



# PETITION FOR SPECIAL CASE APPROVAL

**Applicant must make an appointment with the planner in charge of the case, in order to submit this application.**  
**SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY**

Petition for: (check one)

- Annexation**
- Nonconcurrent Parking Approval**
- Moratorium Variance**
- Complan Land Use Change**
- Master Plan Approval (specify)**
- Other (specify)** \_\_\_\_\_

**MEETING DATE** \_\_\_\_\_ **CASE NO.** \_\_\_\_\_ **HTE NO.** \_\_\_\_\_

1. The undersigned hereby petitions the City of Boca Raton for the above under the applicable City Code of Ordinances and that the necessary reviews/hearings by the Staff, Planning and Zoning Board, and the City Council be called for such purpose to allow:

\_\_\_\_\_

Name of Project \_\_\_\_\_  
Street Address \_\_\_\_\_  
Property ID# \_\_\_\_\_

2. (I) (We) are the: ( ) Owners ( ) Lessee ( ) Contract Purchaser ( ) Trustee ( ) Other (specify) \_\_\_\_\_

3. Record owner of property \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Occupant of property \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

4. The undersigned is aware that the Planning and Zoning Board or the City Council may stipulate or require that the petitioner exercise the approval as granted within a specified time period.

5. The undersigned is aware that if approval is granted by the Planning and Zoning Board or the City Council, they may stipulate such conditions and require such modifications as they deem necessary to accomplish the proper and orderly development of this proposal.

6. If this petition is for the sale of City-owned property, the applicant is required to provide a Title Commitment with supporting documents (including a survey) on the property to be sold.

7. The undersigned acknowledges that the proposed structure **needs/does not need** (circle one) to be reviewed by the FAA.

8. I hereby certify that the information submitted pursuant to this application is true and correct, to the best of my knowledge.

Signed \_\_\_\_\_  
Owner of record or his authorized agent  
**(ATTACH NOTARIZED AUTHORIZATION)**

Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Petitioner

Petitioner's Name \_\_\_\_\_

Address of Petitioner \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Email address: \_\_\_\_\_

Received by \_\_\_\_\_

Date received \_\_\_\_\_

**\* Future Public Notice Mailing costs are comprised of a radius map (\$25), labels (\$5 per page) and first class postage.**

**Resubmittal fee: \$250**

<b>FEES:</b>	
<b>FILING</b>	\$ _____
<b>AD FEE</b>	\$ _____
<b>ADMIN ADVERTISING</b>	\$ <u>75.00</u>
<b>TRAFFIC DEPOSIT</b>	\$ _____
<b>ADMIN PROCESSING</b>	\$ _____
<b>TOTAL FEES</b>	\$ _____
<b>PUBLIC NOTICE MAIL*</b>	\$ _____

# PROJECT DATA SHEET

**PROJECT NAME** \_\_\_\_\_

**ACREAGE** \_\_\_\_\_

**BUILDING SQUARE FOOTAGE** \_\_\_\_\_

**FLOOR AREA RATIO** \_\_\_\_\_

**DENSITY** \_\_\_\_\_

**NUMBER OF HOTEL ROOMS** \_\_\_\_\_

**PARKING SPACES REQUIRED** \_\_\_\_\_

**PARKING SPACES PROVIDED** \_\_\_\_\_

**PARKING STRUCTURE**                       YES                       NO

**ZONING, EXISTING** \_\_\_\_\_

**LAND USE CATEGORY, EXISTING** \_\_\_\_\_

**USE, EXISTING** \_\_\_\_\_

**USE, PROPOSED** \_\_\_\_\_

## TRAFFIC REVIEW FEES

### City of Boca Raton

As of April 1, 2009, some new transportation related studies submitted to the City of Boca Raton as part of our land development review process will be sent out for review by a third party transportation engineering consultant. A determination of whether the Transportation Study (traffic, parking and/or other transportation related study) will be sent out for review by a third party will be determined by the City upon receipt of the Planning Advisory Review plans.

Should a transportation related study and outside consultant review be required for your development proposal, please see the new requirements listed below:

- An initial deposit is necessary to ensure review of any studies submitted and processing of your project application per the following fee schedule:

Size of Project	Initial Deposit	Minimum Account Balance	Administrative Fee
Less than 10 acres	\$5,000	\$1,000	\$250
10 – 30 acres	\$8,000	\$1,600	\$400
30 acres & over	\$12,000	\$2,400	\$600

The City will deposit funds, as provided by the applicant, into a project account to pay for the traffic review services. The consultant will notify the City if the account balance falls below the minimum account balance indicated above and the City will then assure a supplemental deposit is provided prior to authorizing additional review work. Subsequent to the project's final approval, any remaining review funds deposited for a particular project will be refunded. Also, should it be determined that a traffic study and review are not required, deposited funds will be refunded.

In addition, a non-refundable administrative fee is required (see above table).

Please remit your deposit and administrative fee to:

City of Boca Raton  
201 W Palmetto Park Road  
Boca Raton, FL 33432  
Attn: Development Services Administration

- **As part of your formal submittal package, please provide five (5) hard copies and two (2) electronic pdf files of the traffic study and/or parking study and site plan (11"x17").**

### Palm Beach County

Please note that a fee payable to the "Palm Beach County Commission" is due for Traffic Performance Standards (TPS) reviews (minimum fee is \$150\*). \*Actual amount due is the responsibility of the petitioner's Traffic Engineer

NOTE: (18) signed and sealed copies of the tentative plat and/or (18) signed and sealed copies of the master plan and (3) signed and sealed surveys of the property described above must accompany and be made part of this petition. All plans must be FOLDED. (If a traffic study is required for this application, please note additional deposit fees may be due for for outside traffic consultant and Palm Beach County reviews).

NOTE: Any person who acts as a lobbyist pursuant to City Code, Article V. Code of Ethics, Division 2, Lobbyist Registration, must register with the City Clerk prior to engaging in lobbying activities.