



# Town of Palm Shores

5030 Paul Hurtt Lane • Palm Shores, FL 32940

## SITE PLAN REVIEW APPLICATION

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

This site plan application must be completed and returned with all attachments referenced in the items below to the Town Clerk of Palm Shores. This application will then be referred to the Planning and Zoning Board for study and recommendation. It will then be sent to the Town Council for review and approval/disapproval.

(Please Print)

Applicant Name: \_\_\_\_\_

Contact Person if Corporation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If applicant or owner cannot attend the Planning and Zoning Board and/or Town Council meetings, please list the name of a representative who will make the presentation, answer questions or make decisions for the applicant or owner.

Representative Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Legal Description of the specific property covered by this application (if lengthy, please attach separate piece of paper).

TWP \_\_\_\_\_ RNG \_\_\_\_\_ SEC \_\_\_\_\_ BLK \_\_\_\_\_ LOT \_\_\_\_\_ PARCEL NO(s) \_\_\_\_\_

Size of specific area covered by this application (acreage must agree with legal description and survey): \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Adjacent Developments: \_\_\_\_\_

Future Land Use	_____	Existing Zoning	_____
	_____		_____
	_____		_____

Type of Proposed Development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Height of Building: \_\_\_\_\_

Number of Structures Proposed: \_\_\_\_\_

Total area of structures ( Sq. Ft.) \_\_\_\_\_

Density: \_\_\_\_\_

Variances existing or applied for on subject property: \_\_\_\_\_  
\_\_\_\_\_

Is this project proposed as an affordable housing development:    Yes             No

*The Town of Palm Shores*

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Page 1 of 4



## Town of Palm Shores

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The following items are needed to complete this application for review

- A Site Plan (reproducible) signed by the applicant or legal representative (submitted after initial staff review).
- INITIAL REVIEW:** 5 Site Plan prints, 5 of which are sign and sealed.  
**REVISIONS:** 5 site plan prints, 5 of which are signed and sealed (regardless of electronic submittal to BCFR)  
**FINAL APPROVED:** 15 site plan prints, 2 of which are signed and sealed
- Rendering or photograph of proposed development, if available
- One copy of the complete site plan on an 11" x 17" sheet
- One electronic copy CD or Flash Drive (Electronically Signed and Sealed and comment enabled) for Fire Dept.
- Completed Fire Dept. Submittal Application. Each Revision requires a Revised Document Submittal Form
- Formal Site Plan Review Fee of \$500.00. Note: In addition, the Town Planner's review fees and the Town Engineer's review fees will be billed to the applicant
- Two certified surveys of the property (same scale as the site plan) and a written legal description of the specific area in question with exact acreage.
- Affidavit of Ownership, if applicable
- Two certified tree surveys (same scale as site plan)

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**Submittal Instruction for Brevard County Fire Review** (all submittals are to be copied to the Town Clerk and paper revisions are also required to the Town Clerk).

**Plans shall be submitted on line to the Brevard County Fire Department (BCFR) by the Contractor**, in an approved electronic format and copied to the Town Clerk. All submitted plans shall include a digital seal, and be formatted for comments.

All reviews, revisions and correspondence will be conducted electronically (for BCFR review only).

A full set of plans must be electronically submitted to BCFR each time a revision or change is required or made and copied to the Town Clerk.

Seven (7) full sets of revised plans (paper) must be turned into the Town Clerk each time a revision or change is required, in addition to an electronic copy.

The Contractor will pay Brevard County fees to the County Cashier and will receive the permit and receipt for presentation to the municipality as proof of payment to the county.

The Contractor will be responsible to print BCFR approved plans to have available on the job site.



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- I am the owner of the property
- I am the legal representative of the owner (Attach Affidavit of Ownership) of the property described which is the subject of matter of this application. Under penalties of perjury, I declare that I have read the foregoing application and that all the answers to the question in said application and all sketches and data an matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the Town or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

Please submit fee in **CASH** or **CHECK** paid to the order of the **Town of Palm Shores**.

\_\_\_\_\_  
Signature of Applicant/Owner/Legal Representative

\_\_\_\_\_  
Date

**STATE OF FLORIDA**  
**COUNTY OF BREVARD**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_ who is personally known to me, or has produced  
\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Signature of Notary Public

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Commission# \_\_\_\_\_

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Page 3 of 4



## Town of Palm Shores

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### SITE PLAN REVIEW PROCESS

This application must be completed and returned to the Town Clerk of Palm Shores with all required exhibits. The Planning and Zoning staff will then review it. Following staff review, your request and staff review will be sent to the Planning and Zoning Board for a public hearing, consideration, findings of fact and a recommendation. The request, staff findings and the Planning and Zoning Board's findings and recommendation will then be forwarded to the Town Council for action. This will also be a public hearing. The applicant, owner, and/or representative, as identified on the application will be advised of all dates and times of the public hearings either by mail, facsimile (fax), or e-mail and will receive an agenda and a copy of the staff recommendation. The Council may approve the request, approve the request with conditions, or deny the request.

After final Council action, the applicant will receive a letter from the Town Clerk notifying the applicant of the final action (development order) by the Town Council.

The applicant, the applicant's representative as stated on the application, or the applicant's legal representative should appear at the public hearings. If photographs, documents, maps or other materials are provided to the Board or the Council as evidence at the hearing, the Town Clerk must retain these instruments. By law those instruments become public records and cannot be returned to you (copies of the original can be made).

Public Hearings before the Planning and Zoning Board and Town Council regarding land development are considered quasi-judicial in nature. This means that the Board or Council is sitting as a judge would sit in a courtroom and that the decision made should be a result of the evidence presented at the hearings. All evidence should be presented at the public hearings. Appeals to the court are based on the evidence presented at the public hearing. Applicants or interested individuals may contact in person, by phone, or in writing, any of the planning and zoning board members and/or town council members who will be making decisions on this action. However, such board members or council members are required to publicly disclose such contact, conversation or letters received.

If you wish to appeal and determination of the Town Council, you will need a verbatim transcript of the record and copies of all the evidence presented. It will be YOUR responsibility to make arrangements for the preparation of that verbatim record at YOUR expense.

I have read and understand the information provided above with regard to the process for Site Plan Review.

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Signature of Applicant/Owner/Legal Representative

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Date

\*\*\*\* Attachment to all land development applications: Zoning, rezoning, conditional use, site plan approval, plat approvals, parking lot in a residential district, vested rights, and comprehensive plan amendments.

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Page 4 of 4