



# **Planning and Zoning Development Review Manual**

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# Chapter 1 - Development Review Applications

## Purpose:

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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 (LDR). 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 Planning, Zoning and Building (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:

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**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, Vegetation Removal Permits, Zoning Conformation Letters, Zoning Interpretations, Administrative Appeals. All Seasonal Permits that exceed 30 days shall be approved by village Council as a regular agenda item.

**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 that the application(s) meet all requirements to move forward for 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 B applications.
- Architectural Review Board (ARB): Technical Deviations, Alternative Design Standards, Exterior Elevations for Multifamily and Commercial Properties, Master Sign Plan, and changes to the approved exterior color chart.
- Tree Board: Vegetation Removal Permit Appeals and request for Tree Fund approval above what is permitted administratively.

**Type C** - Applications that require administrative certification and review/recommendation from a Board or Committee prior to a public hearing 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:

- 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

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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:

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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. Certain items that are not relevant to particular applications may not be required. 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
- Special Use Permit/Equestrian Permits/Seasonal Permits
- Vegetation Removal Application
- Wireless Communications Facilities/Tower Registration Form

## Approval Process:



## Required Documentation for Submittal:

### Special Use Permit/Equestrian Permit/Seasonal Permits:

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 Article 6 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 2, Concurrency Management.

### **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 Noise, only the following standards must be met:

- a. Additional time is necessary to alter the activity in compliance with the Noise Ordinance.
- b. The activity, operation, or noise source will be of temporary duration and cannot be done in a manner that would comply with the Noise Ordinance
- 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 if 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.

### **Vegetation Removal Permits:**

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

### **Administrative Appeals:**

1. No application form is required.
2. Submit a written appeal to the PZB Director within 30 calendar days of any decision of the DM.
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 as set forth in the fee schedule. 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.

### **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.

**Community Event:**

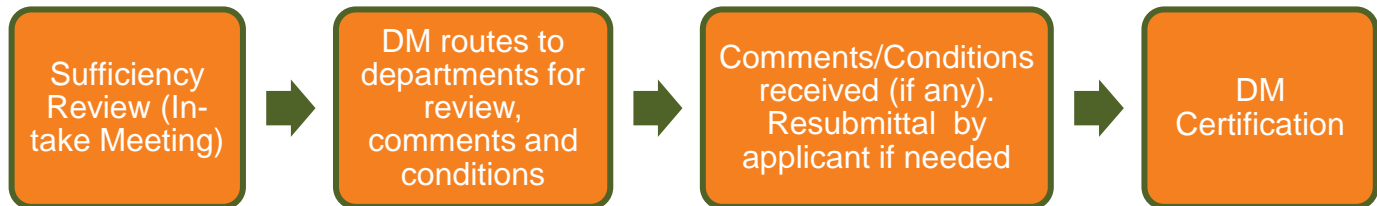
1. Community Event Application form.
2. Survey, Site plan or Aerial showing the entire layout of the temporary use.

# Type A2 Applications:

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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. Certain items that are not relevant to particular applications may not be required. 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. Site specific 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. Shared parking/Parking Demand Analysis with requirements set forth in Appendix D – Parking Demand Analysis Requirements (if applicable).
7. Completed School Capacity Availability Determination (SCAD) Application (if applicable)
8. 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 2 of the LDR (Concurrency Standards).
  - c. The proposed request is in compliance with Article 9 of the LDR (Traffic Performance 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 Article 8 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. Proposed modifications illustrated on the approved Master Plan.
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.

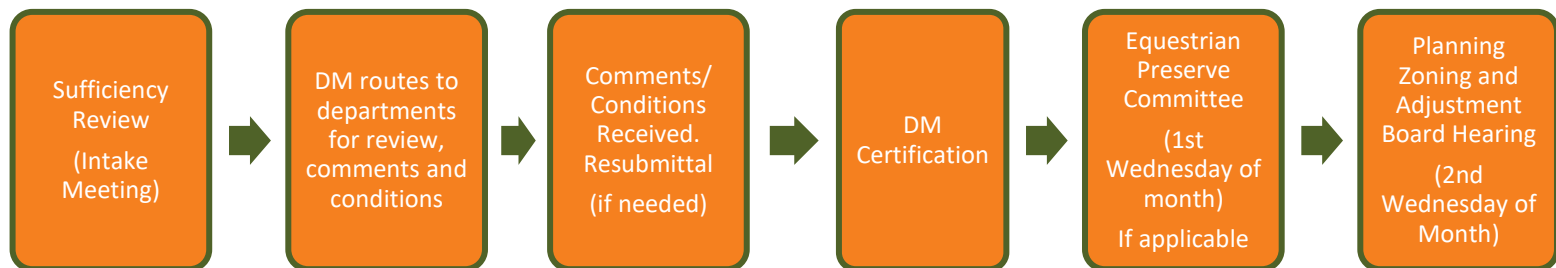
# Type B Applications:

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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. Certain items that are not relevant to particular applications may not be required. These items also determine the sufficiency of an application.

## Variance:

### Approval Process (Approximately 2 months):



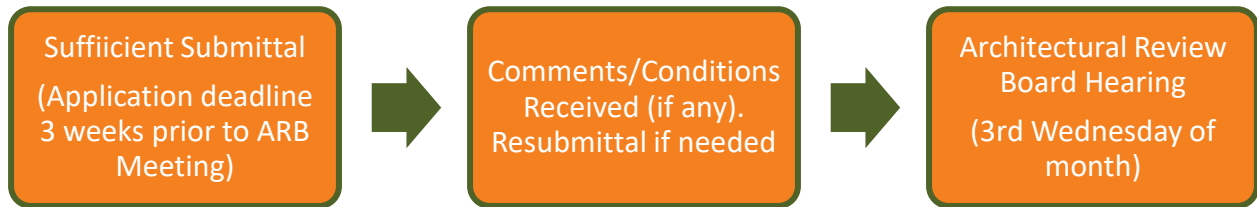
### Required Documentation for Submittal

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 noise, only the following standards must be met:
    - i. Additional time is necessary to alter the activity in compliance with the Noise Ordinance.

- ii. The activity, operation, or noise source will be of temporary duration and cannot be done in a manner that would comply with the Noise Ordinance.
- 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 (Approximately 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.
7. If requesting an Alternative Design Standard, Justification Statement addressing the following decision making standards:
  - a. Special conditions and circumstances exist which are peculiar to the land, structure or building involved.
  - b. The approval of alternative design standards will be consistent with the general intent and purpose of these regulations and will not be injurious to the neighborhood or otherwise detrimental to the public welfare
  - c. The approval of alternative development standards, if granted, is the minimum alternative that will make possible the reasonable use of the land, building or structure.

8. If requesting a Technical Deviation for signage, Justification Statement addressing the following decision making standards:
  - a. Describe in detail the Technical Deviation.
  - b. No deviation may be granted which has the effect of permitting any sign which is specifically prohibited by these regulations.
  - c. 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.
  - d. Approval of the deviation must not negatively impact another tenant or building shown on the Master Sign Plan.
  - e. The technical deviation must not cause any negative off-site impacts.

### **Board and Committee Appeals – Required Documentation for Submittal:**

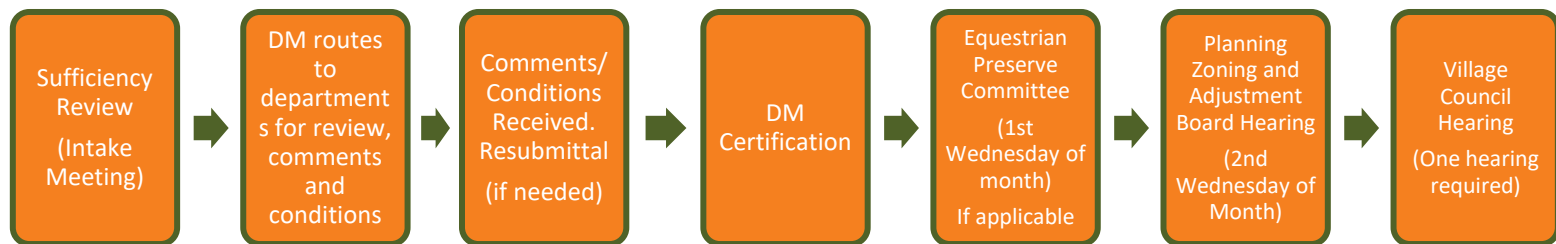
1. Submit a written appeal to the PZB Director within 30 calendar days of any decision of the PZB Director.
2. Provide a summary of the decision being appealed, grounds for the appeal and relief being sought.

# Type C Applications:

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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. Certain items that are not relevant to particular applications may not be required. These items also determine the sufficiency of an application.

## **Master Plan/Amendments, Conditional Use/Compatibility Determination, Development Order/Amendments Approval Process (Approximately 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. Site specific 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. Shared parking/Parking Demand Analysis with requirements set forth in Appendix D – Parking Demand Analysis Requirements (if applicable).
9. Two (2) postage paid mailing sets as outlined in Appendix E – Mailing Requirements.
10. Tabular Data listed in application showing all current and proposed changes.
11. Completed School Capacity Availability Determination (SCAD) application (if applicable)
12. 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 2 of the LDRs (Concurrency Management).

- c. That the proposed request is in compliance with all applicable wellfield standards and regulations 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. Conceptual Site Plan.
- 4. Legal Description in Word Format.
- 5. Two (2) postage paid mailing sets as outlined in Appendix E – Mailing Requirements.
- 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 Article 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.

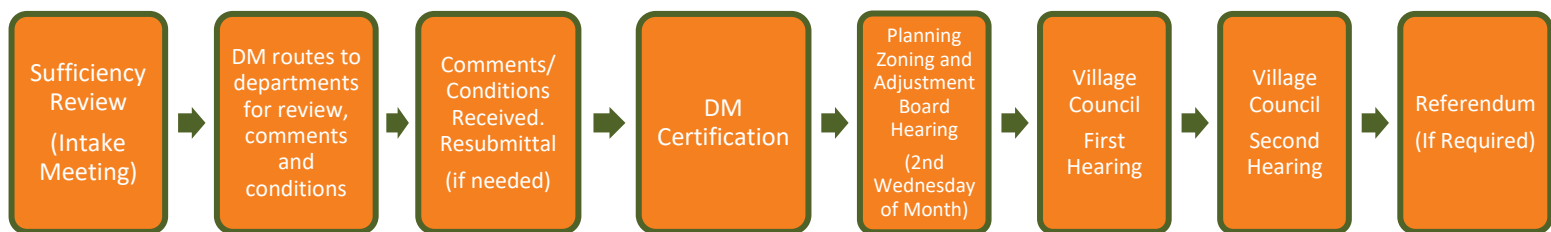
### **Development Order/Amendments:**

- 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 Planning and Zoning Development Orders 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. Completed School Capacity Availability Determination (SCAD) application (if applicable)
9. 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.

## **Annexation:**

### **Approval Process:**

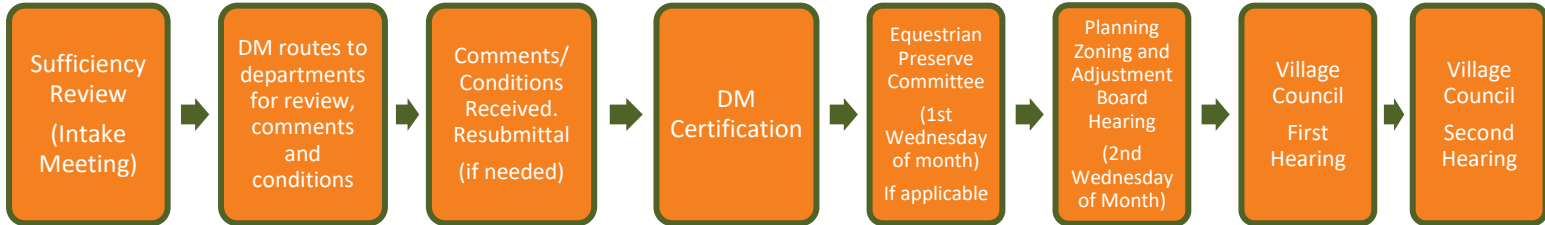


### **Required Documentation for Submittal:**

1. Signed and Sealed Survey with the requirements set forth in Appendix B – Survey Checklist.
2. Conceptual Master Plan with the requirements set forth in Appendix F – Master Plan Checklist.
3. Approval letter from Palm Beach County prior to final approval by Council.
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 (Approximately 3 - 4 months):**



### **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. Completed School Capacity Availability Determination (SCAD) application (if applicable)
9. 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 2, Concurrency Management.

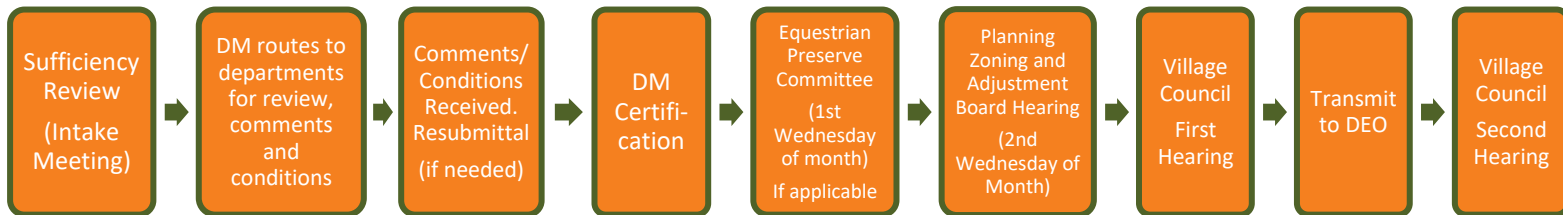
### **Zoning Text Amendment - Required Documentation for Submittal:**

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 (Approximately 4 - 5 months):**



### **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. Site specific 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.
12. Completed School Capacity Availability Determination (SCAD) application (if applicable)

## **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. If a development order for the property has been denied by Wellington, indicate the development order requested, the date the development order was denied, and provide a copy of the resolution denying same, if available.
10. If the property received development approval from another local, state, or federal agency, identify the agency, type of development order granted, and indicate if the approval is still valid.

### **LDR Requirements:**

1. 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. The demonstrated need must be supported by relevant and appropriate data and analysis, why the current FLUM designation is no longer appropriate for this site and support documents or summaries of such documents on which the need for the proposed FLUM amendment is based must be included. If the request is for a commercial FLUM designation, the applicant must also demonstrate why additional commercial acreage is needed in this area and why this site is most appropriate to meet this need.
- 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:
  - a. If a commercial 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 a Census Tract Map, 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 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 a Census Tract Map, 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.

If a different approach is used, you must provide a justification for the approach taken.
- 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 at the maximum density/intensity permitted.
2. Determine the trip generation for the proposed future land use designation at the maximum density/intensity permitted.
3. Determine the net trip increase at the maximum density/intensity permitted (1) - (2).
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 (1), based on the trip generation for the proposed future land use in (2). \*
  - b. Compare to the adopted LOS for existing lanes.
6. Determine LOS for long range conditions with the increase in traffic due to the proposed land use amendment.
  - a. Add the project traffic to all roadways determined in (5) based on the trip generation for the increase in traffic due to the proposed future land use in (4).
  - b. Use the latest MPO Long Range Transportation Plan (LRTP) projected volumes and lanes.
  - c. Compare to adopted LOS for the future lanes in the roadway system.
7. Provide a peak hour directional analysis for the 5-year analysis and a daily analysis for the long range.
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 3, 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 3, 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 using the housing population methodology.

- 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 using the housing population methodology.
  - 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 using the housing population methodology.
  - 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 using the housing population methodology.
  - 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, provide a brief discussion if the listed species could be expected to be present based on the site-specific habitat characteristics.

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 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 – Adopted Development Application Fees:

<b>DEVELOPMENT APPLICATION FEE SCHEDULE</b>			
<b>APPLICATION TYPE</b>	<b>DEVELOPMENT APPLICATION FEE*</b>	<b>ESCROW**</b>	<b>TOTAL DUE AT SUBMITTAL</b>
<b>Administrative Appeal</b>	\$250.00	\$0.00	\$250.00
<b>Administrative Variance</b>	\$500.00	\$0.00	\$500.00
<b>Annexation</b>	\$2,000.00	\$2,500.00	\$4,500.00
<b>Architecture Review Board-Non-residential and multifamily &gt; 4 units Elevations, New Construction</b>	\$1,500.00	\$0.00	\$1,500.00
<b>Architecture Review Board-Non-residential and multifamily &gt; 4 units Elevations, Renovations to Existing Building</b>	\$750.00	\$0.00	\$750.00
<b>Architecture Review Board-Alternative Materials</b>	\$200.00	\$0.00	\$200.00
<b>Architecture Review Board-Master Sign Plan/Technical Deviation</b>	\$500.00	\$0.00	\$500.00
<b>Architecture Review Board-Color Board Modification</b>	\$100.00	\$0.00	\$100.00
<b>Boards and Committee Appeals</b>	\$500.00	\$500.00	\$1000.00
<b>Community Event</b>	\$50.00	\$0.00	\$50.00
<b>Comprehensive Plan/Text Amendment</b>	\$4,500.00	\$4,000.00	\$8,500.00
<b>Conditional Use</b>	\$4,500.00	\$3,000.00	\$7,500.00
<b>Development Order Amendment</b>	\$3,000.00	\$4,000.00	\$7,000.00
<b>Resubmittal (after first resubmittal to DM)</b>	\$1,000.00	\$0.00	\$1,000.00
<b>Expedited Review (EAC) (subject to approval)</b>	Add 50% to original planning fee	\$0.00	See Planning Fee
<b>Extended Hours of Operation</b>	\$500.00	\$0.00	\$500.00
<b>Landscape Plan Amendment/Alternative Landscape Plan</b>	\$500.00	\$750.00	\$1,250.00

# DEVELOPMENT APPLICATION FEE SCHEDULE

APPLICATION TYPE	DEVELOPMENT APPLICATION FEE*	ESCROW**	TOTAL DUE AT SUBMITTAL
Master Plan/Amendment	\$3,500.00	\$4,000.00	\$7,500.00
Master Plan Amendment - Administrative	\$300.00	\$0.00	\$300.00
Pre-Application Meeting	\$500.00	\$0.00	\$500.00
Rezoning	\$4,000.00	\$2,500.00	\$6,500.00
Seasonal Permit (New) – Council	\$1,000.00	\$1,500.00	\$2,500.00
Seasonal Permit Renewal (No changes from previous year) - Administrative	\$300.00	\$0.00	\$300.00
Site Plan/Amendment	\$2,000.00	\$1,500.00	\$3,500.00
Site Plan Amendment - Minor Administrative	\$150.00	\$0.00	\$150.00
Special Use/Equestrian Permit (New) - Administrative	\$600.00	\$1000.00 (If Applicable)	\$600.00 or \$1,600.00
Special Use/Equestrian Permit Renewal (No changes from previous year) - Administrative	\$300.00	\$0.00	\$300.00
Special Use Permit – Signs	\$100.00	\$0.00	\$100.00
Special Use Permit – Non Profit	50% of Application Fee	100% of Escrow	50% of Application Fee + 100% of Escrow
Tent Removal Bond (per tent larger than 10'x10')	\$0.00	\$850.00	\$850.00 per tent
Unity of Title / Unity of Control / Release	\$500.00	\$0.00	\$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
Vegetation Removal Permit-Nonresidential and multifamily > 4 units	\$150 + \$25/acre	\$0.00	\$150 + \$25/acre
Vegetation Removal Permit - Single family and multifamily up to 4 Units	\$75.00	\$0.00	\$75.00
Zoning Confirmation Letter	\$150.00	\$0.00	\$150.00
Zoning Research/Code Interpretation	\$150 per hour	\$0.00	\$150.00
Zoning Text Amendment	\$4,500.00	\$3,000.00	\$7,500.00
Withdrawal Processing Fee***	\$250.00	\$0.00	\$250.00

# DEVELOPMENT APPLICATION FEE SCHEDULE

APPLICATION TYPE	DEVELOPMENT APPLICATION FEE*	ESCROW**	TOTAL DUE AT SUBMITTAL
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 Manager review will be charged a fee of \$1,000 for additional submittals after the first resubmittal. All applications requiring Equestrian Preserve Committee review or any other committee other than PZAB and DM review 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 DM review)
- Withdrawal after any advertising, posting or public notice – 25% refund of Application Fee less Withdrawal Processing Fee (includes DM review)
- Withdrawal after public hearing – 0% refund of Application Fee (includes DM review)
- 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:

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

1. All surveys shall be Abstract Topographic Surveys, including all easements, above ground structures, trees, fixtures, etc. and shall be signed and sealed by a Florida Registered Surveyor.
  - a. Existing trees shall be identified by caliper and species.
  - b. The location of existing easements shall be reference by OR Book and Page.
  - c. The location and dimensions of existing manmade features such as existing roads and structures with indication as to which are proposed to be removed, renovated or altered.
2. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100' of project boundary shall be indicated.
3. Existing utilities within the subject site boundary and (including inverts of pipes, rim elevations, potable water, sanitary sewer, reclaimed water, stormwater drainage facilities, wells and septic tanks, etc.) within 100' of subject site shall be indicated.
4. Identification of surrounding land use, zoning, and existing buildings within 100 feet of the subject site, as well as the land use and zoning of the petitioned site shall be indicated.
5. The survey shall be submitted in the follow two (2) formats:
  - a. Straight survey; and
  - b. With the proposed subdivision or site plan superimposed on the survey to illustrate the proposed improvements and easements in coordination with the existing conditions of the property.

# Appendix C – Site/Subdivision Plan Checklist:

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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. All existing and proposed easements, access points, buffers, and site details.
6. 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 leasable 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.
7. Project information (number of users of facility, employees, seating and hours of operation).
8. 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.
9. List and provide location and nature of recreational amenities including walk/bike paths.
10. Off-street parking, by-pass lanes, drop off areas and spaces, queuing and loading layout (with dimensions and access location).
11. Location and details of refuse collection areas.
12. Location, size and orientation of signs.
13. Regulating Plan/Typical detail and cross section.
14. Approval box in the bottom right corner of each sheet that measures 3.5" x 5" in a vertical direction.

# Appendix D – Parking Demand Analysis/Shared Parking Study Criteria Requirements:

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The Development Review Manager may authorize a reduction in the number of required parking spaces for multiple use developments or for uses that are located near one another and which have a different peak parking demand and operating hours. This request for a parking reduction and the demand analysis shall be submitted as part of the Site Plan/Amendment process. The demand analysis shall include the following:

1. Identify all uses that will be part of the shared parking and the location of such uses (same lot or contiguous lot owned by the same owner).
2. A shared parking study shall be based on the Urban Land Institutes methodology for determining shared parking or other generally acceptable methodology.
3. Address the size, type and hours of operation of activities/uses on each effected property and the anticipated peak parking and traffic demands. Permanent mitigation measures are to be identified such as staggered work hours, incentives for carpooling, use of public transportation system, use of offsite parking lots for employees and mobility system to transport them to the property, etc.
4. Demand shall be calculated upon the peak use of the property. If staggered work hours are identified, demand shall be calculated based upon the shift with the greatest number of employees.
5. Identify the percentage and number of reduced parking requested per use. The request shall not exceed 50% of the required parking and shall not include handicapped spaces.
6. Provide a plan to convert reserved area to include all required parking spaces. This will ensure that the property can handle additional required parking if it is determined it is needed in the future. A future parking garage is an acceptable structure to allow for the additional parking.
7. Shall be prepared by a professional engineer or certified planner.

# Appendix E – Landscape Plans Checklist:

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Landscape or planting plans shall contain the following:

1. Tree planting plans containing:
  - a. Drawn at a scale of one inch equaling a maximum of 30 feet;
  - b. Existing trees with an identification number assigned to each tree;
  - c. Tree survey table with the following information listed by tree identification number corresponding to the existing trees on the plan;
    - i. Common and botanical species name;
    - ii. Diameter at breast height (DBH) for trees;
    - iii. Clear trunk (CT) height for palms;
  - d. Proposed tree treatment (remain/protect, relocate or remove);
  - e. Tree mitigation calculations per Article 7.
2. Planting plans containing:
  - a. Drawn at a scale of one inch equaling a maximum of 30 feet;
  - b. Existing plant material to remain;
  - c. Existing trees, palms and shrubs and site improvements on abutting properties within 25 feet of the property lines. This information may also be obtained from aerial photographs to indicate approximate locations;
  - d. The location and outline of proposed buildings and site improvements including landscaping, paving, utilities, easements and rights-of-way;
  - e. Indicate existing site improvements to remain including buildings, paving, utilities, easements and rights-of-way;
  - f. Proposed plant materials by botanical and common names, installation size specification and spacing;
  - g. Site lighting locations and minimum clearance radii of 15 feet for trees and 5 feet for palms;
  - h. Signage locations including monument signage and wall-mounted building signage;
  - i. Littoral plantings if applicable; and
  - j. Planting details and planting specifications.
3. Irrigation plans containing:
  - a. Drawn at a scale of one inch equaling a maximum of 30 feet;
  - b. Location of existing and proposed trees, planter beds and sod areas as applicable;
  - c. Location of existing building, paving and site improvements to remain;
  - d. Location of proposed buildings, paving, site improvements and water bodies;
  - e. Irrigation zone layout plan indicating sprinkler head types and equipment schedule;
  - f. Proposed water source (well/pump, canal/pump, reclaimed, potable, etc.) and/or water service connection location and backflow prevention device as applicable;

- g. Required rain and/or moisture sensing device(s).
4. Planting plot plans for single-family and residential projects of four units or less shall indicate the number, location and species of required trees and shrubs.

# Appendix F – Mailing Requirements:

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Most Type B and all of Type C 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. Notice of Hearings shall be mailed certified with return receipt for domestic mail and/or registered with return receipt for international mail. POSTAGE PAID envelopes with the typed names of the owners within the applicable radius of the boundary lines of the subject property and Wellington's return address on all mail documentation is 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 G – Master Plan Checklist

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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 from arterials, collectors, or thoroughfares, and location (generalized) pedestrian and bicycle path detail, and signage, if applicable.
8. Location of sites to be dedicated for public use including but not limited to schools, parks, or other public facility.
9. Location of major private recreational amenities including but not limited to golf courses, tennis courts, private parks, club houses, swimming pools, and similar features.
10. Major easements, or right-of-way for public utilities, canals, and similar improvements, and any easements or rights-of-way proposed to be abandoned.
11. Location, size and orientation of development signs.
12. Square footage of commercial or non-residential uses and dimensions and acreage of out parcels.
13. 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).

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

# Appendix H – Maintenance & Use Documents

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1. Association:
  - a. Must name POA/HOA responsible for maintaining the common areas.
  - b. Must be same association that accepts the dedications/reservations on the plat(s).
  - c. Must be a Florida corporation not for profit
2. Common Areas: must include “any area dedicated to or reserved for the association on any recorded plat or replat of the Properties.”
3. Member: must reflect that all persons or entities holding title to any portion of the properties shall be voting members of the association.
4. Properties: shall include all of the property subject to the terms of the declaration including any added by amendment to the declaration.
5. Declarant/Developer: include successors and assigns.
6. Unit/Lot/Parcel: must identify the division of property by which membership in the association is defined and shall be consistent with the terms used to define member in the declaration.
7. Association Structure and Responsibilities:
  - a. Automatic Member: all persons or entities owning any portion of the development is automatically a member of the Association
  - b. Entitled to vote – all members shall be entitled to vote
  - c. Authority to assess all members (including cost to maintain common areas)
  - d. All members subject to assessments (after turnover developer pays assessments on lots still owned)
  - e. Authority to place liens
  - f. Establish turnover control – Developer controls while development is ongoing; He must establish in the Declaration a definite time by which he will turn over control of the association. [statutory is either 3 mos. after 90% of parcels have been conveyed, or other such percentage, or other date or event as set forth – whichever is earlier)
  - g. Association responsible for maintenance of common areas, and private preserve (if private preserve is applicable)
8. Common Areas shall be defined to include an area dedicated to or reserved for the Association on any recorded plat of the properties. The Developer will state at which point he will deed the Common Areas to the Association.
9. Easements: the following easements shall be granted (or confirmed if already established by recorded plat or grant of easement) all easements shall be perpetual except for developer’s easement
  - a. Ingress/egress - for members, their guests and licensees.
  - b. Utility – for installation, maintenance and repair by any utility company
  - c. Drainage
  - d. Maintenance – for common areas, and if association needs access to owner’s property
  - e. Encroachment – accidental onto the common areas
  - f. Common Area – for use by all members and their guests.

- g. Developer – allows developer access to complete construction.
  - h. Public Service – police, fire, emergency services, postal service and meter reading.
  - i. Zero-lot line – if applicable, a 3 foot easement shall be contiguous to the Zero Lot line boundary for incidental encroachment, access and maintenance.
10. Architectural Control: any provisions should be consistent with Village regulations, and nothing in declaration should be interpreted as an exemption from compliance with Village regulations.
11. General Provisions:
- a. Duration – shall run with the land for a minimum of 20 years with provision for renewal
  - b. Enforcement – association, individual members, and developer shall all have the ability to enforce the terms of the declaration.
  - c. Amendment – method by which the declaration shall be amended. Developer's right shall not survive turnover of control. No amendment that withdraws property from the terms of the Declaration shall be recorded unless approved in writing by the VAO. Nothing contained herein shall create an obligation on the part of the VAO's office to approve any amendment.
  - d. Dissolution – any owner may petition the circuit court for the appointment of a receiver to manage the affairs of the association in the event of dissolution.
12. Articles of Incorporation:
- a. must be consistent with Declaration and By-laws;
  - b. POA shall be a Florida corporation not for profit, minimally:
    - i. the authority to maintain common areas or other required areas,
    - ii. assess members for operating costs;
    - iii. place liens for failure to pay assessments; and
    - iv. enter into agreements with governmental entities.
13. By-Laws: must be consistent with the Declaration and Articles.
14. Declaration of Party Wall/Roof – recorded whenever there are shared walls/roofs (May be done by separate instrument or in Declaration of Covenants). Party Wall Agreement form is available from Engineering.
- a. Repair of wall is joint obligation and expense, unless damage is by negligence of one party, then the cost is their obligation.
  - b. Repairs or replacement shall be to its original construction.
  - c. Each party shall have right to file a lien for repair costs.
  - d. Mortgagee shall have same rights as mortgagor.
  - e. Structural changes are prohibited.
  - f. If there is a common roof, same provisions apply.
  - g. If access and/or parking are to be shared, there should be an easement granted for that.
  - h. Covenants shall run with the land.
15. Unity of Control – must be recorded against a subdivision with a maximum of 4 lots if subdivision is exempted by COA from the requirements for a POA.
- a. Legal description
  - b. Creation of perpetual cross-access, parking, drainage, and utility easements for the benefit of all owners.
  - c. Maintenance responsibilities for common areas and methods by which costs will be shared.
  - d. Established as covenants running with the land.

16. Unity of Title: Owner of rental project shall record against property. Covenant shall run with the land, and shall provide that the property shall be considered one plot and parcel and that no portion of the property may be conveyed to another owner. VAO, after consultation with Zoning and Land Development Division, may agree to release the unity of title providing that covenants establishing maintenance and use are recorded in its place. Cost of recording Unity of Title and/or release shall be responsibility of the owner.

# Appendix I – Master Sign Plan Criteria

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A Master Sign Plan shall serve as the controlling document for review of all applications for sign approval within a designated development, including planned developments, conditional uses, or other developments with more than one (1) building or parcel, including all outparcels. The purpose and intent of a Master Sign Plan is to provide a master record of signs on a parcel, ensure compatible signage, and to create unification of signage within parcels but not between parcels that are common to a planned commercial development, and out-parcels shall be treated separately. All Master Sign Plans shall be approved by Architectural Review Board (ARB) in accordance with Article 5 of the LDR and shall comply with the following:

- A. The Master Sign Plan shall be approved prior to the issuance of a building permit;
- B. The plan shall indicate the type, location, size, dimensions, illumination, color, materials and architectural style, including the address requirements of the Florida Building Code. The locations shall be illustrated on elevations and on a site plan;
- C. When applicable, landscape plans and details shall be part of the plan and shall comply with the landscape standards of the LDR;
- D. If a Technical Deviation is required, the request can be made part of the application for a Master Sign Plan.

# Chapter 2 – Landscape Manual

## Introduction

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The intent of this manual is to describe Wellington's objectives for tree canopy, water conservation, creativity in landscape design and aesthetics while providing guidance for plant selection. Refer also to Article 7 of Wellington's Land Development Regulations (LDRs) and Article 5 Development Review Manual Appendix D Landscape Plans Checklist.

## Objectives

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1. **Aesthetics:** To improve the aesthetic appearance of development through creative landscaping that helps to harmonize and enhance the natural and built environment;
2. **Environmental quality:** To improve environmental quality by maintaining permeable land areas essential to surface water management and aquifer recharge; reducing and reversing air, noise, heat, and chemical pollution through the biological filtering capacities of trees and other vegetation; promoting energy conservation through the creation of shade; reducing heat gain in or on buildings or paved areas through the filtering capacity of trees and other vegetation; reducing the temperature of the microclimate through the process of evapotranspiration; and encouraging the use of limited fresh water resources through the use of native and drought resistant plants;
3. **Water conservation:** To promote water conservation by encouraging xeriscaping in appropriate areas, such as medians, and utilization of native and drought tolerant landscape material; encouraging the utilization of water conserving irrigation practices; requiring adherence to sound landscape installation standards and maintenance procedures that promote water conservation; ecological placement of landscape material; and utilization of natural areas and vegetation.
4. **Preservation of native plants and vegetation:** To encourage the preservation and planting of native vegetation and plants;
5. **Efficiency in land development:** To promote efficiency in the development of limited land resources by improving the compatibility of otherwise incompatible land uses in close proximity, particularly residential development that is adjacent to more intensive commercial and industrial development, through the use of landscaped buffers;
6. **Land values:** To maintain and increase the value of land by enforcing minimum landscape standards and maintenance, which becomes a capital asset;
7. **Human values:** To provide physical and psychological benefits to persons through landscaping, by reducing noise and glare, and by softening the harsher visual aspects of urban development;
8. **Removal of prohibited plant species:** To encourage the initial eradication and control the ongoing removal of prohibited plant species which have become nuisances because of their tendency to disrupt or destroy the native ecosystems; and
9. **Improved design:** To encourage innovative and cost-effective approaches to the design, installation and maintenance of landscaping, particularly those that promote energy, water conservation and incorporate areas of native vegetation.

# Design Principles

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1. **Composition:** The quality of landscape design is as dependent on the composition of its elements as on the quantity and selection of plant materials. Landscape materials should be arranged in a manner to provide the following qualities and characteristics:
  - a. Landscape designs should seek to provide a textured appearance through the use of a variety of plant material rather than a single species, contrasting large leaf textures with medium and small leaf textures and a variety of plant heights at maturity.
  - b. Spacing of key landscaping components, such as trees and shrubs, is an important element of texture and should be consistent with the overall design approach of the landscape plan. Formal landscape designs benefit from a uniform spacing of plants, whereas varied spacing and clustering of trees is more compatible with a naturalistic design.
  - c. Landscape designs should include a variety of plants to provide contrasting color to other plants in the design. Designs are encouraged to include flowering plants and especially a mix of plants that display colorful flowers throughout the year.
  - d. Landscape designs should consider the complete three-dimensional form of the landscape, not simply the form of individual elements. The interrelationship of all landscape components should be considered so that the final landscaping works together to present a coherent whole. Trees, shrubs, and hedges, especially those used for screening and buffering, should display fullness at maturity that is typical of the species.

2. **Buffering and Screening:** The placement of natural landscape materials (trees, shrubs and hedges) is the preferred method for buffering land uses, providing a transition between adjacent properties, to screen the view of any parking or storage area, refuse collection, utility enclosures or service area visible from a public street, alley or pedestrian area. Plants may be used with fences and/or berms to achieve the desired screen or buffering effect. Landscape material should be mature enough at the time of planting to provide an effective buffer or screen, and should be planted in an appropriate location to allow for desired growth within a reasonable period.

When used to screen an activity area such as a parking lot, landscaping should not obstruct the visibility of motorists or pedestrians and shall not interfere with public safety.

3. **Responsive to Local Context and Character:** Landscape designs should build on the site's and the area's unique physical characteristics, conserving and complementing existing natural features. Naturalistic design elements such as irregular plant spacing, undulating contours and mixed proportions of plant species should be used to ensure new landscaping blends and contribute to the quality of the surrounding area. Selection and spacing of plant material should be reflective of the neighborhood, district or local character. If local plant materials are identified within an area and consistent with the requirements of this section, those plants should be incorporated in landscape designs whenever possible.
4. **Use of Native and Drought Resistant Plants:** Wherever feasible and environmentally beneficial, landscape designs should feature native and/or related plant species, especially in areas adjacent to existing native vegetation. The landscape design should take advantage of the unique natural character and diversity of the region along with the adaptability of native plants to local environmental conditions. Where feasible, the re-establishment of native habitats should be incorporated into the landscape design.

In the same manner, landscape designs are encouraged to utilize drought tolerant plant materials to the maximum extent possible. The use of drought tolerant plants should complement the

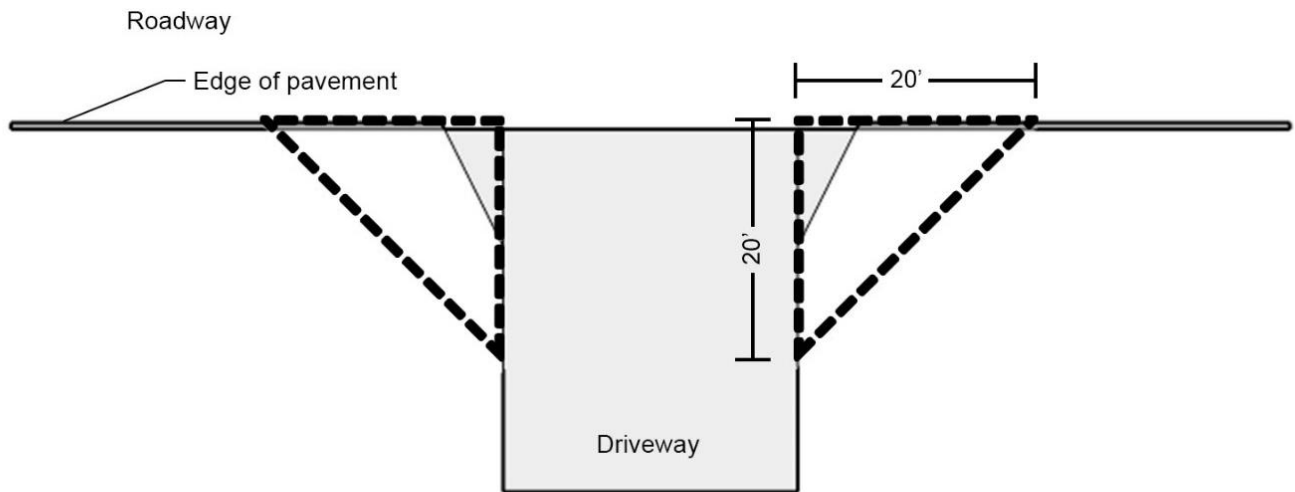
existing landscape character, conserve water, energy and provide a varied visual appearance with plants that may require more water. Further, trees and shrubs shall be planted where feasible to reduce energy consumption by shading buildings and shall be used to reduce heat island effects by shading paved surfaces.

5. **Natural Landscape:** Landscape designs should incorporate and complement existing natural landscapes, specimen trees and native vegetation including canopy, understory and ground cover. Particular care should be given to preserve intact natural ecosystems and ground level microclimates. Where previous landscaping has dramatically altered natural landscapes, new designs should seek to re-establish natural landscape patterns and plantings.
6. **Continuity and Connection:** Landscape should be designed in a manner consistent with the adjacent and surrounding landscape, provided the surrounding and planned landscaping is also consistent with the other design principles. Plant materials should blend well with adjacent properties, particularly where property edges meet to create a seamless and natural landscape. Exceptions should be made when seeking to create a transition between adjacent uses, districts and neighboring communities.
7. **Enhancing Architecture:** Landscape design should be compatible with and enhance architectural character and features to help relate structure design to the site. Major landscape elements should be designed to complement architectural elevations and rooflines through color, texture, density and form on both vertical and horizontal planes. Landscaping should be in scale with adjacent buildings and be of appropriate size at maturity to accomplish intended goals. Foundation planting, window boxes and living walls should be designed to be compatible with a building's architectural character and are strongly encouraged to incorporate artistic elements.
8. **Energy Conservation and Sustainable Design:** Attention should be given to locating landscape elements in a manner that provides energy conservation benefits. Shade trees planted to provide daytime shading for buildings reduces the energy needed for interior air conditioning. Landscape design should also consider natural drainage features and the use of pervious surfaces and materials to minimize stormwater runoff.
9. **Pedestrian Importance:** In pedestrian-oriented development types, landscape designs should give special attention to the needs of pedestrians. Where landscaping is provided on both sides of a sidewalk, pedestrians should have the experience of walking through a landscape that is separated by a path as opposed to walking between two symmetrical landscapes on either side of a path. Benches, kiosks, artwork and other streetscape elements should be incorporated into landscaping in high activity areas. Pedestrian access to sidewalks or buildings shall be considered in the design of all landscaped areas.
10. **Florida Friendly landscaping:** Wellington promotes Florida Friendly landscaping as defined in F.S. § 373.185, as amended and requires that installed landscapes are designed and maintained with full consideration of the following principles.
  - a. Right Plant, Right Place. Specify plant material for the right plant in the right place by selecting plants that match the site's soil, light, water and climate conditions, with an aim to provide diversity of trees, shrubs, groundcover and flowers in accordance with landscape standards. [http://fyn.ifas.ufl.edu/handbook/Right\\_Plant-Right\\_Place\\_vSept09.pdf](http://fyn.ifas.ufl.edu/handbook/Right_Plant-Right_Place_vSept09.pdf)
  - b. Water Efficiently. Design for efficient irrigation by grouping plants with similar watering needs together and zoning the irrigation system accordingly. [http://fyn.ifas.ufl.edu/handbook/Water\\_Efficiently\\_vSept09.pdf](http://fyn.ifas.ufl.edu/handbook/Water_Efficiently_vSept09.pdf)
  - c. Fertilize Appropriately. Fertilize appropriately to prevent pollution and maximize plant health. [http://fyn.ifas.ufl.edu/handbook/Fertilize\\_Appropriately\\_vSept09.pdf](http://fyn.ifas.ufl.edu/handbook/Fertilize_Appropriately_vSept09.pdf)

- d. Mulch. Specify that landscape beds are well mulched with at least two inches of space around tree trunks to prevent rot, using sustainably harvested mulch, such as melaleuca, pine straw or eucalyptus. [http://fyn.ifas.ufl.edu/handbook/Mulch\\_vSept09.pdf](http://fyn.ifas.ufl.edu/handbook/Mulch_vSept09.pdf)
- e. Manage Yard Pests Responsibly. Specify a design that utilizes integrated pest management principles by selecting pest-resistant plants, and recommends maintenance practices that spot- treat pests with selective spectrum pesticide applied in accordance with label instructions.  
[http://fyn.ifas.ufl.edu/handbook/Manage\\_Yard\\_Pests\\_Responsibly\\_vSept09.pdf](http://fyn.ifas.ufl.edu/handbook/Manage_Yard_Pests_Responsibly_vSept09.pdf)

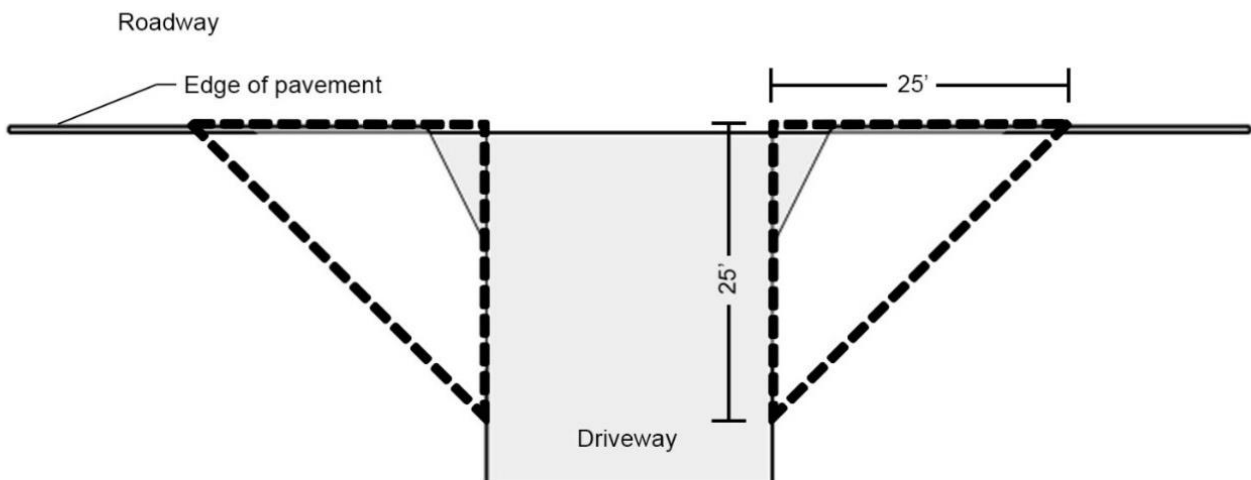
## Visibility Corners

### Visibility Corners for Rights-of-way Less Than 100':



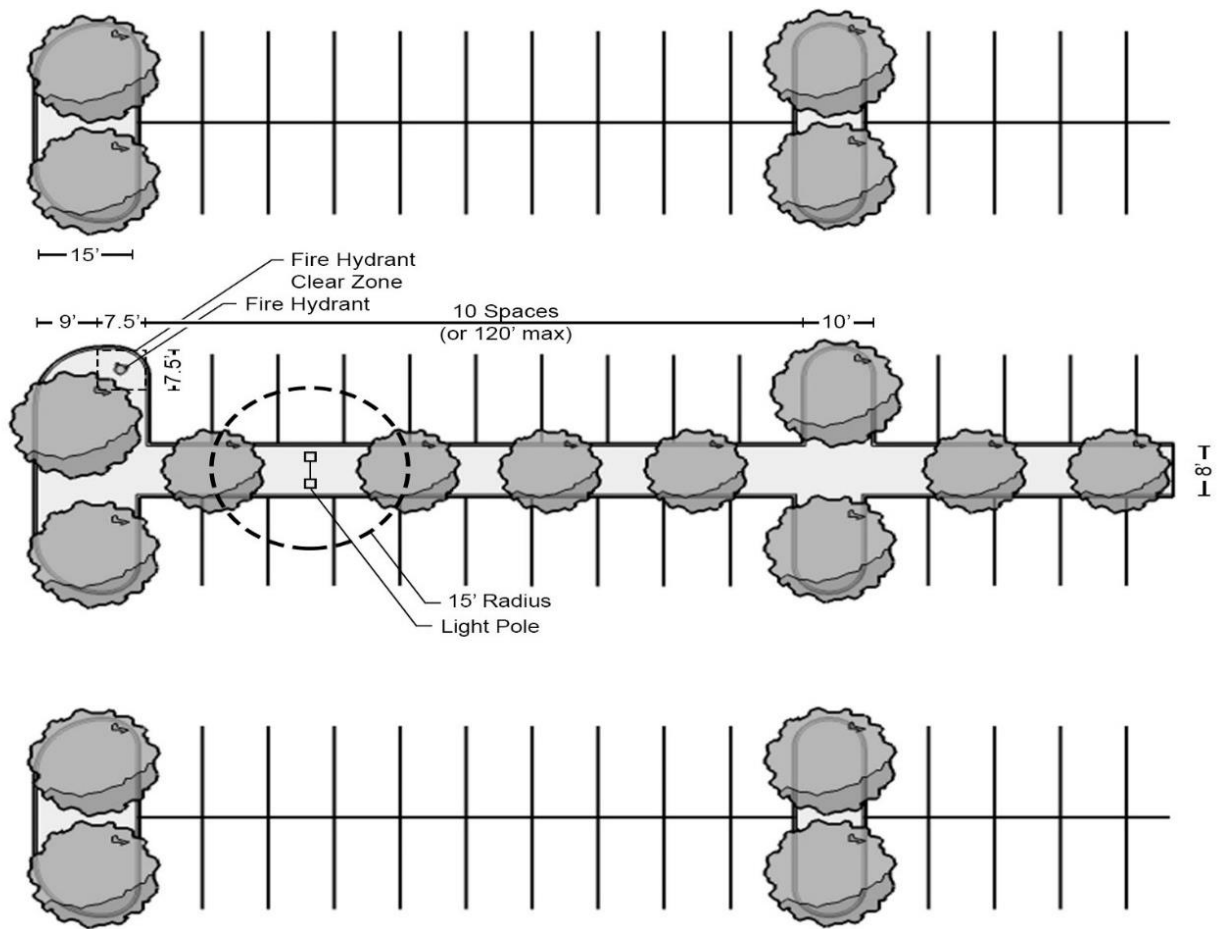
NOTE: Dimensions shown taken from edge of pavement.

### Visibility Corners for Rights-of-way 100' or More:



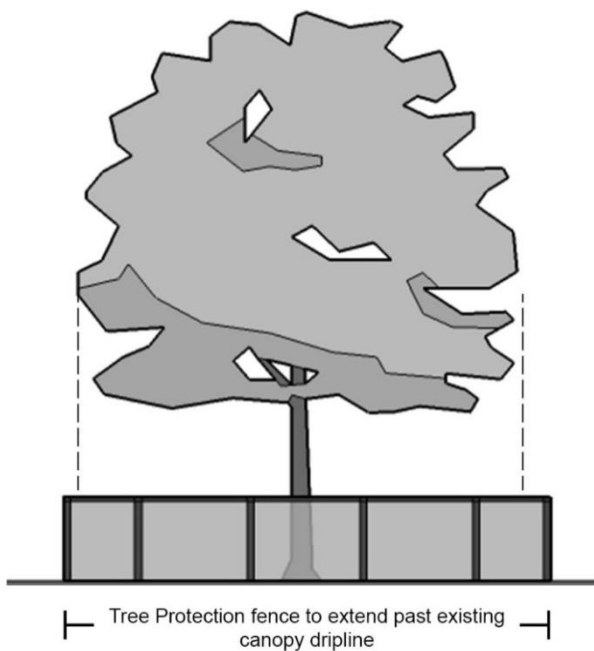
NOTE: Dimensions shown taken from edge of pavement.

## Parking Lot Medians and Dividers



NOTE: Dimensions shown taken from back of curb.

## Tree Protection Fence Example:



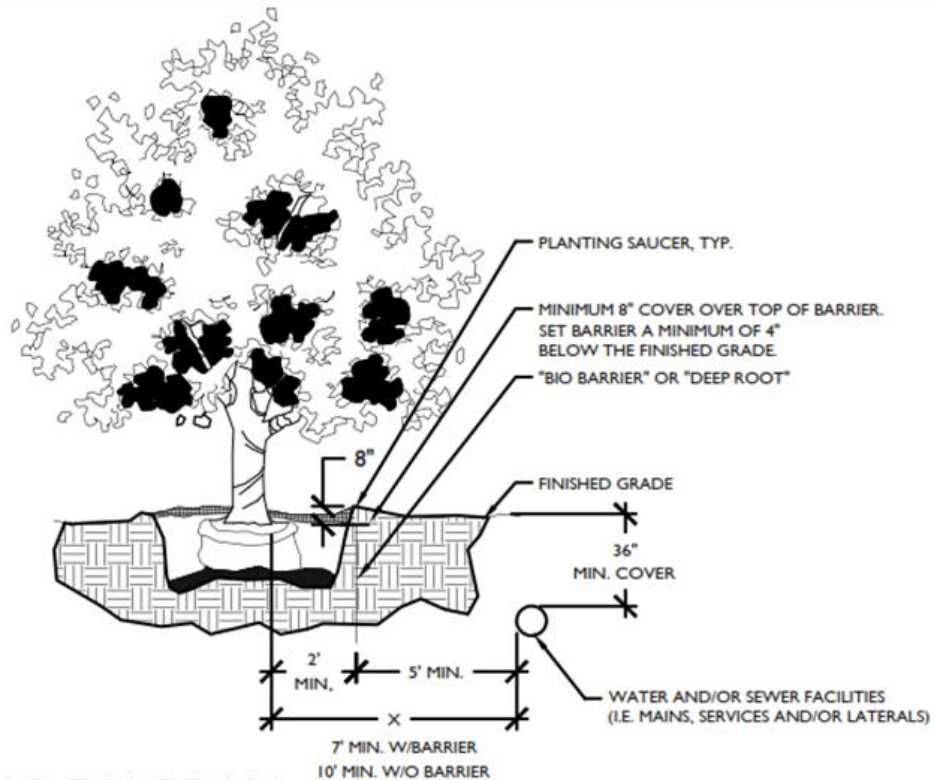
## Root Barrier Specifications Examples

### ROOT BARRIER DETAIL

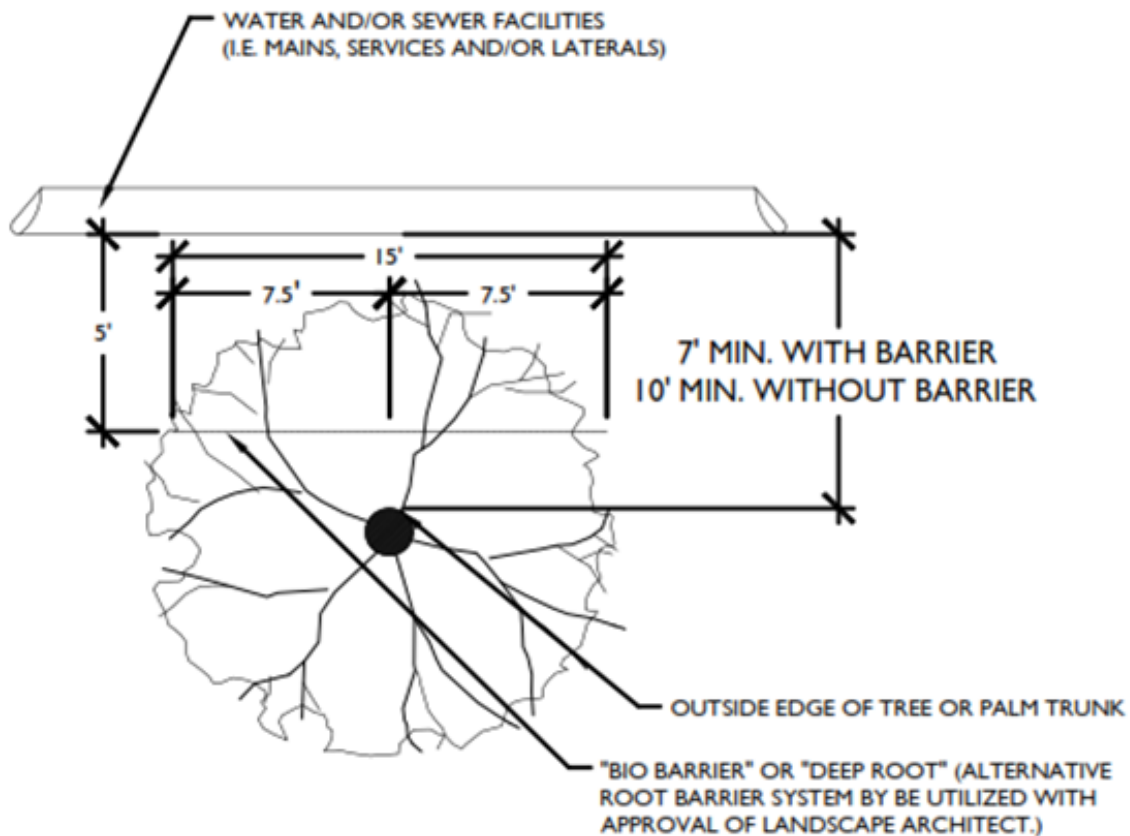
**NOTE:**

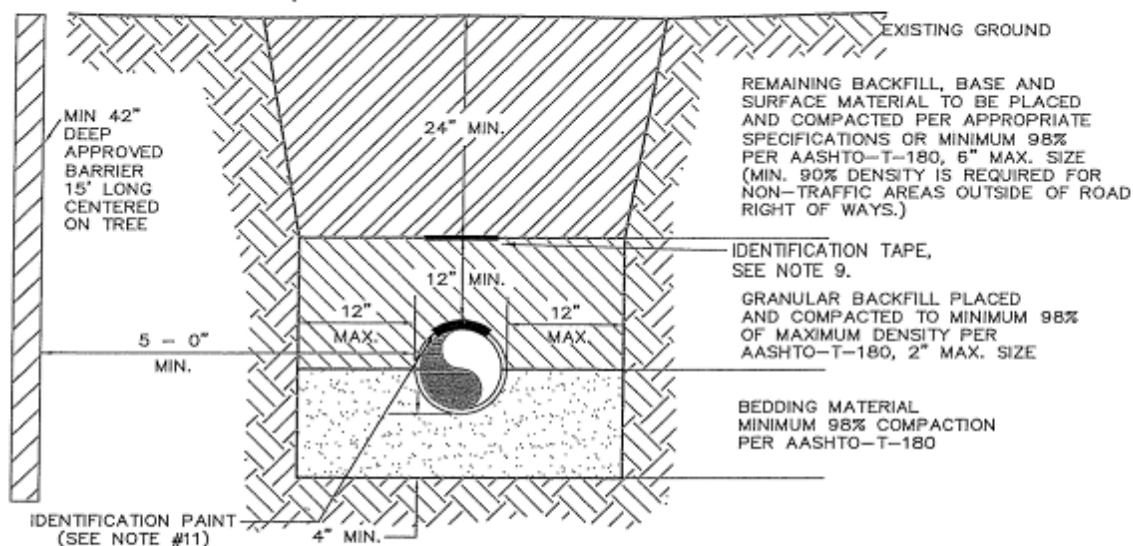
1. TREES ARE TO BE INSTALLED WITH A MINIMUM TEN FOOT (10') SEPARATION FROM ANY PUBLIC WATER OR PUBLIC SEWER MAIN AND/OR SERVICE, HYDRANTS, AND LIFT STATIONS. IF A TEN FOOT (10') SEPARATION CANNOT BE ACHIEVED, THE TREE SHALL BE INSTALLED WITH A ROOT BARRIER SYSTEM.

2. ROOT BARRIERS SHALL COMPLY WITH ALL REQUIREMENTS OF THE MUNICIPALITY WITHIN WHICH THEY ARE LOCATED AS WELL AS WITH ANY REQUIREMENTS OF THE UTILITY HOLDER OF THE AFFECTED UTILITIES. IN THE EVENT THAT CONFLICTING REQUIREMENTS EXIST BETWEEN THIS ROOT BARRIER DETAIL AND THE MUNICIPALITY/UTILITY HOLDER REQUIREMENTS, THE MORE STRINGENT OF THE REQUIREMENTS SHALL BE APPLICABLE.



### TYPICAL PLANTING DIAGRAM





**NOTES:**

1. BEDDING SHALL CONSIST OF IN-SITU GRANULAR MATERIAL OR WASHED AND GRADED LIMEROCK  $\frac{3}{4}$ " TO  $\frac{5}{8}$ " SIZING. UNSUITABLE IN-SITU MATERIALS SUCH AS MUCK DEBRIS AND LARGER ROCKS SHALL BE REMOVED.
2. THE PIPE SHALL BE FULLY SUPPORTED FOR ITS ENTIRE LENGTH WITH APPROPRIATE COMPACTION UNDER THE PIPE HAUNCHES.
3. THE PIPE SHALL BE PLACED IN A DRY TRENCH.
4. BACKFILL SHALL BE FREE OF UNSUITABLE MATERIAL SUCH AS LARGE ROCK, MUCK, ROOTS AND DEBRIS.
5. DENSITY TESTS ARE REQUIRED IN 1 FOOT LIFTS ABOVE THE PIPE AT INTERVALS OF 400' MAXIMUM. MINIMUM 1 SET SET OF TESTS FOR EACH GRAVITY MAIN RUN BETWEEN, MANHOLES OR AS DIRECTED BY THE INSPECTOR.
6. THE DEVELOPER/CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH ALL TRENCH SAFETY LAWS AND REGULATIONS.
7. SEE SEPERATE DETAIL FOR "PIPE INSTALLATION UNDER EXISTING PAVEMENT - OPEN CUT."
8. THE AFFECTED AREA SHALL BE RESTORED TO EQUAL OR BETTER CONDITION OR AS SPECIFIED IN PERMIT/CONTRACT DOCUMENTS.
9. APPROVED MAGNETIC TAPE IS REQUIRED FOR: ALL PVC MAINS. THE TAPE SHALL BE INSTALLED 12" ABOVE PIPE.
10. ROOT BARRIER IS REQUIRED FOR APPROVED TREE INSTALLATION CLOSER THAN 10 FEET FROM UTILITY FACILITIES.
11. CONTINUOUS 4" WIDE PAINT STRIPING IS REQUIRED FOR DIP/PCCP WATER MAINS (BLUE) AND DIP RECLAIMED WATER MAINS (PURPLE).

**V.O.W. CONSTRUCTION STANDARDS & DETAILS**

<p>REVISION</p> <p>DRAFT AUG. 2017</p>	<p>TYPICAL TRENCH DETAIL</p>	<p>PAGE No.</p> <p>W-4</p>
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# Proper Pruning of Trees and Palms

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## Pruning Trees:



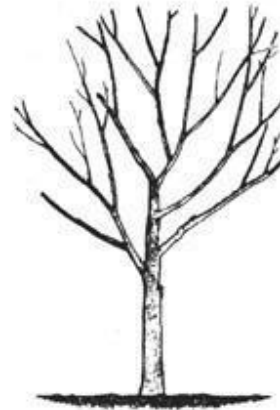
### **Before Pruning:**

Mature trees often need pruning due to crowded foliage, broken and dead branches and asymmetrical shape.



### **After Proper Pruning:**

After pruning, trees should retain a symmetrical appearance and tree-like form. A minimum canopy spread of 20 feet shall be maintained.



### **After Excessive Pruning:**

Pruning in excess of one-fourth of the required canopy spread is prohibited. Tree-topping (hatracking) is prohibited.

1. Trees and shrubs – general guidance: <http://hort.ifas.ufl.edu/woody/documents/PruningLandscapeTreesShrubs.pdf>
2. Crape Myrtles: <http://hort.ifas.ufl.edu/woody/documents/CrapeMyrtlePruning.pdf>
3. Young trees: [http://hort.ifas.ufl.edu/woody/documents/ch\\_12\\_mw04.pdf](http://hort.ifas.ufl.edu/woody/documents/ch_12_mw04.pdf)
4. Mature trees: [http://hort.ifas.ufl.edu/woody/documents/ch\\_12\\_mw04.pdf](http://hort.ifas.ufl.edu/woody/documents/ch_12_mw04.pdf)
5. Restoring trees after storm damage: <http://hort.ifas.ufl.edu/woody/documents/EP300.pdf>
6. FPL – Right Tree, Right Place: <https://www.fpl.com/reliability/pdf/caring-for-trees.pdf>

## Pruning Palms:



### **Before Pruning:**

Mature palms often need pruning to remove lower fronds that are chlorotic or dead. There shall be no pruning of live green fronds above the horizon line.



### **After Proper Pruning:**

After pruning, palms should retain green fronds at the horizon line. Fronds that are dead or more than half chlorotic should be cleared.



### **After Excessive Pruning:**

Pruning in excess of one-third of fronds is prohibited. Over-pruned palms are unattractive and may attract pests.

1. Palms: <http://hort.ifas.ufl.edu/woody/documents/palms.pdf>

# Preferred Plant Lists

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PREFERRED TREE LIST		
Shade Trees		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
	Bucida buceras	Black Olive
	Bulnesia arborea	Verawood
X	Bursera simaruba	Gumbo Limbo
X	Conocarpus erectus	Green Buttonwood
	Delonix regia	Royal Poinciana
X	Juniperus virginiana silicicola	Southern Red Cedar
X	Lysiloma sabicu	Wild Tamarind
X	Pinus ellittotii var densa	South Fla. Slash Pine
X	Piscidia piscipula	Jamaica Dogwood
X	Quercus virginiana	Southern Live Oak
X	Simarouba glauca	Paradise Tree
	Tabebuia caraiba	Yellow Trumpet Tree
X	Taxodium distichum	Bald Cypress
Smaller Trees		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
X	Ateramnus lucidus	Crabwood
X	Canell winterana	Wild Cinnamon
X	Capparis cynophallophora	Jaimaicn Caper
X	Chrysophyllum oliviforme	Satin Leaf
X	Clusia rosea	Pitch Apple
X	Coccoloba diversifolia	Pigeon Plum
X	Conocarpus erectus 'Sericeus'	Silver Buttonwood
X	Cordia sebestena	Orange Geiger
X	Eugenia foetida	Spanish Stopper
X	Eugenia rhombea	Red Stopper
X	Guaiacum officinale	Lignum Vitae
X	Ilex vomitoria	Yaupon Holly
	Jacaranda caerulea	Bahama Jacaranda
X	Krugiodendron ferreum	Black Ironwood
	Lagerstroemia indica	Crape Myrtle
	Ligustrum japonicum	Ligustrum
X	Myrcianthes fragrans	Simpson's Stopper
X	Myrica cerifera	Wax Myrtle
X	Tecoma stans 'Esperanza'	Yellow Elder
X	Acacia farnesiana	Sweet Acacia

PREFERRED PALM LIST		
Feature Palms		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
	Bismarckia nobilis	Bismarck Palm
	Cocos nucifera	Coconut Palm - Malayan var.
	Phoenix dactylifera	Date Palm
X	Roystonea regia	Royal Palm
Palms for 3:1 substitution		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
X	Acoelorrhaphe wrightii	Paurotis Palm
	Carpentaria acuminata	Carpentaria Plam
	Dypsis lastelliana	Triangle Palm
	Livistonia decipiens	Ribbon Palm
	Ptychosperma elegans	Solitaire Palm
X	Sabal palmetto	Sabal (Cabbage) Palm
	Veitchia montgomeryana	Montgomery Palm
	Washingtonia robusta	Washingtonia Palm
	Wodyetia bifurcata	Foxtail Palm
Smaller Palms		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
	Butia capitata	Pindo palm
	Hyophorbe iagencaulis	Bottle Palm
	Hyophorbe iverschaffeltii	Spindle Palm
	Phoenix roebelenii	Pygmy Date Palm
	Rhapis excelsa	Lady Palm
X	Thrinax radiata	Florida Thatch Palm
	Trachycarpus fortunei	Windmill Palm
	Veitchii merrillii	Christmas Palm

PREFERRED SHRUBS, GRASSES, GROUND COVERS AND PERENNIALS LIST		
Large/Medium		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
	Acalypha wilkesiana	Copper Leaf
	Buddleia	Butterfly Bush
X	Capparis cynophallophora	Jamaican Caper
X	Chrysobalanus icaco	Cocoplum
X	Citharexylum fruticosum	Fiddlewood
X	Cocoloba uvifera	Seagrape
X	Conocarpus erectus 'Sericeus'	Silver Buttonwood
	Duranta erecta	Gold Mound Duranta
X	Erythrina herbacea	Coral Bean
X	Eugenia foetida	Spanish Stopper
X	Forestiera segregata	Florida Privet
	Galphimia gracilis	Thryallis
X	Hamelia patens	Firebush
X	Hibiscus	Hibiscus

	Jasminum multiflorum	Downy Jasmine
	Jasminum nitidum	Shining Jasmine
	Jatropha integerrima	Jatropha
	Musa spp.	Banana
X	Myrcianthes fragrans	Simpson's Stopper
	Nerium oleander	Oleander
	Philodendron spp.	Philodendron
	Pittosporum spp.	Pittosporum
	Podocarpus macrophyllus 'Maki'	Podocarpus
X	Psychotria nervosa	Wild Coffee
X	Sabal minor	Dwarf Palmetto
	Schefflera arboricola 'Dwarf'	Dwarf Schefflera
	Strelitzia nicolai	White Bird of Paradise
	Tabernaemontana divaricata	Crape Jasmine
	Thunbergia erecta	King's Mantle
	Tibouchina grandiflora	Princess Flower
	Tibouchina granulosa	Purple Glory Tree
	Viburnum odoratissimum	Sweet Viburnum
	Viburnum odoratissimum awabuki	Awabuki Viburnum
	Vitex agnus-castus	Chaste Tree
	Yucca spp.	Yucca
<b>Small</b>		
<b>Native</b>	<b>Botanical Name</b>	<b>Common Name</b>
	Acalypha hispida	Chenille Plant
	Aloe spp.	Aloe
	Aspidistra elatior	Cast Iron Plant
	Bougainvillea spp.	Bougainvillea
	Carissa grandiflora	Natal plum
	Gamolepis chrysanthemoides	Bush Daisy
	Ixora spp.	Ixora
X	Lantana montevidensis	Weeping Lantana
	Russelia equisetiformis	Firecracker Plant
X	Sabal etonia	Scrub Palmetto
	Strelitzia reginae	Orange Bird of Paradise
<b>Grasses</b>		
<b>Native</b>	<b>Botanical Name</b>	<b>Common Name</b>
	Cymbopogon	Lemongrass
X	Muhlenbergia capillaris	Muhly Grass
	Spartina bakeri	Sand Cordgrass
X	Tripsacum dactyloides	Fakahatchee Grass
X	Tripsacum floridana	Florida Gamma Grass

Groundcovers		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
	Arachis glabrata	Perennial Peanut
	Cyrtomium falcatum	Holly Fern
	Dryopteris ludoviciana	Southern Shield Fern
X	Ilex glabra	Inkberry
	Trachelospermum asiaticum	Asiatic Jasmine 'Minima'
	Zamia firfuracea	Cardboard Plant
X	Zamia pumila	Coontie
Perennials		
<i>Native</i>	<i>Botanical Name</i>	<i>Common Name</i>
	Aechmea spp.	Bromeliads
	Bulbine frutescens	Bulbine
	Caladium spp.	Caladium
	Crinum asiaticum	Crinum Lily
	Dianella caerulea	Flax Lily
	Heliconia spp.	Heliconia
X	Hymenocallis	Spider Lily
	Pachystachys lutea	Golden Shrimp Plant
	Pentas lanceolata	Pentas
	Plumbago auriculata	Plumbago
	Tulbaghia violacea	Society Garlic

# Prohibited, Controlled and Invasive Species List

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PROHIBITED SPECIES LIST	
<i>Botanical Name</i>	<i>Common Name</i>
Acacia auriculiformis	Earleaf Acacia
Araucaria heterophylla	Norfolk Island Pine
Bischofia javanica	Bischofia Tree
Brassia actinophylla	Schefflera Tree
Casuarina spp.	Australian Pine
Cupaniopsis	Carrotwood Tree
Ficus spp.	Ficus - all species except strangler fig (ficus aurea), short leaf fig (ficus citrifolia), rusty leaf fig (ficus rubiginosa) or those maintained as a hedge
Melaleuca quinquenervia	Melaleuca
Schinus terebinthifolius	Brazilian Pepper
Syzygium cumini	Jambolan / Java Plum
Terminalia catappa	Tropical Almond

CONTROLLED SPECIES LIST		
<i>Botanical Name</i>	<i>Common Name</i>	<i>Planting or Reestablishment</i>
Swietenia mahogani	Mahogany	New plantings are only permitted if fifty (50) feet or more from a hardscape area, such as a road, sidewalk or parking lot. If an existing tree sustains damage to fifty percent (50%) or more of its canopy, major limbs or trunk, the entire tree shall be removed.
Ficus		Some species are prohibited. See the prohibited species table. Permitted Ficus species may be planted and maintained as a hedge pursuant to Article 6, in a planter or when planted with root barriers located thirty (30) feet or more from any utility line.
Grevillea robusta	Silk Oak	Permitted when planted five-hundred (500) feet or more from any designated preserve area.
Dalbergia sisoo	Rosewood	Permitted when planted five-hundred (500) feet or more from any designated preserve area.

## CATEGORY I

Invasive exotics that are altering native plant communities by displacing native species, changing community structures or ecological functions, or hybridizing with natives. *This definition does not rely on the economic severity or geographic range of the problem, but on the documented ecological damage caused.*

Scientific Name**	Common Name	Gov. List	Zone	Scientific Name**	Common Name	Gov. List	Zone
<i>Alnus incana</i>	toasty pea	F	C, S	<i>Melaleuca repens</i>	Natal grass		N, C, S
<i>Acacia auriculiformis</i>	earleaf acacia		C, S	<i>Rhynchospora repens</i>			N
<i>Albizia julibrissin</i>	minosa, silk tree		N, C	<i>Microstegium vimineum*</i>	Japanese siltgrass,		N
<i>Albizia lebeckii</i>	woman's tongue		C, S	<i>Citrus limosa</i>	citrus limosa	F, U	C, S
<i>Ardisia crenata</i>	coral ardisia	F	N, C, S	<i>Nandina domestica</i>	nandina, heavenly bamboo		N, C
<i>Ardisia elliptica</i>	sheobooth ardisia	F	C, S	<i>Nephrolepis brownii</i>	Asian sword fern		C, S
<i>Asparagus adspersus</i>	asparagus-fern		N, C, S	<i>N. multiflora</i>			N, C, S
<i>Asparagus densiflorus</i>	orchid tree		C, S	<i>Nephrolepis cordifolia</i>	sword fern		N, C, S
<i>Baccharis variiegata</i>	bishopwood		C, S	<i>Neyraudia reynaudiana</i>	Burma reed	F	S
<i>Calophyllum antillarum</i>	Santa Maria, mast wood		S	<i>Nymphoides cristata</i>	crested floating heart	F	C, S
<i>Cassia glauca</i>	suckering Australian-pine	F	N, C, S	<i>Pueraria nudicaulis</i>	skunk vine	F	S
<i>Cinchona puberula</i>	campbor tree	F	C, S	<i>Pueraria foetida</i>	torpedo grass		N, C, S
<i>Crotalaria retusa</i>	wild taro		N, C, S	<i>Panicum repens</i>	Na pier grass, elephant grass		N, C, S
<i>Calceolaria acutifolia</i>	lather leaf		C, S	<i>Pennisetum purpureum</i>	serpent fern, wart fern		S
<i>Cupressus nivalis</i>	carrotwood	F	C, S	<i>Phytolacca scandens</i>	water-lettuce	F	N, C, S
<i>Deparia petersenii</i>	Japanese false spleenwort	F	N, C	<i>Pistia stratiotes</i>	strawberry guava		C, S
<i>Discorea alata</i>	winged yam	F	N, C, S	<i>Psidium cattleianum</i>	guava		C, S
<i>Discorea bulbifera</i>	air-potato	F	N, C, S	<i>Psidium guajava</i>	kudzu	F	N, C, S
<i>Eichhornia crassipes</i>	water-hyacinth	F	N, C, S	<i>Ruellia montana</i>	downy rose-myrtle		C, S
<i>Eugenia uniflora</i>	Sunbeam cherry		C, S	<i>Ruellia simplex</i>	Mexican-petunia		N, C, S
<i>Ficus microcarpa</i>	laurel fig		C, S	<i>Sabina mexicana</i>	water spangles		N, C, S
<i>Hydrilla verticillata</i>	hydrilla	F, U	N, C, S	<i>Sapium sebiferum</i>	popcorn tree		N, C, S
<i>Hydrocotyle peltata</i>	green hygro	F, U	N, C, S	<i>Scorvella taccada</i>	Chinese tallow tree		N, C, S
<i>Imperata cylindrica</i>	cogon grass	F, U	N, C, S	<i>Schefflera actinophylla</i>	half-flower, beach naupala		N, C, S
<i>Jasminum dichotomum</i>	water-spinach	F, U	N, C, S	<i>Schefflera arborescens</i>	umbrella tree		C, S
<i>Jasminum humile</i>	Gold Coast jasmine	F, U	C	<i>Scleria lacustris</i>	Brazilian-pepper	F	N, C, S
<i>Lantana camara</i>	lantana, shrub verbena		N, C, S	<i>Senna pendula</i>	Wright's nutrush		C, S
<i>Ligustrum lucidum</i>	glossy privet		N, C	<i>Solanum elaeagnifolium</i>	Christmas cactus		C, S
<i>Lonicera japonica</i>	Japanese honeysuckle	P	N, C, S	<i>Solanum elaeagnifolium</i>	welland nightshade	F, U	C, S
<i>Ludwigia hexapetala</i>	Uruguay waterprimrose		N, C	<i>Solanum elaeagnifolium</i>	tropical soda apple	F, U	N, C, S
<i>Ludwigia peruviana</i>	Peruvian primrosewillow		N, C, S	<i>Sporobolus jacquemontii</i>	West Indian dropseed		C, S
<i>Lumnitzera racemosa</i>	black mangrove		S	<i>Syntherisma pycnantha</i>	arrowhead vine		N, C, S
<i>Luciola subnigra</i>	tropical American watergrass		S	<i>Syntherisma pycnantha</i>	Java-plum		C, S
<i>Lygodium japonicum</i>	Japanese climbing fern	F	N, C, S	<i>Tecoma incisa</i>	incised halberd fern		S
<i>Lygodium microphyllum</i>	Old World climbing fern	F, U	N, C, S	<i>Thelypteris palustris</i>	jeweled maiden fern		S
<i>Macfadyenae unguis-cati</i>	catclawvine		N, C, S	<i>Thespesia populnea</i>	seaside mahoe		C, S
<i>Manihara zapota</i>	spodilla		S	<i>Tradescantia fluminensis</i>	small-leaf spiderwort		N, C
<i>Melaleuca quinquenervia</i>	melaleuca, paper bark	F, U	C, S	<i>Urena lobata</i>	Caesar's weed		N, C, S
				<i>Urechis maritima</i>	para grass		N, C, S
				<i>Vitex rotundifolia</i>	beach vitex		N

\*Does not include *Ficus microcarpa* subsp. *glauca*, which is sold as "Green Island Ficus".

\*\*Many names are applied to this species in Florida because of a complicated taxonomic and nomenclatural history. Plants cultivated in Florida, all representing the same invasive species, have in the past been referred to as *Ruellia brittoniana*, *R. tweediana*, *R. caerulea*, and *R. simplex*.

\*\*Chinese privet is a FL DACS Noxious Weed except for the cultivar 'Viregatum'.

\*\*Plant names are those published in "Guide to Vascular Plants of Florida Third Edition." Richard P. Wunderlin and Bruce F. Hansen. University of Florida Press. 2011.

\*\*Plant names in parentheses are synonyms or misspelled names that have commonly occurred in the literature or indicate a recent name change. Not all synonyms are listed.

## CATEGORY II

Invasive exotics that have increased in abundance or frequency but have not yet altered Florida plant communities to the extent shown by Category I species. *These species may become ranked Category I if ecological damage is demonstrated.*

Scientific Name**	Common Name	Gov. List	Zone	Scientific Name**	Common Name	Gov. List	Zone
<i>Adiantum petiolatum</i>	red sandalwood		S	<i>Lantana pinnatifida</i>	spotted tickweed		N, C, S
<i>Agave sisalana</i>	sisal hemp		C, S	<i>Leucaena leucophylla</i>	lead tree	F	N, C, S
<i>Albizia julibrissin</i>	tung-oil tree		N, C	<i>Limnophila sessiliflora</i>	Asian marshweed	F, U	N, C, S
<i>Alstonia scholaris</i>	devil tree		S	<i>Livistonia chinensis</i>	Chinese fan palm		C, S
<i>Alternanthera philoxeroides</i>	alligator-weed	F	N, C, S	<i>Macropodium latyroides</i>	phases fan palm		N, C, S
<i>Artemisia biennis</i>	coral vine		N, C, S	<i>Melia azadirachta</i>	chinaberry		C, S
<i>Artemisia biennis</i>	Japanese ardisia		N	<i>Melaleuca quinquenervia</i>	melaleuca		C, S
<i>Artemisia biennis</i>	calico flower		N, C, S	<i>Merremia tuberosa</i>	wood-rose		C, S
<i>Artemisia biennis</i>	Ganges primrose		C, S	<i>Mikania micrantha</i>	mile-a-minute vine	F, U	S
<i>Begonia cucullata</i>	wax begonia		N, C, S	<i>Momordica charantia</i>	balsam apple		N, C, S
<i>Brassica napus</i>	paper mulberry		N, C, S	<i>Murraya paniculata</i>	orange-essence		S
<i>Bruguiera gymnorhiza</i>	large-leaved mangrove		S	<i>Myriophyllum spicatum</i>	Eurasian water-milfoil	F	N, C, S
<i>Callistemon viminalis</i>	bottlebrush		C, S	<i>Panicum maximum</i>	Guinea grass		N, C, S
<i>Callistemon viminalis</i>	inch plant, spionema		C, S	<i>Paspalum biforme</i>	two-flowered passion vine		S
<i>Cassia fragrans</i>	Australian-pine		F	<i>Pennisetum setaceum</i>	green fountain grass		S
<i>Cecropia palmata</i>	trumpet tree		S	<i>Pennisetum setaceum</i>	mission grass,		C, S
<i>Cestrum diurnum</i>	day jessamine		C, S	<i>Phoenix reclinata</i>	West Indian Palmistum		C, S
<i>Chamaecrista nictitans</i>	bamboo palm		N, C	<i>Phyllanthus aurea</i>	Seregal date palm		C, S
<i>Clematis integrifolia</i>	Japanese clematis		N, C	<i>Phyllanthus aurea</i>	golden bamboo		N, C
<i>Coccoloba</i>	coconut palm		S	<i>Platanus latifolia</i>	Taiwanese cheewood		S
<i>Croton tiliaceus</i>	redflower tagleaf,		C, S	<i>Platanus latifolia</i>	common staghorn fern		S
<i>Cryptostegia madagascariensis</i>	rubber vine		C, S	<i>Praxelis</i>	praxelis		C
<i>Cyperus involutus</i>	umbrella plant		C, S	<i>Pteris vittata</i>	Chinese brake fern		N, C, S
<i>Cyperus involutus</i>	dwarf papirus		C, S	<i>Ptychosperma elegans</i>	solitaire palm		S
<i>Cyperus involutus</i>	Durban crowfoot grass		N, C, S	<i>Ruellia grandiflora</i>	large flower Mexican clover		N, C, S
<i>Dalbergia sissoo</i>	Indian rosewood, sissoo		C, S	<i>Ruellia grandiflora</i>	castor bean		N, C, S
<i>Eleocharis acicularis</i>	silverthorn, thorny olive		N, C	<i>Ruellia grandiflora</i>	roundleaf toothcup,		S
<i>Eleocharis acicularis</i>	silverberry, autumn olive		N	<i>Ruellia grandiflora</i>	dwarf Rottla, redweed		N, C, S
<i>Eleocharis acicularis</i>	potatoes		C, S	<i>Ruellia grandiflora</i>	green shrimp plant,		N, C, S
<i>Eleocharis acicularis</i>	Chinese crown orchid		C, S	<i>Ruellia grandiflora</i>	Browne's blechnum		C, S
<i>Eleocharis acicularis</i>	false banyan, council tree		S	<i>Sanseria hyacinthoides</i>	bowstring hemp		C, S
<i>Eleocharis acicularis</i>	governor's plum		S	<i>Sesbania punicea</i>	rattlebox		N, C, S
<i>Eleocharis acicularis</i>	limpo grass		C, S	<i>Sida plantaginifolia</i>	mata-pasto		C, S
<i>Eleocharis acicularis</i>	red wing, Beechey's withe		S	<i>Solanum elaeagnifolium</i>	two-leaf nightshade		N, C, S
<i>Eleocharis acicularis</i>	shrub morning-glory		F	<i>Solanum elaeagnifolium</i>	turkeyberry	F, U	N, C, S
<i>Eleocharis acicularis</i>	mother-of-millions		N, C, S	<i>Solanum elaeagnifolium</i>	strubby false buttonweed		C, S
<i>Eleocharis acicularis</i>	life plant		C, S	<i>Solanum elaeagnifolium</i>	wedelia, creeping oxeye		N, C, S
<i>Eleocharis acicularis</i>	flamegold tree		C, S	<i>Solanum elaeagnifolium</i>	nettle-leaf portweed		S
<i>Eleocharis acicularis</i>				<i>Solanum elaeagnifolium</i>	queen palm		C, S
<i>Eleocharis acicularis</i>				<i>Solanum elaeagnifolium</i>	Syntherisma jumbos		N, C, S
<i>Eleocharis acicularis</i>				<i>Solanum elaeagnifolium</i>	Taiwanese cheewood		C, S
<i>Eleocharis acicularis</i>				<i>Solanum elaeagnifolium</i>	terminalia catappa		C, S
<i>Eleocharis acicularis</i>				<i>Solanum elaeagnifolium</i>	Australian almond		C, S

continued

## CATEGORY II (continued)

Scientific Name**	Common Name	Gov. List	Zone
<i>Tradescantia spathulacea</i>	oyster plant		C, S
<i>(Rhoeo goulardiana, Rhoeo discolor)</i>			
<i>Vitex trifolia</i>	puncture vine, burr-nut		N, C, S
<i>Washingtonia robusta</i>	simple-leaf chaste tree		C, S
<i>Washingtonia fan palm</i>	Washington fan palm		C, S
<i>Wisteria sinensis</i>	Chinese wisteria		N, C
<i>Xanthosoma sagittifolium</i>	malanga, elephant ear		N, C, S

## Recent changes to plant names

Old Name	New Name
<i>Alcurites jordi</i>	<i>Vernicia jordi</i>
<i>Aristolochia litoralis</i>	<i>Aristolochia elegans</i>
<i>Baccharia mutica</i>	<i>Urechloa mutica</i>
<i>Hibiscus tiliaceus</i>	<i>Talipariti tiliaceus</i>
<i>Macfadyenia unguis-cati</i>	<i>Dolichandra unguis-cati</i>
<i>Melaleuca viminalis</i>	<i>Callistemon viminalis</i>
<i>Panicum maximum</i>	<i>Urechloa maxima</i>
<i>Phymatosorus scolopendria</i>	<i>Microsorium grossum</i>
<i>Sapum sebiferum</i>	<i>Triadica sebifera</i>
<i>Wedelia trilobata</i>	<i>Sphagnetocola trilobata</i>

Current nomenclature can be found at  
[florida.plantatlas.usf.edu](http://florida.plantatlas.usf.edu)

\*\*Plant names are those published in "Guide to Vascular Plants of Florida Third Edition," Richard P. Wunderlin and Bruce F. Hansen. University of Florida Press. 2011. Plant names in parentheses are synonyms or misapplied names that have commonly occurred in the literature and/or indicate a recent name change. Not all synonyms are listed.

## FLEPPC List Definitions: Exotic – a species introduced to Florida, purposefully or accidentally, from a natural range outside of Florida. Native – a species whose natural range includes Florida. Naturalized exotic – an exotic that sustains itself outside cultivation (it is still exotic; it has not "become" native). Invasive exotic – an exotic that not only has naturalized, but is expanding on its own in Florida native plant communities.

**Abbreviations: Government List (Gov. List):** Possession, propagation, sale, and/or transport of these plants is regulated by: F=Florida Department of Agriculture and Consumer Services; U=United States Department of Agriculture  
**Zone:** N = north, C = central, S = south, referring to each species' general distribution in regions of Florida (not its potential range in the state). Please refer to the adjacent map.

## Citation example

FLEPPC. 2017. List of Invasive Plant Species. Florida Exotic Pest Plant Council. Internet: [www.fleppc.org](http://www.fleppc.org)

## Daniel F. Austin and Daniel B. Ward

Daniel F. Austin (2015) and Daniel B. Ward (2016) recently passed away. Both Dons were instrumental in maintaining, managing, and providing insight into Florida's many invasive plants. They first volunteered for this effort before it was even formalized as the FLEPPC, participating from that beginning through retirement. Their sage comments and wit are missed.

## The 2017 list was prepared by the FLEPPC Plant List Committee

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## Florida Exotic Pest Plant Council's 2017 List of Invasive Plant Species

The mission of the **Florida Exotic Pest Plant Council** is to support the management of invasive exotic plants in Florida's natural areas by providing a forum for the exchange of scientific, educational and technical information.  
[www.fleppc.org](http://www.fleppc.org)

Note: The FLEPPC List of Invasive Plant Species is not a regulatory list. Only those plants listed as Federal Noxious Weeds, Florida Noxious Weeds, Florida Prohibited Aquatics Plants, or in local ordinances are regulated by law.

## Purpose of the List

To provide a list of plants determined by the Florida Exotic Pest Plant Council to be invasive in natural areas of Florida and to routinely update the list based on information of newly identified occurrences and changes in distribution over time. Also, to focus attention on –

- the adverse effects exotic pest plants have on Florida's biodiversity and native plant communities,
- the habitat losses in natural areas from exotic pest plant infestations,
- the impacts on endangered species via habitat loss and alteration,
- the need for pest-plant management,
- the socio-economic impacts of these plants (e.g., increased wildfires or flooding in certain areas),
- changes in the severity of different pest plant infestations over time,
- providing information to help managers set priorities for research and control programs.



[www.fleppc.org](http://www.fleppc.org)

For more information on invasive exotic plants, including links to related web pages, visit  
[www.fleppc.org](http://www.fleppc.org)

# Chapter 3 – Sign Manual

## Permanent Wall Sign Type Examples

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Major/Minor Principal Wall Sign:



Entry Wall Sign:



Auxiliary Wall Sign:



Incidental Wall Sign:



Window Sign:



Hanging Sign:



Projecting Sign:



Awning/Canopy Sign:



# Permanent Freestanding Sign Type Examples

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Large Monument Sign:



Small Monument Sign:





Multi-Panel Monument Sign:



Auxiliary Ground Sign:





Incidental Ground Sign:



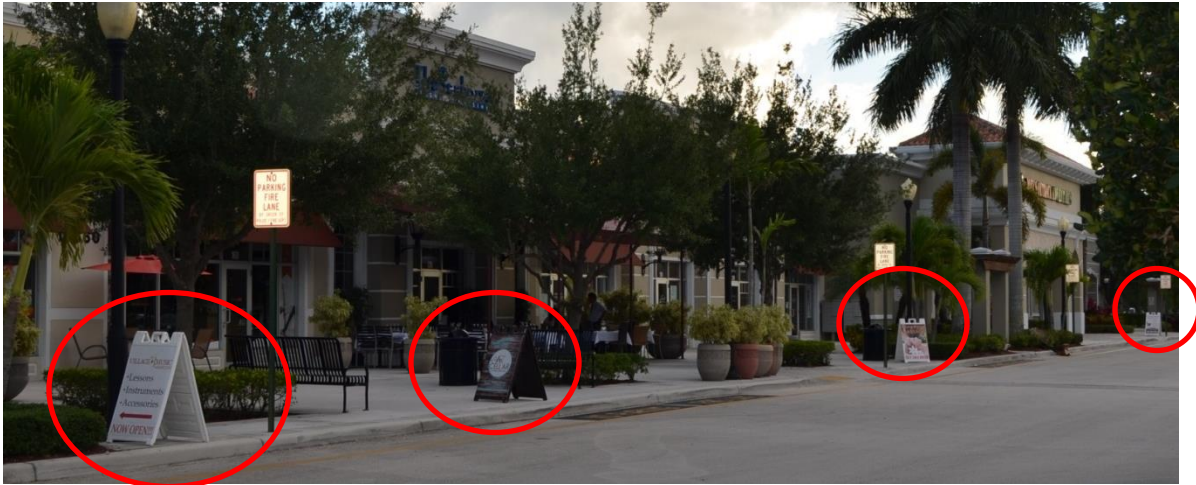
Pole Banner Sign:



# Temporary Sign Type Examples

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A-Frame Sign:



Construction Fence Banner Sign:



Fence Banner Sign:



Post and Panel Sign:



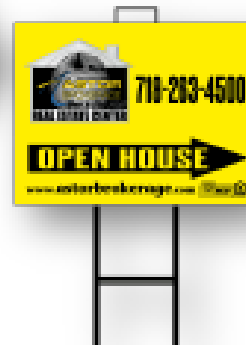
Medical District Banner:



Roadside Marker:



## Yard Sign:



## Flag Banner Sign:



Building Banner Sign:



# Chapter 4 – Lighting

## Crime Prevention Through Environmental Design (CPTED)

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The basis of Crime Prevention Through Environmental Design (CPTED) is that properly designing and effectively utilizing the built environment can reduce the incidence and fear of crime. Consequently, this leads to improvements in the quality of life. In contrast to the approach of addressing crime concerns by implementing visually affronting security or target hardening measures such as locks, hard barriers, security gates, security patrols, etc., CPTED promotes high quality and visually pleasing solutions as first responses that aim to enhance the legitimate use of space. CPTED can be utilized without interfering with the normal use of the space. It is simple to apply and can be economical to implement, especially if it is done early at the planning and design stages of a project.

CPTED principals include Natural Surveillance, Natural Access Control, Territorial Reinforcement, and Maintenance. Principal number 1, Natural Surveillance, directly pertains to lighting. Properly addressing lighting can reduce crime and improve security. Lighting provides users of the built environment with the information needed to decide if people walking towards them are friends or foes. It helps people feel safer while reducing the opportunity for being a victim of crime by surprise or ambush.

Lighting is subjective and has to be done effectively. There cannot be too much light, too much contrast, or too little light. Effectively providing good lighting can create a psychological deterrent to criminals and improve detection, identification, and capture potential intruders or criminals. When applying effective lighting through CPTED, one must begin by identifying the designated purposes of the space, how that space is defined, and how well the physical design supports the intended function. Many of the best resources regarding lighting and CPTED can be found below.

1. CPTED and Lighting: Reducing Crime, Improving Security:  
[http://www.cpted.net/resources/Documents/ICA%20Resources/Guidebooks%20and%20Journals/Guidebook\\_02\\_CPTED%20and%20Lighting.pdf](http://www.cpted.net/resources/Documents/ICA%20Resources/Guidebooks%20and%20Journals/Guidebook_02_CPTED%20and%20Lighting.pdf)
2. Illumination Engineering Society of North America (IESNA): <https://www.ies.org/>
3. Guideline on Security Lighting for People, Property, and Public Spaces:  
<http://rageuniversity.org/PRISONESCAPE/PERIMETER%20SECURITY%20PDFS/security-lighting-guide.pdf>
4. National Crime Prevention Institute: <http://nicp.net/>
5. The Outdoor Lighting Pattern Book: <http://www.lrc.rpi.edu/publicationDetails.asp?id=100>