

City of Riviera Beach, Florida
Department of Community Development
Standard Operating Procedures (SOP) and Processes



1. Certificate of Use and Business Tax Receipt SOP
2. Building Permit Review Process
3. Issuance of Property Address SOP
4. Site Plan Review Checklist
5. Site Plan Review Process
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12. Abandonment Review Process
13. Sign and Landscaping Inspection SOP
14. Fee Processing SOP

Certificate of Use, Business Tax Receipt and Special Event Standard Operating Procedure

1. Preliminary Zoning Verification
 - a. Applicant must receive written verification (in the form of the Zoning Verification Sheet) from the Planning and Zoning Department prior to submitting a Certificate of Use, Business Tax Receipt or Special Event Application (hereinafter “application”) to the Office of Billing, Collections and Licensing (hereinafter “BCL”) for the departmental review process. This ensures that the proposed use is complies with zoning codes. No application will be accepted by the BCL Office without this approval.
NOTE Zoning verification does not constitute final zoning approval.
2. Once zoning is verified, the BCL Office intakes the application and fees, along with any required documentation associated with the application.
 - a. The BCL Office then scans the application packet and emails it only to the Planning and Zoning Administrator for review.
3. The Planning and Zoning Administrator then reviews the application packet and approves or denies it.
 - a. If denied, the applicant will be contacted by the BCL Office and/or P&Z in order to resolve any outstanding comments.
 - b. If approved, the P&Z Administrator will email the scanned application to the Sales Tax Email Group to continue the review process.
4. Once emailed to the Sales Tax Group, approvals generated from departmental reviews from Police, Code Enforcement, Fire, Building and possibly Utilities, Public Works and Parks and Rec. will be returned to the BCL Office via Sales Tax Group email reply.
 - a. If a department denies or requires clarification on any application, then that department is responsible for contacting the applicant directly. Issues raised by various departments will be resolved with the applicant by the department raising specific issues. The BCL Office is not responsible for resolving issues raised by various departments; however they may provide information and keep track of responses sent via the Sales Tax System Email Group.
5. Once the BCL Office receives positive feedback from all required departments, the application applied for may be issued when fees are collected depending on the use proposed and fee schedule approved via Ord. 3061 and similar as amended.

Building Permit Review Procedures

1. Receive Plans from Building Department
2. Identify the type of permit: Sign, Fence, Landscape, etc.
3. Review Plans to comply with the subject properties Zoning
4. Review Plans to comply with type of permit: Sign, Fence, Landscape, etc.
5. If the Plans meet all of Code requirements
 - Stamp Plans with “Zoning Approved” stamp; Sign: Name and Date
 - Sign and date routing slip and return to Building Department: ‘Reviewed Plans Box’
6. If the Plans have minor issues regarding the Code, call the applicant for further clarification
 - Request revised plans
 - Return plans to Building Dept in ‘Pending Plans Box’ with Comment on routing slip “waiting for revised plan”
7. If the Plans have major issues to comply with Code, Disapprove the plans
 - Do not stamp plans
 - Sign and date routing slip; provide Comments on routing slip identifying the inconsistencies with Code
 - Return to Building Department: ‘Disapproved Plans Box’

Note: Most of the large site plans have been thought the Planning & Zoning Site Plan procedures; review the Construction/ Permit Plans to match the Site Plans.

City of Riviera Beach

Issuance of Property Address - Standard Operating Procedure

1. The City's Building Division receives a written request for an address from the property owner or legal designee.
2. City staff identifies the following items:
 - a. Verify that the request for address issuance is from the property owner or legal designee. This may be done through research of property records and/or submittal of other official documents.
 - i. Request must be from property owner or legal designee to proceed.
 - ii. *(If true, proceed to 2b. If false, issue rejection letter).*
 - b. Verify whether or not City building permits have been issued for a habitable structure for the aforementioned property.
 - i. City building permits must be issued for a habitable structure on the property in question to proceed.
 - ii. *(If true, proceed to 2c. If false, issue rejection letter).*
 - c. Verify if there are active enforcement actions associated with the property, which may include, but are not limited to, property lien, unpaid water bill, notice of violation, and/or unresolved stop work order.
 - i. The property must be free and clear of any active enforcement actions or liens associated with the property in question.
 - ii. *(If true, proceed to 2d. If false, issue rejection letter).*
 - d. Verify current and intended use of the property (for staff records).
3. Once the aforementioned items are satisfied, an address may be issued to a property upon final review and approval by the City's Building Official and the Director of Community Development.
4. All new addresses shall be assigned to properties in a logical and orderly numerical sequence as determined by the City's Building Official.
5. Upon issuance of a new address, the City shall notify the property owner or legal designee as well as appropriate agencies.

SITE PLAN REVIEW CHECKLIST

File Name: _____

File No.: _____

- ☐ Received site plan file with application and fee payment receipt
- ☐ Sent copies out for departmental comments
- ☐ Sent Public Notice Advertisement for Special Exception Application
- ☐ Yellow sign of Notification set on property affected (RZ, LU, SE, AX, AB)
- ☐ Reviewed plan for compliance with zoning
- ☐ Received departmental comments and forwarded to applicant
- ☐ Received second set of plans addressing staff comments and distributed to departments for further comment
- ☐ Received additional comments and forwarded to applicant, if necessary
- ☐ Received final set of plans addressing staff comments
- ☐ Completed staff report and resolution/ordinance
- ☐ Submitted to Planning and Zoning Board. Packet included:
 - *Staff Report*
 - *Departmental Comments*
 - *Applicant Response*
 - *Original Letter from Applicant*
 - *Application and owner authorization*
 - *Location Map*
- ☐ Submitted to City Council. Packet included:
 - *Agenda Item*
 - *Resolution*
 - *Reduced Site Plan (11x17)*
 - *Location Map*
 - *Application*
 - *Owner Authorization*
 - *Staff Report*
- ☐ Close Project
 - *Prepare and transmit approval letter requesting additional copies of the site plan (include signed resolution).*
 - *Update file with signed approved resolution, and a copy of the City Council Agenda summary for that item.*
 - *Stamp approved site plan with City Council Stamp - write resolution number on the plan and file the site plan after Mary signs the plan.*
 - *Send additional copies that are provided later to City Departments (that reviewed the plan) notify them that enclosed is the approved site plan.*

Site Plan (SP) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of site plan, allow 2 weeks for returned comments
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the site plan for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - o Site Plan
 - o Location Map
 - o Project Narrative
 - o Application & Owner Authorization
 - o Department Comments
 - o Applicant Response
 - o Staff Report

** all project must include the following conditions of approval:

1. In compliance with the City's exclusive franchise agreement, Waste Management must be used for roll-off service needs.
2. A two-year landscaping bond for 110% of the value of landscaping and irrigation shall be required before certificate of occupancy is issued.
3. All future advertising must state that the property is in the City of Riviera Beach. A fine of \$250 per day will be levied against the property owner for violation of this condition.
4. Construction must be initiated within 18 months of receiving City Council Approval.

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan, landscape plan, & elevation plans for City Council
- Prepare to Submit for City Council Meeting Include:
 - o Agenda Item
 - o Resolution
 - o Reduced Site Plan
 - o Location Map
 - o Applicant & Owner Authorization
 - o Staff Report
 - o Department Comments
 - o Project Narrative

Week 8:

- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Site Plan Review Policies and Procedures (Administrative)

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division w/account numbers; Deposit fees
- Write a Memo to Department Heads for 1st review of site plan, allow 2 weeks for returned comments
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month after submittal)
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to have revised comments returned within 2 weeks, to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to have revised comments returned within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 3 sets of the site plan for Administrative Approval
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Stamp Plans with Administrative Approval
- Write Administrative Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Special Exception (SE) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of Special Exception, allow 2 weeks for returned comments
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code and Special Exception (Sec. 31-62)

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper and Public Flyer (all residents w/in 300 ft.) (Sec.31-4)
 - Include property address, location map, and meeting dates
 - Advertisement should be published a minimum of 15 days prior to P&Z meeting date
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Provide Applicant with Public Notice Flyer
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the SE for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - Site Plan
 - Location Map
 - Project Narrative
 - Application & Owner Authorization
 - Department Comments
 - Applicant Response
 - Staff Report
 - Public Notice

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan, landscape plan, & elevation plans for City Council
- Prepare to Submit for City Council Meeting Include:
 - Agenda Item
 - Resolution
 - Reduced Site Plan
 - Location Map & Public Notice
 - Applicant & Owner Authorization
 - Staff Report
 - Department Comments
 - Project Narrative

Week 8:

- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Variance (VA) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of Variance, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code and Variance Criteria (Sec. 31-39)

Week 1 – 2:

- Schedule Site Plan for Zoning Board of Adjustments, ZBA (about 2 month from submittal)
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- Prepare Public Notice for News Paper and Public Flyer
 - Include property address, location map, and meeting dates
 - All residents w/in 300 ft. must be mailed a minimum of 15 days prior to meeting date
 - Advertisement should be published a maximum of 15 days prior to ZBA meeting date; see Sec. 31-40(3)(d)

Week 2-4:

- Receive revised plans from applicant
- Write a Revised Memo to Department Heads for 2nd review of Variance plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code and Sec. 31-39

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the site plan for ZBA
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after ZBA)
- Prepare to Submit for Zoning Board of Adjustments Meeting Include:
 - Variance/Site Plan
 - Location Map
 - Project Narrative
 - Application & Owner Authorization
 - Department Comments
 - Applicant Response
 - Staff Report
 - Variance Justification

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan/ variance plans for City Council
- Prepare to Submit for City Council Meeting Include:
 - Agenda Item
 - Resolution
 - Reduced Site Plan
 - Location Map
 - Project Narrative
 - Applicant & Owner Authorization
 - Staff Report
 - Department Comments
 - Variance Justification

Week 8:

- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Plat (PA) Review Policies and Procedures

Week 1:

- Receive plat and survey with Fees to City and to Nick Miller Inc.
- Log project into Log Book
- Write a Memo to Billing & Collection Division
- Deposit in water billing using Excel deposit slip with account numbers
- Write a Memo to City Engineer
- Send plat to Nick Miller Inc. for review (typically done by Engineer)
- Send plat to City Departments for review
- Review plans to comply with easements and dedications

Week 2-3:

- Receive plat with comments from Nick Miller Inc.
- Receive comments from City Departments
- Write a comment letter to applicant addressing all issue from Nick Miller Inc. and City

Week 3-6 +:

- Receive revised plat from applicant
- Review plat to comply with comments from Nick Miller Inc. and City
- Send revised plat back to Nick Miller Inc.

Week 6 +:

- Receive letter from Nick Miller Inc. approving plat to proceed
- Request 30 copies of reduced size (11 x 17) signed plat for City Council
- 1 full size Mylar signed Plat
- 1 full size copy of signed Plat
- 2 checks (Payable to Sharon R. Bock, Clerk and Comptroller) for copy and recording fees
- 1 CD in Auto Cad format, ex: *.dwg file in state plane coordinates
- Prepare to Submit for City Council Meeting Include:
 - o Agenda Item
 - o Resolution
 - o Reduced Plat
 - o Location Map
 - o Applicant & Owner Authorization

End:

- Receive a signed copy of approved Plat
- Close Project in Log Book

Land Use (LU) & Rezone (RZ) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book separately
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of LU & RZ plan, allow 2 weeks for returned comments
- Write letter & complete form for Palm Beach County to review Comprehensive Plan Amendment
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code and State Statutes §163.3187 and §166.041

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper and Public Flyer (all residents w/in 300 ft.) (Sec.31-4)
 - Include property address, location map, and meeting dates
 - Advertisement should be published a minimum of 30 days prior to first Public Hearing date, and a minimum of 5 days prior to second Public Hearing meeting date
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Provide Applicant with Public Notice Flyer
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the site plan for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - Site Plan
 - Location Map & Public Notice
 - Project Narrative
 - Department Comments
 - Application & Owner Authorization
 - Applicant Response
 - Staff Report

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan, landscape plan, & elevation plans for City Council
- Prepare to Submit for City Council Meeting Include:
 - Agenda Item
 - Resolution
 - Reduced Site Plan
 - Location Map & Public Notice
 - Project Narrative
 - Staff Report
 - Department Comments
 - Traffic Concurrency Letter
 - Applicant & Owner Authorization

Week 8:

- Transmit to DCA a letter and copy of Ordinance to identify the small scale land use amendment
- Include all data on Form 9J-11, Form RPM-BSP
- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

9J-11 TRANSMITTAL REQUIREMENTS FOR THE SUBMISSION OF ADOPTED SMALL- SCALE COMPREHENSIVE PLAN AMENDMENTS APRIL 2006

NUMBER OF COPIES TO BE SUBMITTED: Please submit within ten working days after adoption, one copy of all plan amendment materials, which may be on CD ROM in Portable Document Format (PDF), including graphic and textual materials and support documents directly to the Florida Department of Community Affairs, Division of Community Planning, Plan Processing Team and one copy each to the appropriate Regional Planning Council and any other local government or governmental agency in the state of Florida that has filed a written request with the local government.

SUBMITTAL LETTER REQUIREMENTS: Please include the following information in the transmittal cover letter transmitting the adopted small-scale amendment (9J-11.015(1), F.A.C.):

_____ A statement indicating that the local government is submitting the adopted small-scale amendment in accordance with Section 163.3187(1)(c), F.S.;

_____ A statement identifying the number of acres of the small-scale amendment;

_____ A statement identifying the cumulative total number of acres for small-scale amendments the local government has approved for the calendar year;

_____ A statement identifying whether the amendment involves the same property that was granted another change within the prior 12 months.

_____ A statement identifying whether the amendment involves the same owner's property within 200 feet that was granted a change with the prior 12 months.

_____ A statement identifying whether the proposed amendment involves a text change.

_____ A statement identifying whether the amendment is within an area of critical state concern.

_____ A statement indicating the residential land use density before and after the adopted change if the land use change contained a residential land use category

_____ A statement indicating that the amendment has been submitted to the appropriate Regional Planning Council, the Office of Tourism, Trade and Economic Development (if amendment is being adopted pursuant to Section 163.3187(1)(c)4, F.S.) and any other local government or governmental agency in the state of Florida that has filed a written request with the local government.

_____ The name, title, address, telephone and fax number of the local contact person.

ADOPTION: The amendment package must include the following (see 9J-11.015(1), (2), F.S.):

_____ One copy of the executed ordinance(s) adopting the small-scale development amendment (Rule 9J-11.015(1)(b)2, F.A.C.);

_____ A Future Land Use Map depicting the newly adopted designation and boundaries and location of the subject property in relationship to the surrounding street and thoroughfare network (Rule 9J-11.015(1)(b)1, F.A.C.);

_____ Copy of the public hearing notice of adoption hearing (Rule 9J-11.015(1)(b)3, F.A.C.);

_____ Other supporting information relative to the amendment (Rule 9J-11.015(1)(b), F.A.C.);

_____ If amendment is a small scale development amendment within a rural area of critical economic concern (RACEC) and adopted pursuant to Section 163.3187(1)(c)4, F.S., a copy of the letter to Office of Tourism, Trade, and Economic Development certifying and explaining how the plan amendment meets the objectives of the executive order issued under Section 288.0656(7), F.S.;

_____ Form RPM-BSP-EXEMPT REVIEW (Rule 9J-11.015(1)(b)5, F.A.C.).

FORM RPM-BSP- EXEMPT REVIEW

AMENDMENTS EXEMPT FROM STATE AND REGIONAL REVIEW

1. Name of Local Government _____

Person completing this form _____

Phone Number _____

Name of Newspaper in which notice of amendment was published _____

Date Publication Noticed _____

(Please attach copy of notice)

2. Please indicate type of amendment being submitted:

_____ a). a map amendment directly related to proposed small scale development activities that meet the criteria of Section 163.3187(1)(c), F.S.;

_____ b). a map amendment solely to property within an urban service boundary that meets the criteria of Section 163.3184(17), F.S.;

_____ c). a map amendment solely to property within a designated urban infill and redevelopment area pursuant to Section 163.3184(18), F.S.;

_____ d). a plan amendment associated with an area certified pursuant to Section 163.3246, F.S.

Please complete the following information if amendment is submitted under 2(a):

3. If amendment contains a residential land use category indicate:

density allowed prior to change _____ dwelling unit(s) per acre.

density allowed after change _____ dwelling unit(s) per acre.

4. Number of acres of small scale development amendments contained in package:

a. Within Urban Infill, Urban Redevelopment or Downtown Revitalization as defined by Section 163.3164, FS _____

b. Within Transportation Concurrency Exception Area pursuant to Section 163.3180(5), FS _____

c. Within Regional Activity Centers or Urban Central Business Districts pursuant to Section 380.06(2)(e), FS _____

d. Within a Rural Area of Critical Economic Concern pursuant to Section 163.3187(1)(c)4, FS _____

(Please attach certifying letter to OTTED)

e. Outside categories a., b, c. and d. _____

5. Cumulative total number of acres of small scale development amendments for the calendar year:

a. Categories listed in Item 4 a, b, c and d. above _____

b. Categories listed in Item 4 e above _____

6. Total number of acres of small scale development amendments in this package that are located within the coastal high hazard area as identified in the comprehensive plan _____

Pursuant to Rule 9J-11.015(1)(b)5, Florida Administrative Code, this form must be mailed with all amendments as defined by Section 9J-11.015(1)(a) Florida Administrative Code to:

DEPARTMENT OF COMMUNITY AFFAIRS

PLAN PROCESSING SECTION

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399-2100

(850) 488-4925

Annexation (AX) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of Annexation, allow 2 weeks for returned comments
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code and State Statutes §166.041 and §171.0413

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper and Public Flyer (all residents w/in 300 ft.) (Sec.31-4)
 - Include property address, location map, and meeting dates
 - Advertisement should be published a maximum of 7 days prior to first Public Hearing date, and a maximum of 5 days prior to second Public Hearing meeting date
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Provide Applicant with Public Notice Flyer
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the AX plans for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - Site Plan
 - Location Map
 - Project Narrative
 - Application & Owner Authorization
 - Department Comments
 - Applicant Response
 - Staff Report
 - Public Notice

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan/ annexation plan for City Council
- Prepare to Submit for City Council Meeting Include:
 - Agenda Item
 - Resolution
 - Reduced Site Plan
 - Location Map & Public Notice
 - Applicant & Owner Authorization
 - Staff Report
 - Department Comments
 - Project Narrative

Week 8:

- Publish Public Notice Advertisement for two consecutive weeks stating AX Approval Ordinance, not located in the Legal Section of the newspaper
- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Abandonment (AB) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of Abandonment, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code and State Statutes §336.09
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper (Public Flyer is not required, but recommended by Staff)
 - Include property address, location map, and meeting dates
 - Advertisement should be published a minimum 14 days prior to first Public Hearing date, and one time within 30 days of adoption of Resolution
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the AB plans for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:

◦ Site Plan	◦ Department Comments
◦ Location Map & Public Notice	◦ Applicant Response
◦ Project Narrative	◦ Staff Report
◦ Application & Owner Authorization	◦ Abandonment Justification
	◦ Traffic Concurrency Letter

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan/ abandonment plan for City Council
- Prepare to Submit for City Council Meeting Include:

◦ Agenda Item	◦ Staff Report
◦ Resolution	◦ Department Comments
◦ Reduced Site Plan	◦ Project Narrative
◦ Location Map & Public Notice	◦ Abandonment Justification
◦ Applicant & Owner Authorization	◦ Traffic Concurrency Letter

Week 8:

- Publish Public Notice Advertisement within 30 day stating AB Approval Resolution
- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Sign and Landscape Inspection Procedures

1. Receive Inspection Request from Building Department
2. Identify subject property prior to going out for inspection
3. Once on site, locate the Permit and approved Plans

Sign Inspections

- Compare location and dimensions of the sign with the approved plans
- Check that construction materials are not located in sign area
- Check to see landscaping is replaced around monument signs and grass is in place

Landscape Inspections

- Review Landscape Plans to reflect actual landscape
 - Count the number of trees and measure the spacing and height of all trees on site
 - Check that all hedge/shrubbery are in place
 - Check that the entire landscape area is mulched
 - Check that the sod and plant material are not in poor shape/ dying
 - Notice or ask if irrigation has been inspected or is scheduled, if not, require an inspection to be scheduled ASAP
 - Check that construction materials are not located in landscape or lawn
 - Make sure site is litter free
4. Sign off on Inspection Request form
 - Check 'Approved' if OK
 - Check 'Disapproved' if Sign/Landscape does not meet all requirements. Note corrections at bottom of page
 - Check 'Re-inspection Required' or 'Re-inspection Fee Required'
 - Return Department copy to 'Inspection Results' Box

Planning and Zoning Division

Fee Processing Procedure

Purpose: This procedure is to be used to process fees received for site plan reviews, variances, special exceptions, comprehensive plan changes, plat approvals, abandonment of easements, advertising and zoning verification letters.

Step One: Complete the Check or Cash Transmittal Form

1. The Check or Cash Transmittal Form is located on the shared drive in Excel format at \\admcdv\Data1\PLANNING_AND ZONING\Forms\CHECK TRANSMITTAL FORM
2. On the line labeled "Department Receiving Payment" input **Community Development**
3. On the line labeled "To be transmitted to" input **Billing and Finance Department**
4. In the column labeled "Category" input the item the fee is for. For example, enter "Site Plan Review or Zoning Certification Letter".
5. In the column labeled "Amount" input the amount of the fee submitted. If one check is submitted for multiple items, list out each item individually.
6. In the column labeled "Payor/Reason" input who the fee is from and the corresponding address of the project. For example, enter "Riviera Beach Hotels, Inc. Site Plan Review 100 North Ocean Drive".
7. In the column labeled "Account #" enter the account number that corresponds to the item. Enter Account # 001-00-347242 for all site plan reviews, special exceptions, plat approvals, comprehensive plan changes, abandonment of easements, zoning certification letters. Enter Account # 001-00-347243 for all advertising fees. Enter Account # 001-03-329111 for all digitizing fees.
8. The Check or Cash Transmittal form is formatted to add all of the amounts in the "Amount" column. Verify that the total listed is correct.
9. On the line labeled "From" print and sign your name.
10. On the line labeled "Date" enter the date you completed the form.

Step Two: Submit the Check or Cash Transmittal Form

1. Take the completed Check or Cash Transmittal Form and the fee to the Cashier's window located on the 1st floor of the Municipal Complex
2. Forms submitted before 2:00 pm will be processed immediately. Forms submitted after 2:00 pm will be processed at the end of the day. If the form is submitted after 2:00 pm instruct the cashier to send a receipt of payment to you via interoffice mail.
3. At the cashier's window, complete the "Log Sheet".
 - a. In the column labeled "Time" enter the time you submitted the payment to the cashier
 - b. In the column labeled "Department" enter Community Development
4. If the payment is received before 2:00 pm the cashier will immediately process the payment and give you a receipt. Verify that the account number on the receipt and the payment amount are correct.
5. Make a copy of the receipt and place it, along with the original receipt, in the project file.