



Instructions to Apply Online for Public Works Review

Things to know:

*Public Works Review must be completed prior to the issuance of any main use building permits.
(Resolution may state also prior to issuance of "any" Building Permits.)*

An Engineering Pre-Construction meeting and Engineering Fees, Bonds, etc. are also required to be completed prior to permitting (if applicable).

Link for online application: <https://forms.ci.boca-raton.fl.us/Forms/PlanningZoningApplication1>

All forms are required to be submitted with application:

- Project Narrative
- Survey or Site Plan
- Signed and Notarized Owner Authorization
- Sun-Biz Corporate Filings
- PAPA

FEES

Please include application and applicable utility service fee

- Application Fee - \$633
- PWR Staff (Inside City Limits) - \$70
- PWR Staff (Outside City Limits with City Water) - \$105

Payment due at the time of Application Submittal.

Acceptable payments are Cash, Checks, or Credit/Debit Cards.
Checks are to be made payable to the City of Boca Raton.

Online payments are not yet available.

Please submit to:

Tori Golden, Land Development Coordinator
City of Boca Raton Building Department
200 NW 2nd Avenue Boca Raton FL, 33432

After the application is approved and the fee has been paid, you will receive an email from our ProjectDox ePlans system to upload your civil drawings and any other supporting documentation to be reviewed for your project. Please review the PWR Checklist on the next page to assist in preparing materials.

You will receive correspondence through email regarding your application and project updates. Contact Tori Golden, Land Development Coordinator at Tgolden@myboca.us for any questions.

PWR

PUBLIC WORKS REVIEW SUBMITTAL CHECKLIST

The following checklist is designed to assist in preparing materials for the Public Works Review online application. Each item included in the submission should be checked-off below. Failure to provide the required items below will render the application incomplete and delay consideration of the application.

Prepared, signed, and sealed by the Florida Licensed Professional Engineer responsible for the project civil engineering construction plans should clearly identify the following items on individual sheets (if applicable):

- Demolition plan.
- Construction staging, sequencing, and phasing plan.
- Paving, Grading and Drainage plan.
- Water and Sewer plan.
- Utilities plan.
- Pavement Markings and Signage plan.
- Parking Structure plan: First floor garage plan with typical upper levels
- Site drainage calculations signed and sealed by a Florida Registered Professional Engineer (P.E.).
- Fire Flow Calculations signed and sealed by a Florida Registered Professional Engineer (P.E.).
- Recorded warranty deed or other proof of ownership.
- Department of Environmental Regulation permit application for water.
- Letter from the property owner designating the Engineer-of-Record.
- Signed and sealed copy of the hydraulic, flood routing and drainage calculations (if applicable).
- Signed and sealed project cost estimate by the Engineer-of-Record.
- Palm Beach County Department of Health Permits (if applicable).
- Construction sequencing plans, Maintenance of Traffic Plans, Storage and Staging Areas, and Shop drawings, as applicable.

Permits/Approvals from:

- SFWMD
- LWDD
- FDOT
- PBHD County Engineer
- Property Owner Association
- NPDES
- SWPPP

I hereby state that I have reviewed the plans and other information and exhibits submitted with the application and have determined, as evidenced by the checked boxes above, that all required Information set forth herein has been provided, if applicable, for the proposed project. I further state to the best of my knowledge that the information provided is accurate, complete, and correct.

X

Applicant



CITY OF Boca Raton

DEVELOPMENT SERVICES
201 WEST PALMETTO PARK ROAD • BOCA RATON, FL 33432
PHONE: (561) 393-7700
(FOR HEARING IMPAIRED) TDD: (561) 367-7043
www.myboca.us

AUTHORIZED AGENT FORM

I, _____ as owner of _____
(print name of owner) (print property address)

do hereby authorize _____ to act as my agent in submitting
(print name of authorized agent)

development applications to the City of Boca Raton. I understand that I am the owner of record responsible for the development applications submitted by my agent referenced above. I further understand that each time my agent submits an application or signs any required documents, that the individual must exhibit this authorization form at the discretion of Planning and Zoning staff.

The Owner's Signature Is to Be Notarized

(Owner's Signature)

(Date)

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this ___ day of _____,
20___, By _____, who is personally known to me () or has
provided the following identification _____

Notary Public Signature _____ Notary Public Stamp Here