted by the Comprehensive Plan and the Land Development Regulations.
 - b. At typical floor area ratio: This is determined by multiplying the size of the property in hundredths of an acre by the number of square feet in an acre (43,560) and by the typical floor area ratio permitted by the Comprehensive Plan and the Land Development Regulations.
 4. Identify, map, and justify the trade or market area for the subject property: The following rules may be used to identify a trade/market area. If a different approach is used, you must provide a justification for the approach taken.
 - a. If a commercial small scale FLUM amendment is being requested, and if the property is more than or equal to one acre and less than or equal to three acres, using the Census Tract Map in the Appendix, draw a boundary around the property which has a radius of one and one-half miles. If the property is more than three acres and less than or equal to ten acres, draw a boundary around the property that has a radius of three miles.
 - b. If an industrial small scale FLUM amendment is being requested, and if the property is more than or equal to one acre and less than or equal to two acres, using the Census Tract Map in the Appendix, draw a boundary around the property which has a radius of one and one-half miles. If the property is more than two acres, draw a boundary around the property that has a radius of three miles.
 5. For the trade or market area identified above, inventory and map the built commercial, commercial office, or industrial uses, as appropriate: This inventory should include the name of the establishment, the type of establishment by category, the square foot of built space, and the square feet of any vacancies. The map should identify where the different establishments are located in relation to the subject property.

6. A market study is required for commercial applications and many applicants find one helpful in establishing the need for additional commercial in the area. The Market Study area shall be determined at the mandatory pre-application meeting with Planning and Zoning staff and must include the following:
 - a. An estimate of demand using an assessment that considers per capita dollars spent in Wellington, dollars spent per square foot of commercial space, and square foot per capita;
 - b. An estimate of supply of commercial square footage which considers the request added to the current supply, and future supply;
 - c. A comparison of estimated supply to estimated demand;
 - d. All sources of data used in the study.

Land Use Data:

1. Identify any previously approved petition and resolution numbers for the subject property, if applicable. Also, please attach a copy of the previous resolution(s).
2. Indicate whether the property is currently subject to a concurrency exemption or concurrency reservation. If subject to concurrency, please attach a copy of the appropriate certificate.
3. Indicate whether the property has been platted, subject to a master plan, or subdivided and indicate the record book and page number, if applicable.
4. Indicate whether the subject property is currently subject to a developers' agreement or a utility reservation.
5. Indicate in which flood zone the property is located.
6. Indicate whether the subject property is located in a wellfield protection zone
7. Identify whether the property is located in a redevelopment area, neighborhood planning area, or special overlay.
8. Explain how the proposed change in the FLUM designation of the property is compatible with the surrounding uses.
9. Describe how the proposed change in the FLUM designation of the property would be compatible with the surrounding future land uses as shown on the FLUM .
10. To support the proposed amendment, reference specific Objectives and/or Policies the proposed amendment is *consistent with* or *further*s. For each Objective/Policy referenced, the application must explain in detail how the *individual* Objective/Policy will be furthered by the proposed amendment.

Transportation:

1. Determine the trip generation for the current future land use designation.
 - a. At .25 FAR; and
 - b. At .35 FAR.
2. Determine the trip generation for the proposed future land use designation.
 - a. At .25 FAR; and
 - b. At .35 FAR.
3. Determine the net trip increase at .25 FAR and .35 FAR (a) - (b).
4. Determine the project trip distribution on all roadways based on the following table.

Net Trip Increase	Distance
51 - 1,000	directly accessed link
1,001 - 4,000	1 mile

4,001 - 8,000	2 miles
8,001 - 12,000	3 miles
12,001 - 20,000	4 miles
20,000 - up	5 miles

5. Determine LOS with existing traffic and project traffic.
 - a. Add the project traffic to existing traffic volumes for all roadways determined in (d.), based on the trip generation for the proposed future land use in (b). *
 - b. Compare to LOS D for existing lanes.
6. Determine LOS with projected five year traffic and project traffic.
 - a. Determine five year projected traffic volumes using the published historic growth rates and major project traffic.
 - b. Add the project traffic to all roadways determined in (d) based on the trip generation for the proposed future land use in (b). *
 - c. Compare to LOS D for existing and assured lanes.
7. Determine LOS for 2015 with the increase in traffic due to the proposed land use amendment.
 - a. Add the project traffic to all roadways determined in (d) based on the trip generation for the increase in traffic due to the proposed future land use in (c).
 - b. Compare to LOS D for the lanes in the 2015 roadway system.
8. All proposed amendments must be reviewed for consistency with the adopted Wellington Comprehensive Plan. To support the proposed amendment, reference specific Objectives and/or Policies the proposed amendment is consistent with or furthers. (It is recommended that the applicant review the Element for such items.) For each Objective/Policy referenced, the application must explain in detail how the individual Objective/Policy will be furthered by the proposed amendment.

* The trip generation for the proposed future land use can be reduced if there is an active use on the property. There will be no reduction if the property is vacant.

Mass Transit:

1. Identify the mass transit provider.
2. Identify the location (street address) of the nearest bus shelter or stop, in tenths of a mile from the subject property, and the route number of the nearest bus that would service the property.
3. Identify whether the subject property has connections to the Tri-County Commuter Rail.
4. All proposed amendments must be reviewed for consistency with the adopted Wellington Comprehensive Plan.

Housing/Population:

1. If a methodology other than that described below is used to determine population, identify the methodology and the data source(s) used to determine the affected population. Data is required to be taken from professionally accepted existing sources. Methodologies must be clearly described or referenced and must meet professionally accepted standards for such methodologies.
 - a. Current FLUM Designation: The population is calculated by multiplying the size of the property, in tenths of an acre, by the maximum permitted density under the current Future Land Use Map (FLUM) designation by 2.87, the average household size in Wellington.

- b. Proposed FLUM Designation: The population is calculated by multiplying the size of the property, in tenths of an acre, by the maximum permitted density under the current FLUM designation by 2.87, the average household size in Wellington.
2. Number of dwelling units. Identify the number of dwelling units that could be constructed on the subject property based upon its:
 - a. Current FLUM designation: The number of dwelling units that could be constructed equals the maximum permitted density under the property's current FLUM designation multiplied by the size of the property.
 - b. Proposed FLUM designation: The number of dwelling units that could be constructed equals the maximum permitted density under the property's proposed FLUM designation multiplied by the size of the property.
3. Census Tract data: Identify the Census Tract where the subject property is located.
4. The effect of the proposed amendment on population: This is the difference between the Proposed FLUM Designation and the Current FLUM Designation.
5. Change in number of dwelling units: Subtract the number of dwelling units at the Current FLUM designation from the number of dwelling units at the Proposed FLUM designation.
6. All proposed amendments must be reviewed for consistency with the adopted Wellington Comprehensive Plan. To support a *residential related* proposed amendment, reference specific Objectives and/or Policies the proposed amendment is *consistent with* or *further*s. (It is recommended that the applicant review the Element for such items.) For each Objective/Policy referenced, the application must explain in detail how the *individual* Objective/Policy will be furthered by the proposed amendment.

Infrastructure – Drainage:

1. Identify the entity responsible for providing drainage for the subject property. Drainage providers include drainage districts, improvement districts, water control districts, and water management districts.
2. Indicate in which drainage basin the subject property is located. The six main drainage basins are: 1) C-18 basin; 2) C-17 basin; 3) C-51 basin; 4) C-16 basin; 5) C-15 basin; and 6) Hillsboro Canal basin.
3. Identify the drainage facility that would service the subject property. Facilities include swales, ditches, canals and storm sewers.
4. Identify the level of service standard established for the subject property.
5. Identify what measures will be taken to assure that the volume, rate, timing and pollutant load of runoff based on the proposed FLUM designation of the property is similar to that which occurred based on the property's current FLUM designation. Structural techniques emphasize detention and retention of stormwater to reduce runoff rates and provide settling and filtration of pollutants. Non-structural techniques emphasize preservation or simulation of natural drainage features to promote infiltration, filtering and slowing of runoff.
6. All proposed amendments must be reviewed for consistency with the adopted Wellington Comprehensive Plan.

Infrastructure – Potable Water:

1. Identify the entity that would provide potable water service to the subject property.
2. Identify how far, in feet, the subject property is located from a potable water line. Indicate the street where the nearest line is located.
3. Identify the potable water level of service standard established by the potable water provider.
4. The effect on potable water levels of service and system needs.

- a. Current FLUM Designation: The demand for potable water based on the property's current Future Land Use Map designation is calculated by multiplying the adopted level of service standard by the population identified in section VII.
 - b. Proposed FLUM Designation: The demand for potable water based on the property's proposed Future Land Use Map designation is calculated by multiplying the adopted level of service standard by the population identified in section VII.
 - c. Change in water usage: This is the difference between the Proposed FLUM Designation and the Current FLUM Designation.
5. Consistency with the Potable Water Sub-Element. Applicant must demonstrate consistency with the Potable Water Sub-Element.

Infrastructure – Sanitary Sewer:

1. Identify the entity that would provide sanitary sewer service to the subject property.
2. Identify how far, in feet, the subject property is located from a sanitary sewer line. Indicate the street where the nearest line is located.
3. Identify the sanitary sewer level of service standard established by the potable water provider.
4. The effect on sanitary sewer levels of service and system needs.
 - a. Current FLUM Designation: The demand for sanitary sewer based on the property's current Future Land Use Map designation is calculated by multiplying the adopted level of service standard by the population identified in section VII.
 - b. Proposed FLUM Designation: The demand for sanitary sewer based on the property's proposed Future Land Use Map designation is calculated by multiplying the adopted level of service standard by the population identified in section VII.
 - c. Change in water usage: This is the difference between the Proposed FLUM Designation and the Current FLUM Designation.
5. Applicant must demonstrate consistency with the Sanitary Sewer Sub-Element

Infrastructure – Aquifer Recharge:

1. Identify whether the property is located within a prime aquifer recharge area: If the property is located east of the conservation areas, state that the property is located within both the surficial aquifer system and the Floridian aquifer system. Identify in what zone of the surficial aquifer the property is located. This information is available from the United States Geologic Survey.
2. Identify, generally, the percentage of the property that will be covered with an impervious surface: Use the following to estimate the percentage of impervious surfaces: i) low residential (1 to 4.99 dwelling units per acre) = 30 percent; ii) medium and high density residential (5 dwelling units per acre and above) = 65 percent; and iii) commercial, industrial and institutional = 85 percent.
3. Applicant must demonstrate consistency with the adopted Wellington Comprehensive Plan Aquifer Recharge Sub-Element of the Conservation Element.

Conservation:

1. If listed species are present, provide a brief discussion of measures that will be taken to avoid or minimize adverse impacts to these species or their habitat.
2. If there are no known or reported occurrences, could listed species reasonably be expected to be present based on the site-specific habitat characteristics? If yes, please provide a brief discussion.
3. All proposed amendments must be reviewed for consistency with the adopted Wellington Comprehensive Plan. To support the proposed amendment, reference specific Objectives and/or Policies the proposed amendment is *consistent with* or *further*s. For each Objective/Policy

referenced, the application must explain in detail how the *individual* Objective/Policy will be furthered by the proposed amendment.

Recreation and Open Space (only if proposed amendment is for a residential density change):

1. Identify the following facilities that would service the property:
 - a. Regional parks
 - b. District parks
 - c. Community parks
 - d. Open space
2. Adopted recreation levels of service standard of \$885 of total recreational investment per capita.
3. The effect of the proposed FLUM amendment on regional, district and neighborhood parks.
4. To support the proposed amendment, reference specific Objectives and/or Policies the proposed amendment is *consistent with* or *further*s. For each Objective/Policy referenced, the application must explain in detail how the *individual* Objective/Policy will be furthered by the proposed amendment.

Fire Rescue:

1. Identify the fire-rescue facility that would service the subject property: Identify the station number, the street address of the facility, and the distance in tenths of a mile of the facility from the subject property.
2. Identify the response times from the fire-rescue station to the subject property: The response time, in minutes, may be determined by multiplying the number of miles from the station to the property by two.
3. The effect of the proposed FLUM amendment on the average emergency response time: If the response time is less than five minutes, there is a rebuttable presumption that there would be no negative effects on fire-rescue response time. If the response time is greater than five minutes, please identify what actions could be taken to mitigate the Fire-Rescue Department's response time.

Historic Preservation:

1. Identify any historic or architecturally significant resources within 500 feet of the subject property. Historic or architecturally significant resources include buildings, structures and other objects.
2. Identify any archaeological resources located within 500 feet of the subject property. Archaeological resources include aboriginal mounds, forts, earthworks, village locations, camp sites, middens, burial mounds, missions, or other artifacts at least seventy-five years old.

Public Education:

1. Identify the name and street address of the public schools that would educate potential school age children, and indicate how far the school is from the subject property, for:
 - a. Elementary Schools
 - b. Middle Schools
 - c. Senior High Schools
2. All proposed amendments must be reviewed for consistency with the adopted Wellington Comprehensive Plan. To support the proposed amendment, reference specific Objectives and/or Policies the proposed amendment is *consistent with* or *further*s. For each Objective/Policy referenced, the application must explain in detail how the *individual* Objective/Policy will be furthered by the proposed amendment.

Comprehensive Plan Text Amendment - Required Documentation for Submittal:

1. Exact proposed language of Zoning Text Amendment. Include the type of amendment (supplement, modification, repeal) and the sections of the Land Development Regulations that will be affected. The text must be in strike-through and underline format.
2. Justification Statement addressing the following decision making standards:
 - a. Reason and need for the requested text change. Why is the proposed zoning text amendment necessary?
 - b. Reason for the present text being invalid or inappropriate. State specific evidence or example of the claim.
 - c. Explain how the proposed amendment complies with the objectives and purposes of Wellington's Comprehensive Plan. With appropriate consideration as to whether the proposed change will further the purposes of these objectives or other Wellington Codes, regulations and actions designed to implement the Comprehensive Plan.

Appendix A – Development Application Fees:

APPLICATION TYPE	DEVELOPMENT APPLICATION FEE*	ESCROW**	TOTAL DUE AT SUBMITTAL
Administrative Variance	\$500.00	\$0.00	\$500.00
Annexation	\$2,000.00	\$2,500.00	\$4,500.00
Architecture Review Board-Non-residential and multifamily > 4 units Elevations, New Construction	\$1,500.00	\$0.00	\$1,500.00
Architecture Review Board-Non-residential and multifamily > 4 units Elevations, Renovations to Existing Building	\$750.00	\$0.00	\$750.00
Architecture Review Board-Alternative Materials	\$200.00	\$0.00	\$200.00
Architecture Review Board-Master Sign Plan/Technical Deviation	\$500.00	\$0.00	\$500.00
Architecture Review Board-Color Approval (Before Painting)	\$75.00	\$0.00	\$75.00
Architecture Review Board-Color Approval (After Painting)	\$100.00	\$0.00	\$100.00
Community Event	\$50.00	\$0.00	\$50.00
Comprehensive Plan/Text Amendment	\$4,500.00	\$4,000.00	\$8,500.00
Conditional Use	\$4,500.00	\$3,000.00	\$7,000.00
Development Order Amendment	\$3,000.00	\$4,000.00	\$7,000.00
DRC Resubmittal (after first submittal)	\$1,000.00	\$0.00	\$1,000.00
Expedited Review (EAC) (subject to approval)	Add 50% to original planning fee	\$0.00	See Planning Fee
Alt. Landscape Plan / Landscape Plan Amendment	\$500.00	\$750.00	\$1,250.00
Master Plan/Amendment	\$3,500.00	\$4,000.00	\$7,500.00
Master Plan Amendment (Administrative)	\$300.00	\$0.00	\$300.00

APPLICATION TYPE	DEVELOPMENT APPLICATION FEE*	ESCROW**	TOTAL DUE AT SUBMITTAL
Pre-Application Meeting	\$500.00	\$0.00	\$500.00
PZAB Appeal	\$500.00	\$500.00	\$1,000.00
Rezoning	\$4,000.00	\$2,500.00	\$6,500.00
Site Plan/Amendment - DRC	\$1,500.00	\$1,000.00	\$2,500.00
Site Plan/Amendment - Council	\$2,000.00	\$1,500.00	\$3,500.00
Site Plan Amendment - Minor Administrative	\$150.00	\$0.00	\$150.00
Special Use Permit - Administrative	\$600.00	\$0.00	\$600.00
Special Use Permit Renewal - Administrative	\$300.00	\$0.00	\$300.00
Special Use Permit - Council	\$600.00	\$500.00	\$1,100.00
Special Use Permit - Non-Profit (Admin)	\$150.00	\$0.00	\$150.00
Special Use Permit - Non Profit (Council)	\$300.00	\$500.00 (If Applicable)	\$300.00 or \$800.00
Special Use Permit – Signs	\$100.00	\$0.00	\$100.00
Special Use Permit – Signs (Non-Profit)	\$50.00	\$0.00	\$50.00
Equestrian Seasonal Permit - Administrative	\$500.00	\$1,000.00	\$1,500.00
Equestrian Seasonal Permit - Council	\$1000.00	\$1,500	\$2,500.00
Tent Removal Bond	\$0.00	\$850.00	\$850.00
Tree Removal Permit-Nonresidential and multifamily > 4 units	\$150 + \$25/acre	\$0.00	\$150 + \$25/acre
Tree Removal Permit - Single family and multifamily up to 4 Units	\$75.00	\$0.00	\$75.00
Unity of Title / Unity of Control / Release	\$500.00	\$0.00	\$500.00
Vacation / Abandonment	\$1,000.00	\$500.00	\$1,500.00
Variance - Multifamily or Non-Residential	\$4,000.00	\$1,000.00	\$5,000.00
Variance - Single Family	\$1,500.00	\$1,000.00	\$2,500.00
Zoning Confirmation Letter	\$150.00	\$0.00	\$150.00
Zoning Research/Code Interpretation	\$150 per hour	\$150.00	\$150.00
Zoning Text Amendment	\$4,500.00	\$3,000.00	\$7,500.00
Other	\$2,000.00	\$500.00	\$2,000.00 or

APPLICATION TYPE	DEVELOPMENT APPLICATION FEE*	ESCROW**	TOTAL DUE AT SUBMITTAL
		(If Applicable)	\$2,500.00
Withdrawal Processing Fee***	\$250.00	\$0.00	\$250.00
Inactive Petition Extension of Three (3) Months	\$500.00	\$0.00	\$500.00

*Development Application Fee includes staff review of complete applications and is non-refundable. Applications requiring Development Review Committee review will be charged a fee of \$1,000 for additional resubmittals after the first resubmittal. All applications requiring Equestrian Preserve Committee review or any other committee other than PZAB and DRC will require an additional \$500 application fee per additional committee.

**Escrow will be submitted with the application to cover outside services such as traffic, engineering review, advertising costs, and any additional costs that may be incurred by Wellington. At project close, the balance in the project escrow shall be refunded to the applicant. When escrow drops below 25% of initial deposit, a subsequent deposit of 50% of the initial deposit shall be required.

**Escrow will be billed for a project based on actual expenses for a project. Wellington reserves the right to charge additional fees to recover professional, advertising, and other costs greater than the listed initial escrow amount.

***Application Withdrawal:

- Withdrawal prior to any advertising, posting or public notice – 50% of Application Fee less Withdrawal Processing Fee (includes DRC)
- Withdrawal after any advertising, posting or public notice – 25% refund of Application Fee less Withdrawal Processing Fee (includes DRC)
- Withdrawal after public hearing – 0% refund of Application Fee (includes DRC)
- Administrative Withdrawal if application is not needed as determined by staff – 100% refund of Application Fee
- Administrative Withdrawal due to inactivity of three (3) months without request of extension – 0% refund of Application Fee

Appendix B – Survey Submittal Checklist:

All surveys submitted shall be no more than a year old and shall include the following:

1. Signed and sealed by a Florida Registered surveyor.
2. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc. within 100' of project boundary.)
3. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.
4. Existing trees identified by caliper and species.
5. The location of existing easements reference by OR Book and Page, watercourses, section lines, water and sewer lines, well and septic tank location, and other existing important physical features in and adjoining the project to within 100'.
6. The location and dimensions of existing manmade features such as existing roads and structures with indication as to which are to be removed, renovated or altered.
7. Identification of surrounding land use, zoning, and existing buildings within 100 feet of the site as well as the zoning of the petitioned site.

Appendix C – Site/Subdivision Plan Checklist:

All site/subdivision plans submitted shall include the following:

1. Scale (graphic and written), date, north arrow, vicinity sketch, project name, revision dates on each drawing, if multiple sheets provide page numbers and clearly identify match lines.
2. Location Map clearly showing the location of the property in relation to existing roads and landmarks, including at least one north-south and one east-west thoroughfare plan road (reduce sketch of master plan for site developments in Planned Development).
3. Name, address and telephone number of the developer, along with the name and address of the engineer, surveyor, planner and/or other professional consultant(s) responsible for the plan, plat and supporting documents.
4. Legal description, including Section, Township, Range and parcel, tract, plat name or number (as shown on master plan if a Planned Development).
5. Tabular Project Data (zoning or Wellington case number, existing and proposed zoning district, existing land designation, total acreage to the nearest .01 acre, type of use(s), total building square footage, net leaseable square footage, floor area ratio, building height and number of stories, lot coverage, impervious and pervious area, total required and proposed parking spaces, including handicapped and grassed spaces, number of required and proposed loading spaces, total number of units, type of ownership, landscape/open area, lake acreage, preservation civic acreage, and project density.) and any other pertinent information.
6. Project information (number of users of facility, employees, seating and hours of operation).
7. Location of lots with dimensions and identified by number/letter, buildings and structures with finished floor elevation and number of units per building for multi-family developments and overhang easement and required privacy fence if a zero lot line structure and applicable setbacks and separations.
8. List and provide location and nature of recreational amenities including walk/bike paths.
9. Off-street parking, by-pass lanes, drop off areas and spaces, queuing and loading layout (with dimensions and access location).
10. Location and details of refuse collection areas.
11. Location, size and orientation of signs.
12. Regulating Plan/Typical detail and cross section.
13. Approval box in the bottom right corner of each sheet that measures 3.5" x 5" in a vertical direction.

Appendix D – Landscape Plans Checklist:

All Landscape plans submitted shall include the following:

1. Location, size and specification of all proposed landscaping signed, sealed and prepared by a Florida Registered Professional.
2. Clear sight distances.
3. Irrigation.
4. Provide tree survey.
5. Location of light poles, if applicable.
6. Approval box in the bottom right corner of each sheet that measures 3.5" x 5" in a vertical direction.

Appendix E – Mailing Requirements:

Most Type 2 and all of Type 3 petitions are required to send out a mailing to property owners within a specific distance from the subject property(s). The following is required for those mailings:

1. Property owner list and map of all properties within a certain radius from boundary lines of the subject property from the most recent tax roll information as provided by the Palm Beach County Property Appraiser's Office. The distance required varies per petitions:
 - a. 500 feet:
 - i. Comprehensive Plan/Text Amendment
 - ii. Conditional Use/Compatibility Determination
 - iii. Development Order/Amendment
 - iv. Master Plan/Amendment
 - v. Rezoning
 - vi. Variance
 - b. 300 feet:
 - i. Vacation of Public Right-of-Way
2. Executed Affidavit signed by the person responsible for completing the property owner list.
3. POSTAGE PAID envelopes with the typed names of the owners within a five hundred (500) foot radius of the boundary lines of the subject property, Wellington's return address and completed certified mail cards required. The amount of sets required depends on the types of petitions:
 - a. One (1) set:
 - i. Variance
 - ii. Vacation of Public Right-of-Way
 - b. Two (2) sets:
 - i. Master Plan/Amendment
 - ii. Conditional Use/Compatibility Determination
 - iii. Development Order/Amendment
 - c. Three (3) sets:
 - i. Comprehensive Plan/Text Amendment
 - ii. Rezoning
 - d. When multiple sets are required, mailings may be combined to reduce the number sets required at the discretion of the Planning and Zoning Director or his/her designee.

Appendix F – Master Plan Checklist

All Master Plans submitted shall include the following:

1. Scale (graphic and written), date, north arrow, vicinity sketch, project name, revision dates on each drawing, if multiple sheets provide page numbers and clearly identify match lines.
2. Location Map clearly showing the location of the property in relation to existing roads and landmarks, including at least one north-south and one east-west thoroughfare plan road.
3. Name, address and telephone number of the developer, along with the name and address of the engineer, surveyor, planner and/or other professional consultant(s) responsible for the plan, plat and supporting documents.
4. Written legal description, including Section, Township, Range and parcel, tract, plat name or number.
5. Tabular Project Data (total number acres, gross density for the entire project and for each separate pod, number of individual development pods, number and type of dwelling units (total and by each pod), civic sites by number of acres and whether private/public, percentage and number of acres of open space, percentage and number of total and minimum acres of common space required for the entire site and for each pod developed, percentage and number of acres of lakes and waterways, percentage and number of acres of preserves, percentage and number of acres of recreation, percentage and number of acres of public right-of-way and whether private/public, Wellington zoning case number, existing and proposed zoning and land use designation, and type of use and ownership and any other information that is specifically pertaining to the application.)
6. Proposed individual development pods.
7. Proposed vehicular and non-vehicular circulation including but not limited to major roadways, principal vehicular access points, and location (generalized) pedestrian and bicycle path detail, and signage, if applicable.
- h. Location of sites to be dedicated for public use including but not limited to schools, parks, or other public facility.
- i. Location of major private recreational amenities including but not limited to golf courses, tennis courts, private parks, club houses, swimming pools, and similar features.
- j. Major easements, or right-of-way for public utilities, canals, and similar improvements, and any easements or rights-of-way proposed to be abandoned.
- k. Location, size and orientation of development signs.
- l. Square footage of commercial or non-residential uses and dimensions and acreage of out parcels.
- m. The allowed and proposed lot dimensions (size, width and depth), building coverage, open space per lot, buildable area, building setbacks and/or separation (front, side, side corner, rear, garage and second floor), building height (feet and number of stories), and accessory setbacks (pools, screen enclosures, sheds, detached garages).

- n. Typical lake cross sections and slopes.
- o. Location and acreage of institutional and other allowable nonresidential uses.
- p. Overall phasing plan including residential and nonresidential parcels, number of dwelling units, and nonresidential uses and square feet.
- q. Approval box in the bottom right corner of each sheet that measures 3.5" x 5" in a vertical direction.