

**PLANNING AND ZONING BOARD**

**Regular Meeting**

**September 27, 2023**

**6:30 P.M.**

**247 Edwards Lane / Palm Beach Shores, FL 33404**

**Chairman Jerald Cohn  
Vice Chairman Kevin Banks**

Member Tim Blash  
Member Tony Lembo  
Member Steve Smith  
Alternate Member Weston Gracida  
Alternate Member (Open Seat)

Town Attorney, Mitty Barnard  
Josh Nichols, Zoning Official  
Rob Rennebaum, Engineer  
Town Clerk, Jude M. Goudreau

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**PUBLIC PARTICIPATION MAY OCCUR REMOTELY**

**Meeting link:**

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m21e0c639b2aa3929bda1c63744cb14ef>

Meeting number: 2631 794 3537

Password: 0927

Join by phone +1-408-418-9388 United States Toll

Access code: 2631 794 3537

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**1. CALL TO ORDER:**

- a. Pledge of Allegiance
- b. Roll Call

**2. APPROVAL OF MEETING AGENDA: (Additions, substitutions, deletions)**

**3. ACTION ITEMS:**

- a. **SPR23-10/AAR23-10:** Theodore & Vivian Mann, Owners of 207 Blossom Lane, request Site Plan Modification and Architectural & Aesthetic Review Approval to construct a 418 square foot concrete block free standing pavilion on the property.
- b. **SPR23-11/AAR23-11:** Nicholis Heine of 131 Edwards LLC, Owner of 131 Edwards Lane, requests Site Plan Review and Architectural & Aesthetic Review Approval to construct a new two-story house with pool, paver deck and associated landscaping on the property.

**4. PUBLIC COMMENT:**

**5. DISCUSSION ITEMS:**

- a. Building Department Development Project Update (*Orlando Rodriguez, Building Department Clerk*)
- b. Construction Timeline Code Revision (*Mitty Barnard, Town Attorney*)
- c. Fence Code Revision (*Josh Nichols, Zoning Official*)

**6. ADJOURNMENT:**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

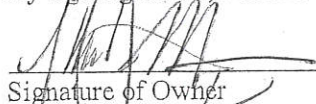
IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.

## OWNER ACKNOWLEDGMENT & CERTIFICATION

I (We) affirm and certify that I (We) understand and will comply with all provisions and regulations of the Town of Palm Beach Shores, Florida. I (We) understand that if this Application is approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of Palm Beach Shores and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Ordinance. I (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of my (our) knowledge and belief. Further, I (We) understand that this Application and attachments become part of the Official Records of the Town of Palm Beach Shores, Florida and are not returnable. I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

1. Owner acknowledges and understands that the fee for site plan review, architectural/aesthetic review, variance, special exception, rezoning, etc. *may not cover all review costs*. A final statement of any outstanding costs (covering advertising costs, legal, architectural and other consultant costs) will be sent to the applicant upon completion of the review process. Owner accepts financial responsibility for all costs incurred as a result of this Application.
2. A construction schedule is required of all developers during the development process. The Planning and Zoning Board must approve your proposed construction schedule.
3. The Town requires payment of impact fees for floor area added during the development, re-development or renovation of a property. These impact fees will be used to pay for capital improvements relative to Fire Protection, Police Protection, Parks & Recreation and Public Buildings. Impact fees must be paid to the Town before a Certificate of Occupancy will be issued.
4. Roll-off dumpsters for construction/demolition debris and solid waste must be rented through the Town's contracted solid waste hauler, Waste Management.
5. Final as-built plans must be submitted to the Town in digital form, preferably in PDF format.

By signing below, I acknowledge that I have read and understand the five (5) items listed above.

  
\_\_\_\_\_  
Signature of Owner

8/11/23  
\_\_\_\_\_  
Date

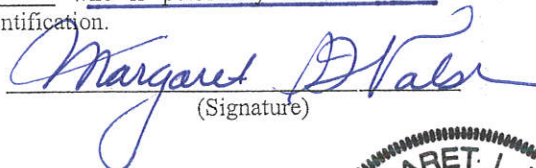
Theodore J. Mann  
\_\_\_\_\_  
Printed Name of Owner

STATE OF FLORIDA  
PALM BEACH COUNTY:

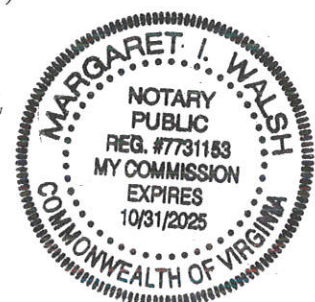
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 11<sup>th</sup> day of August 20 23,

by Theodore J. Mann who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

Margaret I. Walsh  
(Name - type, stamp or print clearly)

  
(Signature)

NOTARY'S SEAL

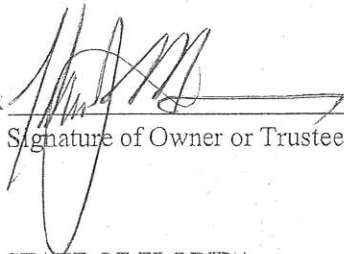


**AUTHORIZATION OF AGENT & ACKNOWLEDGEMENT OF  
FINANCIAL RESPONSIBILITY**

Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit it person all material pertaining to the Application. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified.

This form shall serve as consent for the agent identified below to prepare or have prepared all documents for the Application affecting property I (We) have an ownership interest in.

I (We) hereby designate and authorize the below-signed person to act as my (our) agent in regard to this Application and accept financial responsibility for any costs incurred by the agent as a result of this Application. Further, I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

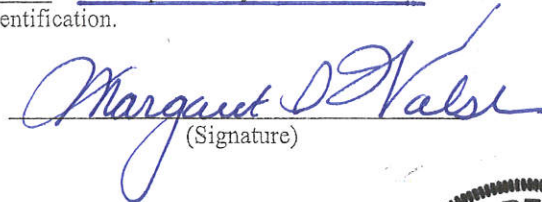
  
\_\_\_\_\_  
Signature of Owner or Trustee

8/11/23  
\_\_\_\_\_  
Date

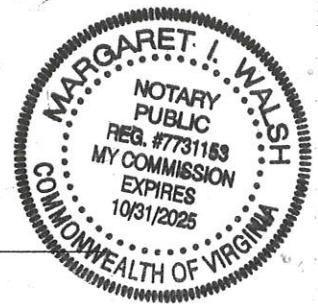
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\_\_\_\_\_  
(Name - type, stamp or print clearly)

  
\_\_\_\_\_  
(Signature)

NOTARY'S SEAL



Agent Information:

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date





PROJECT NAME: 207 Blossom LN, PBG, FL 33404

Reviewed By: Jude

Date: 8-23-23

Fee Paid: \$350.00

Town Receipt No: \_\_\_\_\_

### SUBMITTAL CHECKLIST

All submittals must include ten (10) paper sets (folded & sorted into complete packet sets) and an electronic copy (on cd or thumb drive) of the following:

- ☒ Completed **Development Application** (complete all fields, use N/A when not applicable).
  - ☐ Architectural & Aesthetic Review Request (pg. 11, all submittals)
  - ☐ Variance Request (pg. 13, if applicable)
  - ☐ Special Exception Request (pg. 14, if applicable)
- ☒ **Boundary Survey** (Dated to within 6 months of application submission).
- ☐ **Signed and Sealed Schematics** depicting building on site, setbacks, grading, drainage and elevations, as well as the relationship of the site to the neighboring sites (e.g. Site Plan, Drainage and Grading Plan, Roof Plan, Landscape Plan, Elevations).
- ☐ **Tabular Data** showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements.

### SITE PLAN CHECKLIST

Please be sure to include the following on the Site Plan:

- ☐ Depict and label 10' Town Strip (front of property) and 5' utility easement (rear of property), and all other applicable easements.
- ☐ Depict and label all setbacks and Code required setback lines (front, rear, side, pool, etc.).
- ☐ Provide a tabular data table reflecting data from the tables on pgs. 7-8 of this development application.
- ☐ For renovations and/or additions, please shade proposed addition area(s) to differentiate from existing.
- ☐ Include all a/c equipment, pool equipment and emergency generators and label as proposed or existing.
- ☐ Ensure that beam height and top of roof are dimensioned on all elevation drawings submitted.
- ☐ Provide a construction schedule for the proposed project (including calendar dates).

### LANDSCAPE PLAN CHECKLIST

Please be sure to include the following on the Landscape Plan:

- ☐ Depict and label the 10' Town Strip (front of property) and 5' utility easement (rear of property).
- ☐ Include and label both existing (to remain) and proposed landscaping on the subject property.
- ☐ Provide a species legend/key including the height of all landscaping to be provided at installation.
- ☐ Ensure that the requirements for 10' Town Strip and front yard trees are met.
- ☐ For multi-story construction, ensure that the requirements for privacy screening are met.
- ☐ Ensure screening is provided for all ground mounted mechanical equipment (e.g. a/c compressors, pool equipment, emergency generators).

**NOTE: Checklists are not comprehensive.** They are provided solely to remind Applicants to include items commonly omitted from plans submitted to the Town.





DEVELOPMENT APPLICATION  
TOWN OF PALM BEACH SHORES  
247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
(561) 844-3457

OWNER/APPLICANT: Mr + Mrs. Mann

PROJECT ADDRESS: 207 Blossom Lane, PBS FL 33404

APPLICATION NO.: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

TYPE OF APPROVAL(S) REQUESTED (Check box(es) ☒)

ADMINISTRATIVE APPEAL	N/A	SITE PLAN MODIFICATION (14-62)	X
ARCHITECTURAL AND AESTHETIC REVIEW (Pf. 14-86)	X	SITE PLAN REVIEW (14-62)	N/A
COMPREHENSIVE PLAN AMENDMENT (Pf. 17.3(B))	N/A	SPECIAL EXCEPTION (Pf. 15.8)	N/A
PLAT APPROVAL	N/A	VARIANCE (Pf. 15.4)	N/A
REZONING (Pf. 17.3(B))	N/A	ZONING TEXT AMENDMENT (Pf. 17.3(B))	N/A

	PROPERTY OWNER(S)	APPLICANT (If different than Owner(s))
NAME:	Mr + Mrs. Mann	
ADDRESS:	207 Blossom Ln PBS, FL 33404	
PHONE:	703-587-4038	
EMAIL:	tmann@ma-cpas.com	

	AGENT (If different than Owner(s))	CURRENT OCCUPANT (If different than Owner(s))
NAME:	Horgan General Contractor	N/A
ADDRESS:	201 Juno Street, Jupiter	N/A
PHONE:	561-744-0991	N/A
EMAIL:	office@horgengai.com	N/A

	PLANNER	DEVELOPER
NAME:	N/A	N/A
ADDRESS:		
PHONE:		
EMAIL:		

	ARCHITECT	LANDSCAPE ARCHITECT
NAME:	N/A	N/A
ADDRESS:		
PHONE:		
EMAIL:		

	SURVEYOR	ATTORNEY
NAME:	Principal Meridian Surveying, Inc	
ADDRESS:	4546 Cambridge St #1, West Palm Beach, FL 33415	
PHONE:	561-478-7764	
EMAIL:	info@pmsurveying.net	

	ENGINEER (USE ADD'L. SHEET FOR MULTIPLE ENGINEERS)	
NAME:	N/A	N/A
ADDRESS:		
PHONE:		
EMAIL:		

## OWNER ACKNOWLEDGMENT & CERTIFICATION

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Signature of Owner

Date

Printed Name of Owner

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PALM BEACH COUNTY:

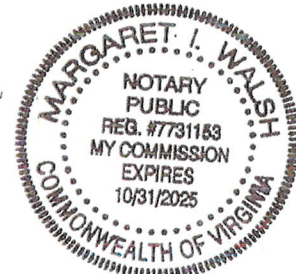
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by Theodore J. Mann who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

Margaret I. Walsh  
(Name - type, stamp or print clearly)

Margaret I. Walsh  
(Signature)

NOTARY'S SEAL



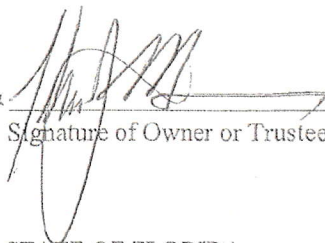


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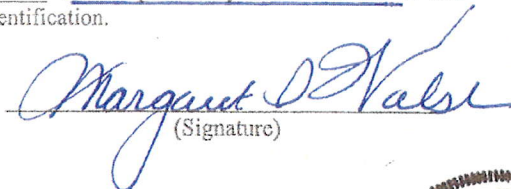
  
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Margaret I Walsh  
\_\_\_\_\_  
(Name - type, stamp or print clearly)

  
\_\_\_\_\_  
(Signature)

NOTARY'S SEAL



Agent Information:

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

Tabular data showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements must be provided on all submitted plans (Town Code § 14-62).

PROJECT NAME: Mann - Pavilion

PROJECT ADDRESS: 207 Blossom Lane

PROJECT LEGAL DESCRIPTION: Palm Beach Shores Lot 303

\*\*\* All boxes must be completed, use N/A where appropriate \*\*\*

GENERAL DATA	CODE REQUIREMENT	EXISTING	PROPOSED
COMPREHENSIVE PLAN DESIGNATION: (SF-5, MF-21, MF-30, MF-42, P, ROS)	None	N/A	N/A
LAND USE: (Residential, Commercial, Recreational, Marina, Public, etc.)	None	Residential	Residential
ZONING DISTRICT: (A, B, C, D, P, ROS, designated at Pf. 3.1, Zoning Ordinance)	None	A	A
FLOOD ZONE CATEGORY:	None	N/A	N/A
LOT COVERAGE, LANDSCAPING & PARKING	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL LOT SIZE: (sq. ft.)	None	.1970 Acre	.1970 Acre
TOTAL COVERAGE OF A LOT BY BUILDINGS: (Pf. 5.4, 6.4, 7.5 or 8.5, Zoning Ordinance)		2779 sf.	3197 sf
TOTAL LANDSCAPE COVERAGE: (Pf. 5.4.3, Zoning Ordinance)		1781 sf	1536 sf
OFF-STREET PARKING: (Pf. 5.13, 6.12, 7.13 or 8.14, Zoning Ordinance)		1661 sf 4 space	1661 sf 4 space
SETBACKS	CODE REQUIREMENT	EXISTING	PROPOSED
FRONT YARD: (Pf. 5.5, 6.6, 7.7 or 8.7, Zoning Ordinance)	25 ft	25 ft	25 ft
REAR YARD: (Pf. 5.6, 6.7, 7.9 or 8.9, Zoning Ordinance)	15 ft	40' ft	40' ft
SIDE YARD: (Pf. 5.7, 6.8, 7.8 or 8.8, Zoning Ordinance)	7 ft	7.6 ft	7.6 ft

FLOOR AREA	CODE REQUIREMENT	EXISTING	PROPOSED
FIRST FLOOR AREA (sq. ft.):	None	N/A	
SECOND FLOOR AREA (sq. ft.): (Pf. 5.4.2, Zoning Ordinance)		N/A	
TOTAL FLOOR AREA (sq. ft.): (Pf. 2.23, Zoning Ordinance)	None	N/A	
FLOOR AREA RATIO: (Pf. 5.4.2, Zoning Ordinance)		N/A	
DWELLING UNIT DENSITY: (Pf. 6.5, 7.6 or 8.6, Zoning Ordinance)		N/A	
IMPERVIOUS AREA	NET INCREASE	EXISTING	PROPOSED
BUILDING FIRST FLOOR AREA (sq. ft.):		1,866	1,866
OTHER IMPERVIOUS AREA (sq. ft.): (Decks, Patios, Walkways, Driveways, Pool Deck & Pool Surface Areas)		1,061	1,767
TOTAL IMPERVIOUS AREA (sq. ft.):		3,527	3,633
ELEVATIONS	CODE REQUIREMENT	EXISTING	PROPOSED
GRADE ELEVATION (NAVD): (Pf. 4.6, Zoning Code)		N/A	N/A
ESTABLISHED 1 <sup>ST</sup> FLOOR ELEVATION (NAVD): (Pf. 4.6, Zoning Code)		N/A	N/A
MEAN CROWN OF ROAD ELEVATION (NAVD):	None	N/A	N/A
BUILDING HEIGHT	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL BUILDING HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)		N/A	N/A
TOP OF BEAM HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)		N/A	N/A
ROOF PITCH: (Pf. 5.2, 6.2 or 7.3, Zoning Ordinance)		N/A	N/A
FLAT ROOF PERCENTAGE: (Pf. 5.2, Zoning Ordinance)		N/A	N/A



## JUSTIFICATION STATEMENT

Provide a summary of the proposed project, describing in detail the construction, phasing and proposed development to occur as part of this application (attach additional sheets if needed):

Build a Pavilion According to  
Plan Submitted

**Note: Construction Schedule is due as part of site plan review and before building permit issuance. (Town Code §14-63). A signed and notarized contract (signed by owner) must be provided before building permit issuance. (Town Code §14-108).**

Provide an estimate of construction costs:

\$ 42,500

Describe the existing improvements located on the subject property (attach additional sheets if needed):

There are no improvements to existing  
structure.

Provide a project history for the subject property, including any prior development approvals filed within the last year in connection with the subject property. Please include the date of previous site plan approval by the Planning and Zoning Board for this property (attach additional sheets if needed):

we proposing to build <sup>only</sup> pavilion  
according to the plans submitted and  
attached.

Provide the justification, special reasons, or basis for the approval of this application. Explain why this application is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Development Plan, and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Town. Additionally, all standards set forth in the Town Code of Ordinances for Special Exceptions, Variances, Administrative Appeals, etc. must be addressed. (attach additional sheets if needed):

An approval should be consider. Instead  
of having table, chairs, and a umbrella  
we believe a pavilion be more presentable.

Provide any other pertinent information related to the subject property to support the proposed request.

No other pertinent information

**DRAINAGE REQUIREMENTS**  
(For projects proposing additional on-site impervious area)

For proposed renovations/modifications to existing projects that result in LESS THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume from the total additional impervious area.

For proposed new construction, or renovations/modifications to existing projects that result in a GREATER THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume over the entire site.

Submit a Survey with topographic elevations and existing improvements.

A Drainage and Grading Plan and drainage calculations are required to be submitted with the application package for new construction projects and substantial modifications to existing projects. The Drainage Plan must show the following:

- a. Existing and proposed elevations.
- b. Location of sodded swales, sodded depressed retention areas, underground exfiltration trench and/or other proposed stormwater treatment/retention methods.
- c. Underground piping and inlets and other drainage system improvements proposed.
- d. Drainage calculations showing the retention of the volume of 1" of stormwater from addition impervious areas (or overall site).
- e. Show drainage improvements and underground piping, including water and sewer services, on the Landscape Plans to show no conflicts exist.
- f. Include note that no runoff may be directed to adjacent properties and all storm flows and runoff must be retained on-site prior to discharge into the adjacent roadway right-of-way following retention of required stormwater volume.
- g. Provide engineering details of gutter and downspout dry wells, if proposed.
- h. Provide engineering detail of exfiltration trench, if proposed.
- i. Provide engineering detail of sodded swales, if proposed.
- j. Provide engineering detail of depressed dry retention areas, if proposed.
- k. Provide Geotechnical Report or engineering assumptions/justification for coefficient of permeability (K Factor) for exfiltration trench design, if proposed.
- l. Engineering details/cross sections at property lines demonstrating no runoff will flow to adjacent properties may be required.

Project Engineer or Architect shall be responsible for insuring the drainage improvements are completed in substantial accordance with the approved plan.

Prior to C.O., Project Engineer or Architect to provide final signed and sealed certification that the drainage improvements and grading have been completed in substantial accordance with the approved plan.

Upon receipt of final Certification from Project Engineer or Architect, Town Engineer to visit site and ensure conformance of Town requirements prior to issuance of final C.O.



## REQUEST FOR ARCHITECTURAL AND AESTHETIC REVIEW

Please be advised that pursuant to Sec. 14-86 and 14-87 of the Town Code of Ordinances, the Town Planning and Zoning Board uses the following criteria in order to complete its Architectural and Aesthetic Review. Each criteria must be addressed by the applicant prior to the application being processed.

**1. Relationship of building to site:** (Explain transition from streetscape; placement of parking and service areas; and compatibility of building height and scale with site):

None of this applies to the structure being built in the Rear portion of the property

**2. Relationship of building and site to adjoining area(s):** (Explain how structures and landscaping are consistent with established neighborhood character and will enhance the surrounding area. Include description of architectural style, as well as textures, materials and colors to be utilized):

The materials used to build this pavilion will be consistent with the character of the town.

**3. Landscape and site treatment:** (Explain how landscaping, exterior lighting and other site elements will be used to enhance architectural features, buffer the mass of buildings as appropriate, and enhance the privacy of the owner and neighbors. Describe the use of native species and xeriscaping as appropriate.):

There is no need to enhance the pavilion structure. It is already beautiful.

**4. Building design:** (Explain proposed building design and style, and how components such as roofs, windows, doors, eaves and parapets are balanced in proportion to each other; address harmoniousness of colors, visual interest and compatibility):

See above

Please provide all documentation and/or samples necessary to address all architectural review criteria as applicable. Attach additional pages as necessary.

This is not applicable to this project



## REQUEST FOR SITE PLAN MODIFICATION

1. Previously approved (Original) site plan information:

a. Original Project Name: N/A

b. Original Site Plan Application No.: \_\_\_\_\_

c. Original Site Plan Approval Date: \_\_\_\_\_

d. List of all other relevant information on file with original application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Requested Modification(s): N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide all documentation necessary to describe the proposed modification and to explain the reason(s) for the proposed modification(s), including a survey, if applicable. Attach additional pages as necessary.

## REQUEST FOR VARIANCE

The Applicant is requesting a variance from the Town Code Section(s) \_\_\_\_\_ to permit the following:

N/A

Please be advised that a variance from the terms of the Zoning Code shall not be recommended by the Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

1. Explain the special conditions and circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or building in the same zoning district:

N/A

2. Explain how the special conditions and circumstances that exist do not result from the actions of the Applicant:

3. Explain how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Zoning Code and would work unnecessary and undue hardship on the Applicant:

N/A

4. Explain how the variance requested is the minimum variance that will make possible a reasonable use of the land, building or structure:

5. Explain how the granting of the requested variance will not confer on the Applicant any special privilege that is denied by the Zoning Code to other lands, structures, or buildings in the same zoning district:

N/A

6. Explain how the grant of the requested variance will be in harmony with the general intent and purpose of the Zoning Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

N/A

*The burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*

## REQUEST FOR SPECIAL EXCEPTION

The Applicant is requesting a special exception pursuant to Town Code Section(s) \_\_\_\_\_ to permit the following:

N/A

A Special Exception shall not be recommended by the Town Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

1. Explain how all structures will be separated from adjacent and nearby uses by appropriate screening devices:

N/A

2. Explain whether or not excessive vehicular traffic will be generated on surrounding residential streets:

3. Explain whether or not a vehicular parking or traffic problem is created:

N/A

4. Explain where on the site appropriate drives, walkways and buffers will be installed:

5. Explain how the proposed use will make a substantial contribution to the neighborhood environment and will not infringe on the rights of properties in the vicinity:

N/A

6. Explain how the proposed use will not endanger, restrict or impair public safety:

*The initial burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*



August 15, 2023

Cl: \_\_\_\_\_

Tedd & Vivian Mann  
203 Blossom Lane  
Jupiter, Florida 33404



Re: Pavilion Structure

CONDITIONS OF PROPOSAL:

Contractor submits this bid for work on the property herein described. Upon acceptance, Contractor agrees to furnish labor and materials necessary to improve the above premises in a good, workmanlike and substantial manner according to the terms, specifications, provisions, and plans (if any).

SCOPE

- Construct 1-story cbs free standing Pavilion Structure of 418 s.f. per plans drawn by Climaco Cardenas and Matrika Designs at above residence.
- Site preparation and grading as required for new structure.
- Electrical per plan included.
- Tie-in to man panel billed to owner.
- New gutters for structure included.
- Painting included.
- Sealing of wood included.
- Clean-up and Haul away all debris.

TOTAL INVESTMENT:

\$42,500.00

Thank you for this opportunity to submit this proposal. I look forward to serving all your construction needs. Please feel free to call with any questions or comments.

Sincerely  
Greg Horgan

BY OWNER

- All non-recessed light fixtures.
- Landscaping/irrigation/sod fencing or hardscape.
- Septic system design and installation separate contract.
- Appliances/specialty fixtures and hardware.

TERMS

- 25% Deposit
- 10% upon Commencement
- 30% upon tie beam concrete pour
- 25% upon shell completion
- 10% upon completion

201 Juno Street Jupiter, Florida 33458  
Phone: (561) 744-0991 Fax: (561) 406-5381  
www.horgangci.com | office@horgangci.com

X

## EXCLUSIONS

- ❖ Permit cost and administration fees shall be billed to the owner.
- ❖ Any additional costs for government requirements extra.
- ❖ Any necessary engineering calculation costs by owner.
- ❖ Any unforeseen condition will be brought to the attention of the owner immediately and dealt with as a change order.
- ❖ Any change orders or revisions to be negotiated between GC and owner before work is commenced.
- ❖ Any necessary dirt/fill will be billed to owner at market rate.
- ❖ Any necessary soil repairs or dewatering will be on a separate contract.

## ESTIMATED ADDITIONAL COSTS

- Survey Package (approx. \$1800.00)
- Soil analysis and engineering (approx. \$550.00)
- Fees associated with the permitting of construction of said structure in Palm Beach County

PROVISIONS - Unless otherwise specified herein, the following provisions are expressly incorporated into this contract:

1. ORDER OF PRECEDENCE, Plans, Specifications, Proposal. The work described in this proposal shall be done according to the plans and the plan specifications (if any) except in the case of conflict when the provisions and content of this proposal shall have control over both the plans and the plan specifications. All work will meet applicable state and local codes.
2. LOCATION OF PROPERTY LINES, Owner is responsible to locate and inform Contractor of the location of all property lines. Contractor may require Owner, at Owner's expense, to provide a licensed surveyor's map of property showing the relevant property lines.
3. CHANGE ORDERS, All extra work as well as any other modifications to the original proposal shall be specified and approved by both parties in a written change order. All change orders shall become a part of this contract and shall be incorporated herein. Change orders may incur additional charges.
4. INSURANCE - Owner is responsible to maintain property insurance with fire, course of construction, all physical loss with vandalism and malicious mischief clauses attached, in a sum at least equal to the contract price, prior to and during performance of this contract. If the project is destroyed or damaged by accident, disaster, calamity, theft, or vandalism, work or materials supplied Contractor in reconstructing or restoring the project shall be paid for by owner as extra work.
5. DELAY – Contractor shall not be held responsible for any damage occasioned by delays resulting from: work done by Owner's subcontractors extra work, acts of owner or owners agent including failure of owner to make timely progress payments or payments for extra work shortage of material and/or labor, acts of nature, bad weather, fire, strike, war, government regulations, or any other contingencies unforeseen by contractor or beyond contractor's reasonable control.
6. UNANTICIPATED CONDITIONS – Existing defects & concealed damage. Expense incurred because of unusual or unanticipated conditions. Environmental hazards, concealed damage, or existing defects or code violations, hereinafter collectively call "defects", which are discovered during the work shall be paid for by owner as extra work in a written change order. Contracted not responsible to repair any such defects and work done by contractor to remedy such will only be done as extra work in a written change order.
7. RIGHTS TO STOP WORK – If any payment is not made to contractor as per this proposal, Contractor shall have the right to stop work and keep the job idle until all past due progress payments are received.

8. COLLECTION & LEGAL FEES – Owner agrees to pay all collection fees and charges including but not limited to all legal and attorney fees that result should owner defaults in payment of this contract. Overdue accounts are subject to interest charge at the highest rate allowed by law. If litigation arises out of this contract, prevailing party(ies) are entitled to all legal arbitration and attorney fees.
9. NOTICE OF LEIN RIGHTS – contractor, or any subcontractor, laborer, or equipment and material supplier who performs work or supplies material or equipment on your property may have the right to place a lien on your property if they are not paid in accordance with the applicable Lien Laws

ACCEPTANCE OF PROPOSAL

To accept this proposal, please INITIAL ALL SHEETS, SIGN, DATE and return, which serves as your authorization to proceed. This Proposal is approved and accepted. There are no oral agreements. The written terms, specifications, provisions, price and plans (if any) are the entire agreement. Changes shall be made by written change order only.

X \_\_\_\_\_  
Approved and Accepted (Owner or Property Manager)

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

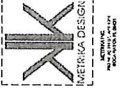
X \_\_\_\_\_  
Approved and Accepted (Owner or Property Manager)

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

X \_\_\_\_\_  
Approved and Accepted (General Contractor)

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



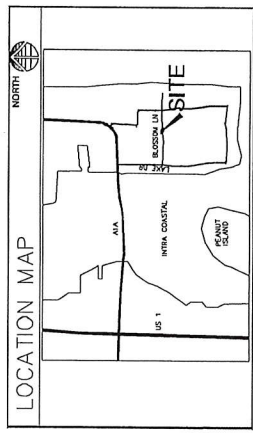


NEW CONSTRUCTION @  
207 BLOSSOM  
PALM BEACH SHORES FLORIDA

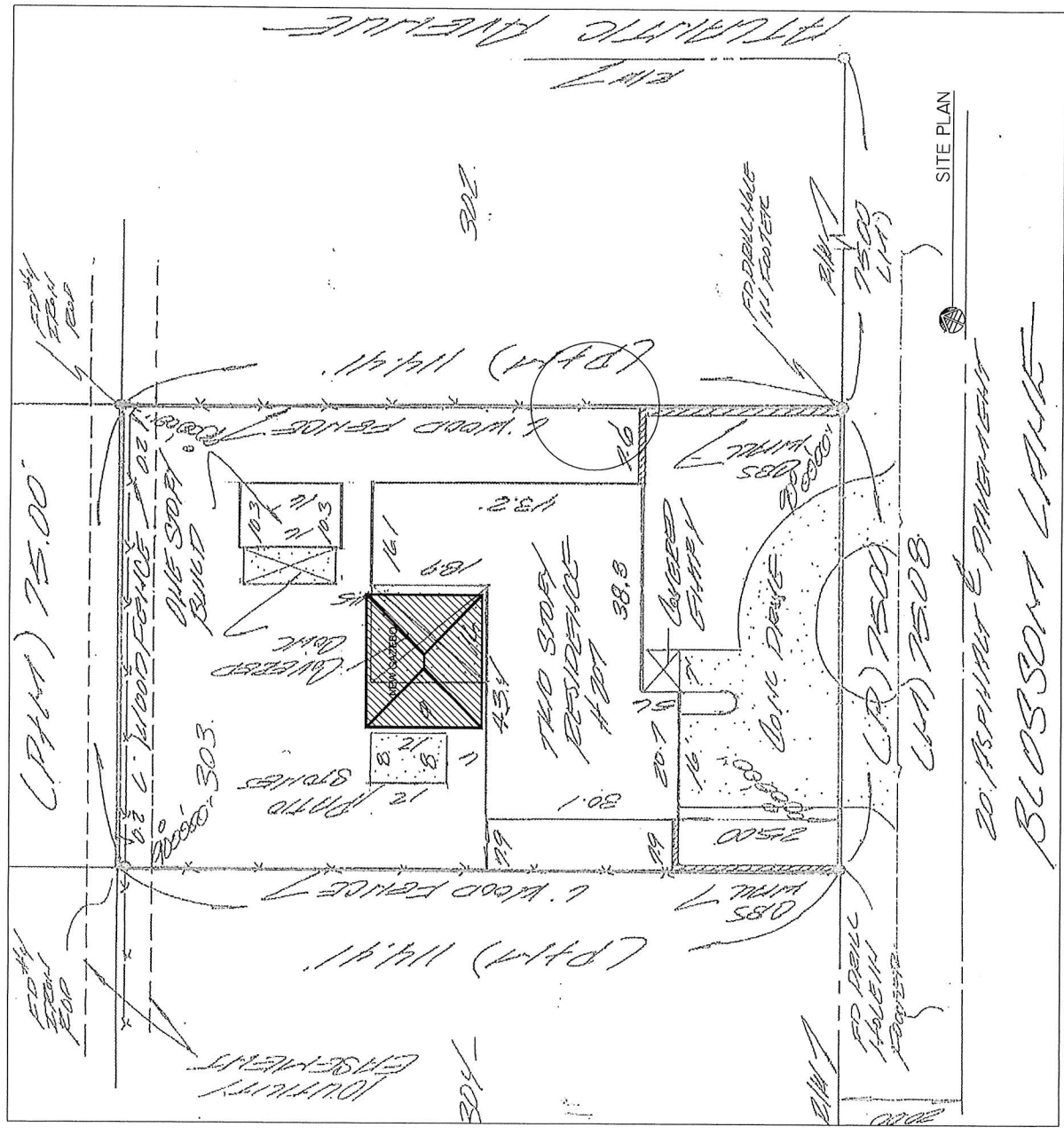
SHEET INDEX	
SP-1	SITE PLAN
A-1	FLOOR PLAN / NOTES & SCHEDULES
A-2	ELEVATIONS / SECTIONS & DETAILS
S-1	FOUNDATION
S-2	ROOF FRAMING PLANS & SCHEDULES
E-1	ELECTRICAL PLAN

GENERAL SITE NOTES:  
1. SITE PLAN IS FOR ARCHITECTURAL LAYOUT PURPOSES ONLY. LAYOUTS SHALL BE VERIFIED BY HORIZONTAL CONTROL DRAWINGS PRIOR TO CONSTRUCTION.  
2. ALL SITE IMPROVEMENTS INCLUDING LANDSCAPING, SIDEWALKS AND DRIVEWAYS SHALL BE AS APPROVED BY PALM BEACH SHORES, FL.

DESIGN CRITERIA  
CODES AND EDITIONS USED:  
FLORIDA BUILDING CODE RESIDENTIAL 2020 7th ed.  
NEC-NFPA 70 2017  
OCCUPANCY CLASSIFICATION:  
GROUP R-3 - RESIDENTIAL (310.5 FBC)  
CONSTRUCTION TYPE: TYPE V-B, UNSPRINKLED UNPROTECTED



REVISIONS:  
DATE: 10-19-22  
DATE: 11-04-22  
SCALE: AS NOTED  
DRAWN: CCE  
JOB NO.:  
SP-1  
SITE PLAN  
1 OF 6 SHEETS



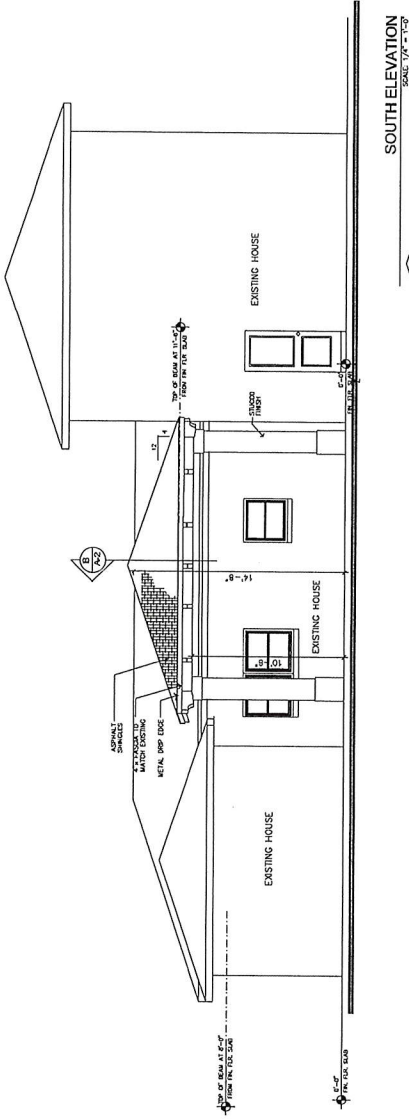


NEW ADDITION  
AT 207 BLOSSOM LN,  
PALM BEACH SHORES, FL 33404

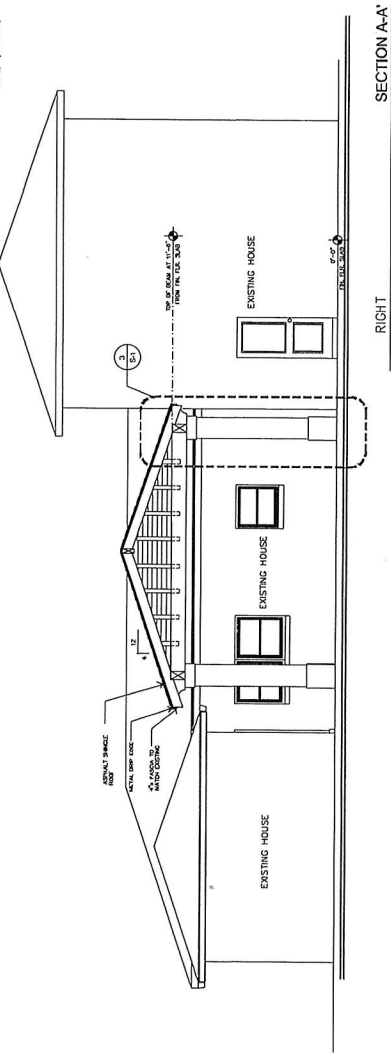
A-1  
FLOOR PLAN  
2 OF 6 SHEETS

SCALE: 1/4" = 1'-0"

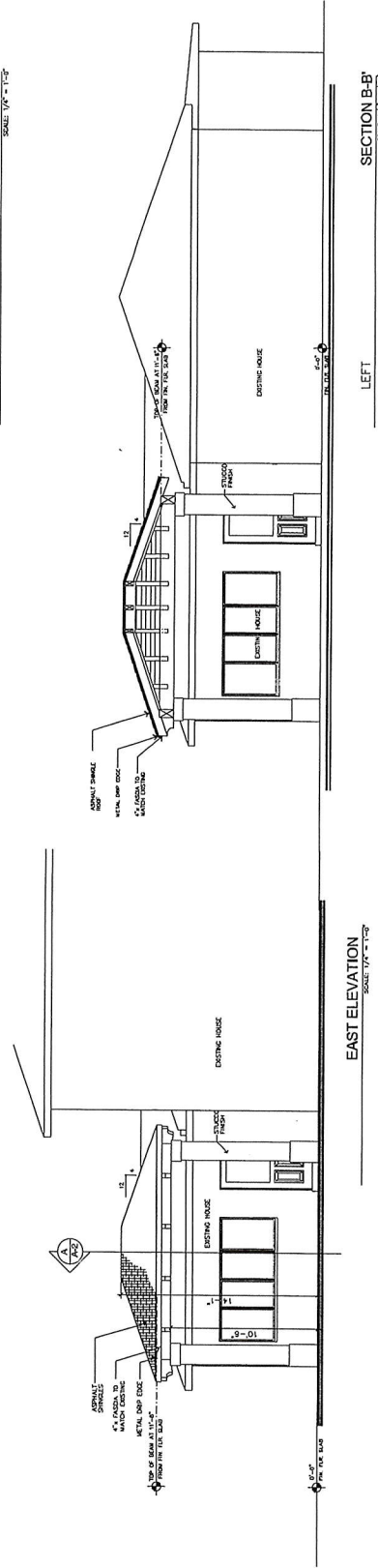
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**SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"



**RIGHT**  
SECTION A-A  
SCALE: 1/4" = 1'-0"



**EAST ELEVATION**  
SCALE: 1/4" = 1'-0"

**LEFT**  
SECTION B-B'  
SCALE: 1/4" = 1'-0"



FOUNDATION PLAN

[illegible]

7TH ED. F8C 2020	7TH ED. F8C 2020
ULTRAMATE WIND SPEED: 170 MPH	ULTRAMATE WIND SPEED: 170 MPH
NOMINAL WIND SPEED: 132 MPH	NOMINAL WIND SPEED: 132 MPH
RISK CATEGORY II	RISK CATEGORY II
DEPOSARC C ENCLOSED	DEPOSARC C ENCLOSED
WT. RECEIVING ROOF: 1.0	WT. RECEIVING ROOF: 1.0
WT. TRUSS ROOF: 0.005	WT. TRUSS ROOF: 0.005
MEAN ROOF HEIGHT = 250'	MEAN ROOF HEIGHT = 250'
20 PSF DEAD LOAD	20 PSF DEAD LOAD
25 PSF LIVE LOAD	25 PSF LIVE LOAD
10 PSF LL TRUSS ROOF CHORDS	10 PSF LL TRUSS ROOF CHORDS

UNLESS IT IS SHOWN THE OTHER WAY AROUND.

MAJOR LIVE LOADS	40 PSF L.L.
MAJOR DEAD LOADS	10 PSF D.L.
CEILING	10 PSF D.L.
WIND LOAD	25 PSF L.L.
SEISMIC LOAD	10 PSF D.L.
WIND WIND LOAD	15 PSF
WIND WIND LOAD	15 PSF

ALL LOADS SHALL BE 50 POUNDS/SQ. FOOT AND BRACED THAT THEY HAVE THE REQUIRED STRENGTH TO EXIST.

ALL CONNECTIONS SHALL BE AS SPECIFIED IN THE 2010 FLORIDA BUILDING CODE AND LOCAL ORDINANCES.

ALL FLOOR SHALL BE CONFORMED WITH THE APPROPRIATE GRADE/FINISHES OF THE AMERICAN FLOORING INSTITUTE.

ALL FLOOR JOISTS TO BE EXISTING TYPE.

ALL FLOOR JOISTS TO BE EXISTING TYPE.

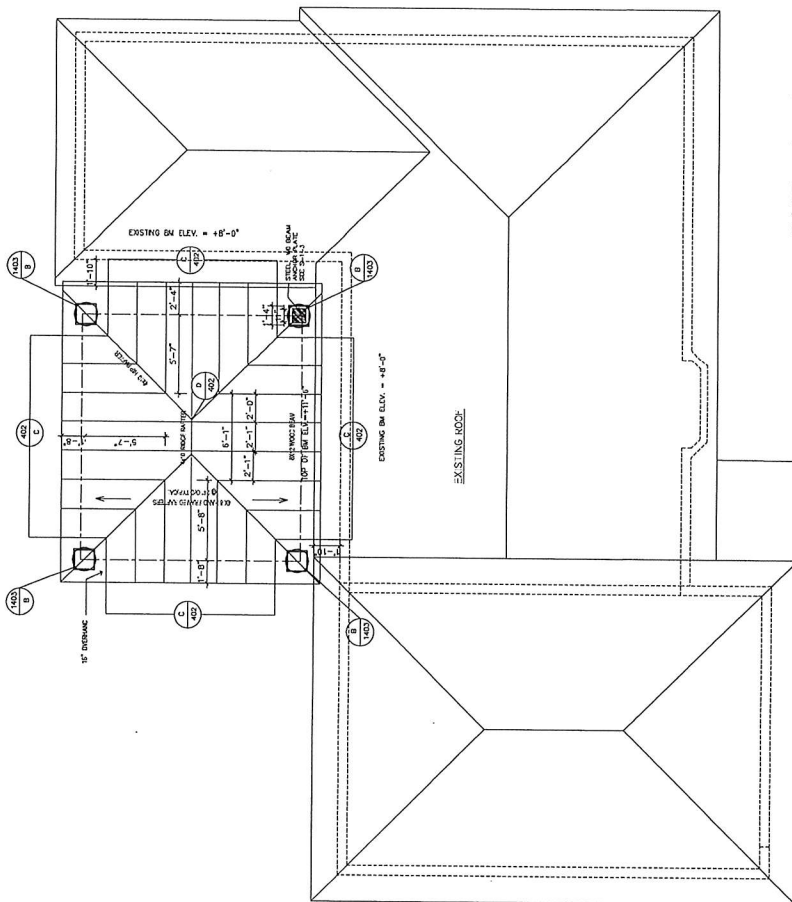
ALL CONNECTIONS HAVE BEEN SELECTED TO RESIST LATERAL LOADS.

MARKS	SUBJECT OR EQUIV. Product Code	Description	Notes/Remarks/ Material values	FO NUMBER OF CONNECTORS					
				TABLET	CL	EZ	FLASCO ACROPLASTA		
A			-	10x0	2400	730	171x173		
B	EMBED PLATE	HAFER ANCHOR	(E) 106	11"x11" embed plate	2400	730	171x173		
C	THREADED ROD	HEIL ANCHOR		5/8" 1/2" Long	1020	235	90		
D	137HREC44	Bolt ROPE CONN.	(4) 64	(4) 64	1020	125	160		
							FL004047		

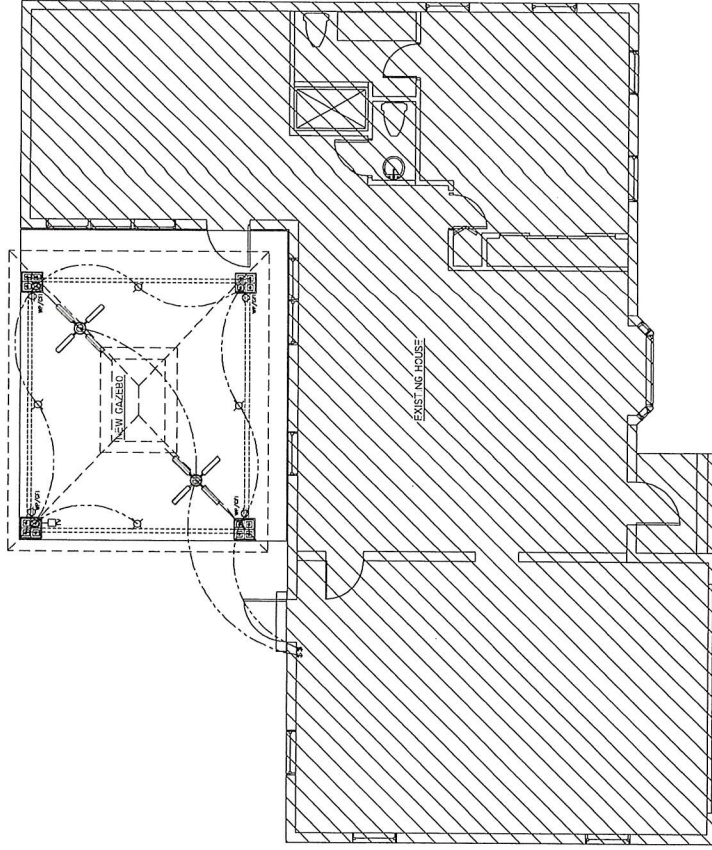
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GROSS ROOF UPLIFT VALUES (PSF) (SERVICE LOADS)		ZONE 1	ZONE 2a	ZONE 2b	ZONE 3	ZONE 3a	ZONE 3b
WIND $E=0.5$		428.19	428.19	428.19	428.19	45.00	445.00
WIND $E \leq 1.5$ 10 mph		-42.37	-42.37	-42.37	-42.37	-79.43	-58.65
WIND $E \leq 1.5$ 20 mph		63.37	63.37	63.37	63.37	72.65	81.00
WIND $E \leq 1.5$ 30 mph		114.23	114.23	114.23	114.23	127.81	141.00
WIND $E \leq 1.5$ 40 mph		164.23	164.23	164.23	164.23	185.00	201.00
WIND $E \leq 1.5$ 50 mph		214.23	214.23	214.23	214.23	235.00	251.00
WIND $E \leq 1.5$ 100 mph		314.23	314.23	314.23	314.23	355.00	381.00
WIND $E \leq 1.5$ 150 mph		414.23	414.23	414.23	414.23	455.00	481.00

RGD = $e^{-d^2}$	ZONE 1	ZONE 2e	ZONE 2r	ZONE 3	ZONE 3ch	ZONE 3chh
0 $\leq d \leq 10$ mpt	428.19	428.19	428.19	+28.19	+9.00	+9.00
10 $\leq d \leq 20$ mpt	-62.37	-62.37	-62.64	-87.95	-79.43	-88.65
20 $\leq d \leq 30$ mpt	+24.33	+24.33	+24.33	+24.33	+9.00	+9.00
30 $\leq d \leq 40$ mpt	-63.37	-76.71	-74.48	-77.85	-77.85	-89.02
40 $\leq d \leq 50$ mpt	-48.23	-19.23	-19.23	-19.23	+9.00	+9.00
50 $\leq d \leq 60$ mpt	-48.23	-19.23	-19.23	-19.23	+9.00	+9.00
60 $\leq d \leq 70$ mpt	-48.23	-19.23	-19.23	-19.23	+9.00	+9.00
70 $\leq d \leq 80$ mpt	-48.23	-19.23	-19.23	-19.23	+9.00	+9.00
80 $\leq d \leq 90$ mpt	-48.23	-19.23	-19.23	-19.23	+9.00	+9.00
90 $\leq d \leq 100$ mpt	-48.23	-19.23	-19.23	-19.23	+9.00	+9.00



ROOF FRAMING PLAN



**ELECTRICAL PLAN**  
SCALE 1/4" = 1'-0"

E-1  
ELECTRICAL PLAN  
6 OF 6 SHEETS

NEW ADDITION  
AT 207 BLOSSOM LN.  
PALM BEACH SHORES, FL 33404

**OWNER:**  
MR. & MRS. MANN  
207 BLOSSOM LN  
PALM BEACH SHORES, FL 33404

REVISIONS :  
DATE : 12-14-77

DATE : 11-04-22

DRAWN : CJC

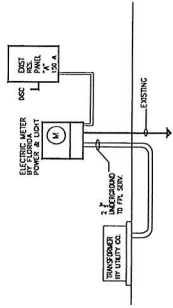
JOB NO. :

E-1

ELECTRICAL PLAN

### ELECTRICAL LEGEND

- WEATHER PROOF GROUND FAULT  
CIRCUIT INTERRUPTER
- CABLE T.V. OUTLET
- CILING LIGHT OUTLET
- SWITCH
- CILING FAN (OUTLET ONLY)
- JUNCTION BOX



### ELECTRICAL RISER DIAGRAM

## GENERAL ELECTRICAL NOTES

- [illegible]

ELECTRICAL LOAD CALCULATIONS:					
CIRCUIT / NO.	DESCRIPTION	ENERG. DRS. WATT TOP	WIRE #12	WATTS	REMARKS
36	NEW LIGHTS	1	20	#12 100	
37	NEW FAN	2	20	#12 100	
demand factor: total connected load					200
A/C @ 65W					200
D					D
REMAINER = 40K					
n.e.c. 220-30 optional calc. dealing units. 200 + 240 = 0.33A.					

n.o.c. 220-30 optional calc. dwelling units. 200 ÷ 240 = 0.83A





Steven J. Bruh Architect LEED AP  
6169 Eaton St. West Palm Beach, Fl. 33411  
Ph. 561-252-8797 sjbarch.design@gmail.com

Town of Palm Beach Shores  
Building Services  
Palm Beach Shores. Florida

September 7, 2023

**Re:** 131 Edwards Lane, 2-story, Single Family Res.

To whom it may concern:

I have reviewed the Sept. 6 DRC comments for this project and offer the following responses.

Lot coverage percentages.  $1882\text{sf A/C} + 489\text{ garage} + 50\text{sf cov. Entry} + 172\text{ cov.patio} = 2593\text{sf}$  1<sup>st</sup> fl. Area less 200sf garage bonus=  $2393\text{sf} / 8407 = 28.5\%$

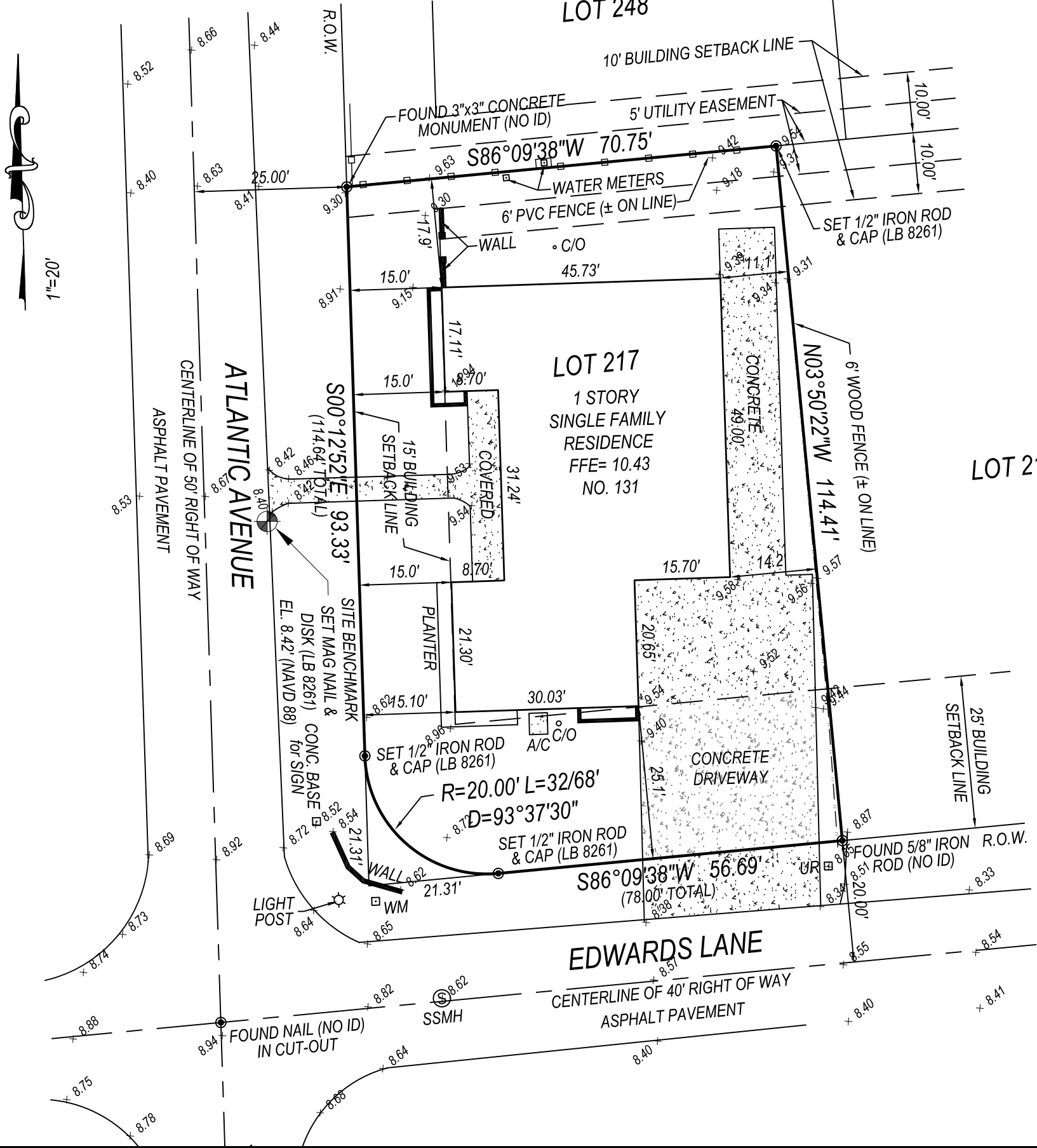
2<sup>nd</sup> flr.area. cannot exceed 75% of the 1<sup>st</sup> story and the total 1st story + 2nd story shall not exceed 50% of the lot area of 8407sf. I have reduced the 2nd story area 4.04sf cutting 2" off the rear of the 2<sup>nd</sup> story bedrm & office to net 4203sf to fix this.

Thank you for your attention to this matter, if you require any additional information please contact me at your earliest convenience.

Thank you  
Sincerely,

**Steven J. Bruh**  
*Architect 00008678*

BOUNDARY SURVEY  
LOT 248



ABBREVIATIONS:  
LB = LICENSED BUSINESS  
ID = IDENTIFICATION  
R = RADIUS  
L = LENGTH  
D = DELTA  
C/O = CLEANOUT  
WM = WATER METER  
UR = UTILITY RISER  
CONC. = CONCRETE  
R.O.W. = RIGHT OF WAY

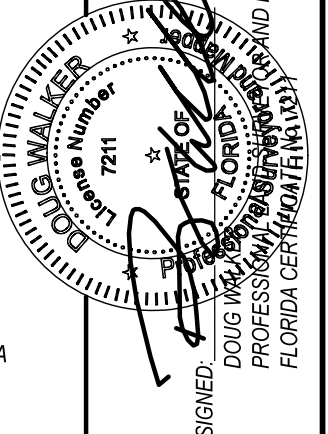
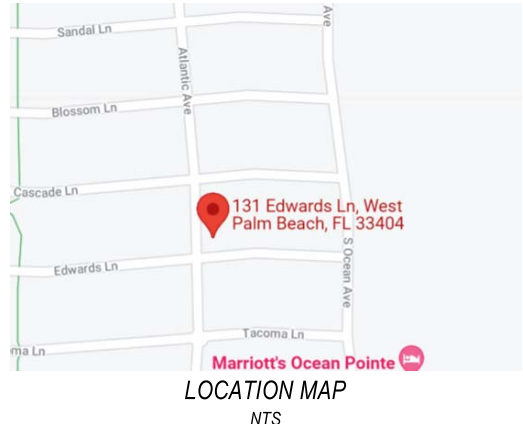
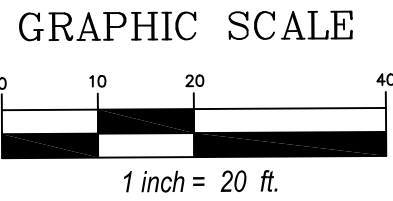
**PROPERTY ADDRESS:**  
131 EDWARDS LANE  
PALM BEACH SHORES, FL 33404

**FLOOD ZONE:** 'X'  
**PANEL NO:** 12099C 0393F  
**DATE:** OCTOBER 5, 2017

**CERTIFIED TO:**  
1. TOP REGENCY, LLC

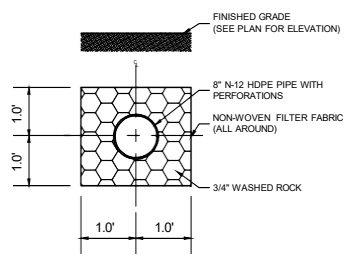
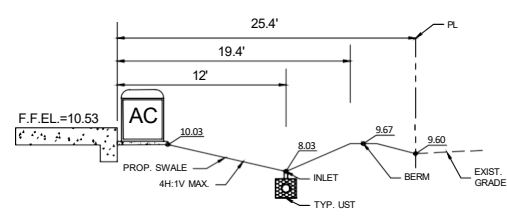
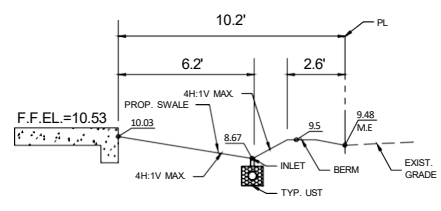
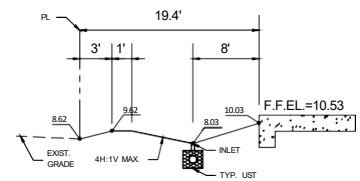
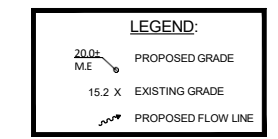
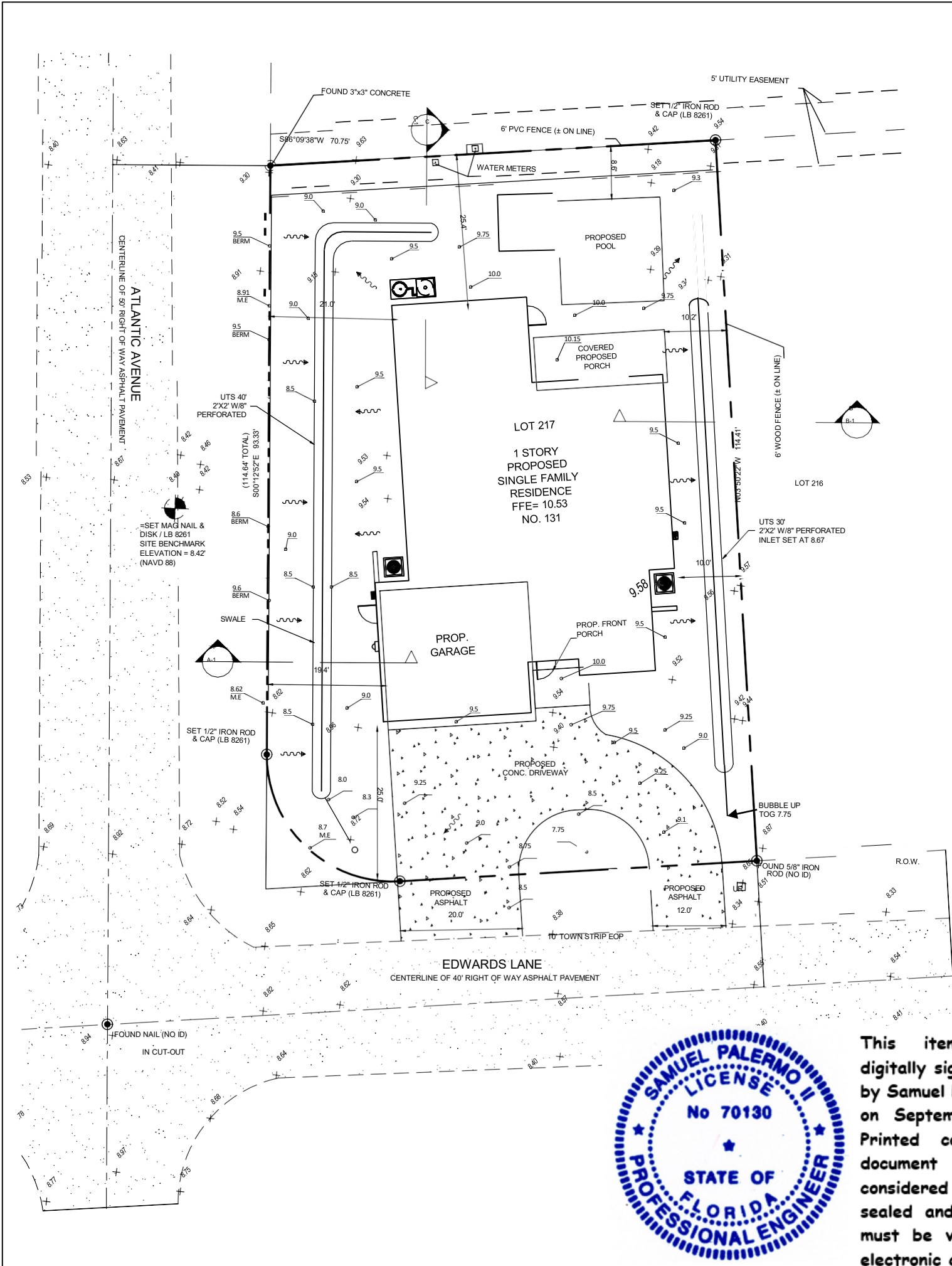
**LEGAL DESCRIPTION:**  
LOT 217, ACCORDING TO THE PLAT OF PALM BEACH SHORES, AS RECORDED IN PLAT BOOK 23, PAGE 29, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

**SURVEYORS' NOTES:**  
1. I HEREBY CERTIFY THIS SURVEY MEETS STANDARDS OF PRACTICE SET FORTH IN RULE 5J-17.050-.052, OF THE FLORIDA ADMINISTRATIVE CODE, ADOPTED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO CHAPTER 472.027 OF THE FLORIDA STATUTES.  
2. THE SURVEY MAP AND REPORT AND THE COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OR VERIFIED ELECTRONIC SIGNATURE OF A FLORIDA LICENSED SURVEYOR AND MAPPER.  
3. UNDERGROUND OR OBSCURED IMPROVEMENTS WERE NOT LOCATED.  
4. DIMENSIONS ARE RECORD AND FIELD UNLESS OTHERWISE NOTED.  
5. STATED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.  
6. THIS FIRM'S CERTIFICATE OF AUTHORIZATION NUMBER IS LB 8261.  
7. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.  
8. SURVEY SUBJECT TO RESERVATIONS, RESTRICTIONS, EASEMENTS AND RIGHTS-OF-WAY OF RECORD. (UNLESS A TITLE REVIEW, COMMITMENT REVIEW, OR OWNERSHIP AND ENCUMBRANCE REVIEW IS PRESENT ON THE FACE OF THIS DOCUMENT, THIS SURVEY HAS BEEN COMPLETED IN THE ABSENCE OF A TITLE INSURANCE POLICY).  
9. LOCATION MAP IS GLEANED FROM ONLINE MAPPING SITES AND AND IS ONLY APPROXIMATE.  
10. ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988.



**PRINCIPAL MERIDIAN SURVEYING, Inc.**  
LICENSED BUSINESS No. 8261  
4546 CAMBRIDGE STREET  
WEST PALM BEACH, FL 33415  
OFFICE 561-478-7764

ADJ BNDY/ADD TOPO	MS	DPK	02-02-23
BOUNDARY SURVEY	MS	DPK	01-17-22
PURPOSE	FIELD	DRAFT	DATE
JOB#	S22-0012		



**PROJECT DATA:**

<b>SITE ADDRESS:</b> 131 EDWARDS LANE PALM BEACH SHORES, FL 33404		<b>SITE DATA:</b> LOT SIZE: 8,218 S.F. (0.19 AC) LOT WIDTH: 50' LOT SIZE: 8,218 S.F.	
<b>OWNER:</b> NRH HOMES LLC 847 W 13TH CT STE 1 RIVIERA BEACH FL 33404 PHONE: (561) 478-7764		<b>SET BACK:</b> FRONT (S) 25.0' SIDE (W) 7.0' SIDE (E) 7.0' REAR (N) 15.0'	
<b>SURVEYOR:</b> PRINCIPAL MERIDIAN SURVEYING, INC. 4546 CAMBRIDGE STREET WEST PALM BEACH, FL 33415 PHONE: (561) 478-7764		<b>REQUIRED</b> 25.0' 19.4' 10.0' 25.4'	
<b>PARCEL:</b> 54-43-42-27-04-000-2170		<b>PROVIDED</b> 25.0' 19.4' 10.0' 25.4'	
<b>CURRENT ZONING:</b> ZONE A		<b>BUILDING COVERAGE</b> = 2,375 S.F. (28.6%) <b>OPEN SPACE</b> = 3,873 S.F. (47.1%) <b>IMPERVIOUS AREA</b> = 4,345 S.F. (52.9%)	
<b>FLOOD ZONE:</b> "X & AE" EL. 6' Panel No: 12099C 0393F Date: OCTOBER 5, 2017		<b>BUILDING</b> = 2,375 S.F. <b>DRIVEWAY / PADS</b> = 1,120 S.F.	
<b>LEGAL DESCRIPTION:</b> LOT 217, ACCORDING TO THE PLAT OF PALM BEACH SHORES, AS RECORDED IN PLAT BOOK 23, PAGE 29, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.		<b>STORMWATER CALCS:</b> 1" INCH OF RUNOFF 8,218 X 1" = 8,218 CF REQUIRED VOLUME OF RETENTION SECTION A SWALE = 175 CF = 5'3.5"X100' SECTION A TRENCH = 160 CF = 40'X2' SECTION B SWALE = 350 CF = 57'X100' SECTION B TRENCH = 120 CF = 30'X2' TOTAL = 805 CF	

**SURVEYORS' NOTES:**

1. I HEREBY CERTIFY THIS SURVEY MEETS STANDARDS OF PRACTICE SET FORTH IN RULE 5J-17.050-.052, OF THE FLORIDA ADMINISTRATIVE CODE, ADOPTED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO CHAPTER 472.007 OF THE FLORIDA STATUTES.
2. THE SURVEY MAP AND REPORT AND THE COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OR VERIFIED ELECTRONIC SIGNATURE OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
3. UNDERGROUND OR OBSCURED IMPROVEMENTS WERE NOT LOCATED.
4. DIMENSIONS ARE RECORD AND FIELD UNLESS OTHERWISE NOTED.
5. STATED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
6. THIS FIRM'S CERTIFICATE OF AUTHORIZATION NUMBER IS LB 8261.
7. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
8. SURVEY SUBJECT TO RESERVATIONS, RESTRICTIONS, EASEMENTS AND RIGHTS-OF-WAY OF RECORD, (UNLESS A TITLE REVIEW, COMMITMENT REVIEW, OR OWNERSHIP AND ENCUMBRANCE REVIEW IS PRESENT ON THE FACE OF THIS DOCUMENT, THIS SURVEY HAS BEEN COMPLETED IN THE ABSENCE OF A TITLE INSURANCE POLICY).
9. LOCATION MAP IS GLEANED FROM ONLINE MAPPING SITES AND AND IS ONLY APPROXIMATE.
10. ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988.

**GENERAL NOTES:**

1. ELEVATIONS SHOWN HEREON ARE IN FEET, REFERENCED TO NAVD 88.
2. ANY CONDITIONS NOT ALLOWING WATER TO FLOW AS SHOWN SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR RESOLUTION.
3. FINISH GRADE SHALL SLOPE AWAY FROM THE BUILDING FOUNDATION A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET OF THE BUILDING.
4. IMPERVIOUS SURFACES WITHIN 10 FEET OF THE BUILDING FOUNDATION SHALL BE SLOPED A MINIMUM OF 2 PERCENT AWAY FROM THE BUILDING.
5. THE CONTRACTOR SHALL REVIEW PROPOSED GRADES TO ENSURE COMPATIBILITY WITH CHANGES IN ELEVATION WITHIN THE PROPOSED FLOOR PLAN.
6. THE STORM WATER DRAINAGE DESIGN IS INTENDED TO CONTAIN ALL SITE STORM WATER RUNOFF AND DISCHARGE INTO AN APPROVED STORM WATER SYSTEM. CONTRACTOR SHALL NOTIFY ENGINEER, SHOULD THE ADJACENT PROPERTY GRADES VARY FROM THOSE SHOWN ON THE PLAN AND CHANGE THE INTENT OF STORM WATER DESIGN.
7. THE CONTRACTOR SHALL COMPLY WITH THE FLORIDA STORMWATER EROSION AND SEDIMENTATION CONTROL INSPECTOR'S MANUAL AS PROVIDED BY FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, LATEST EDITION.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ADEQUATE AND CONTINUING CONTROL OF POLLUTANTS AND APPROPRIATE ENVIRONMENTAL PROTECTION MEASURES, INCLUDING BUT NOT LIMITED TO: METHODS FOR PROTECTION OF FEATURES TO BE PRESERVED WITHIN THE AUTHORIZED WORK AREAS; EROSION AND SEDIMENT CONTROL METHODS, FOR PROTECTING SURFACE WATERS, WETLANDS, AND GROUNDWATER DURING CONSTRUCTION; ANY HAZARDOUS OR POTENTIALLY HAZARDOUS SUBSTANCES TO BE USED ON THE SITE AND ACTIONS THAT WILL BE IMPLEMENTED TO PREVENT ACCIDENTAL OR INTENTIONAL INTRODUCTION OF THESE MATERIALS INTO THE AIR, GROUND, WATER, WETLANDS OR DRAINAGE AREAS; CONTINGENCIES FOR DISCHARGES OF HAZARDOUS, TOXIC, OR PETROLEUM SUBSTANCES; AND MONITORING REQUIREMENTS FOR PROTECTED OR THREATENED SPECIES.
9. ALL SITE CONSTRUCTION ACTIVITIES SHALL BE IN ACCORDANCE WITH THE INDIAN RIVER COUNTY LAND DEVELOPMENT ORDINANCE FOR CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL.
10. SILT FENCE SHALL BE INSTALLED AROUND THE PERIMETER OF DISTURBED AREAS.
11. ALL AREAS OUTSIDE OF SILT FENCE SHALL REMAIN UNDISTURBED.
12. THE CONTRACTOR SHALL MAINTAIN SILT FENCE UNTIL ALL DISTURBED AREA ARE SODDED.
13. THE CONTRACTOR SHALL FULLY SOD RETENTION AREA IMMEDIATELY AFTER CONSTRUCTING.
14. ALL DISTURBED AREA SHALL BE SODDED PRIOR TO PROJECT COMPLETION.
15. CONTRACTOR SHALL COORDINATE THAT FOOTING DEPTH MAINTAIN A MINIMUM OF 1' COVER. FOOTING DEPTH MAY VARY FROM THOSE SHOWN ON STRUCTURAL PLANS TO ACHIEVE GRADES INDICATED ON PLANS.
16. NO DISCHARGE FROM POOL DEWATERING WILL BE PERMITTED TO LEAVE THE SITE UNLESS DIRECTED BY HOSE TO AN EXISTING CATCH BASIN. CONTRACTOR TO ENSURE NO WATER FROM DEWATERING OPERATIONS IS ALLOWED TO STAND ON MUNICIPALITY ROADS.
17. YARD AREAS/SITE TO BE GRADED TO ENSURE THAT NO STORMWATER RUNOFF FLOWS TO ADJACENT PROPERTIES.
18. THE CONTRACTOR AND MUNICIPALITY SHALL BE RESPONSIBLE FOR ENSURING THE DRAINAGE IMPROVEMENTS ARE COMPLETED IN SUBSTANTIAL ACCORDANCE WITH THE APPROVED PLAN.
19. PRIOR TO C.O., THE CONTRACTOR AND MUNICIPALITY SHALL PROVIDE THE ENGINEER A FINAL SIGNED AND SEALED CERTIFICATION AND AS-BUILT SURVEY THAT THE DRAINAGE IMPROVEMENTS AND GRADING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE APPROVED PLAN.
20. UPON RECEIPT OF FINAL CERTIFICATION FROM THE CONTRACTOR AND THE MUNICIPALITY ENGINEER, A SITE VISIT TO ENSURE CONFORMANCE OF MUNICIPALITY REQUIREMENTS PRIOR TO ISSUANCE OF FINAL C.O. MAYBE REQUESTED BY THE PROJECT ENGINEER OR MUNICIPALITY ENGINEER.



This item has been digitally signed and sealed by Samuel Palermo II, PE, on September 7, 2023. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

NRH HOMES, LLC.  
131 EDWARDS LANE  
PALM BEACH SHORES, FL 33404

EVERGLADES  
CONSTRUCTION PROJECT  
CONSULTANTS INC.  
3100 SURF WAY  
RIVIERA BEACH FL  
33404  
PHONE: (561) 351-5278

SHEET	DESIGNED BY	CL	CHECKED BY	SP
SITE PLAN	APPROVED BY	SP		

ENGINEER OF RECORD:  
  
SAMUEL PALERMO II  
FLORIDA P.E. LICENSE  
NO. 70130

REVISION	DATE	COMMENTS

PROJECT NO. 22-03-20  
DATE 09-07-2023  
SHEET

C-01





PROJECT NAME: 131 Edwards Lane

Reviewed By: \_\_\_\_\_

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

Fee Paid: \_\_\_\_\_

Town Receipt No: \_\_\_\_\_

### SUBMITTAL CHECKLIST

All submittals must include ten (10) paper sets (folded & sorted into complete packet sets) and an electronic copy (on cd or thumb drive) of the following:

- ☒ Completed **Development Application** (complete all fields, use N/A when not applicable).
  - ☒ Architectural & Aesthetic Review Request (pg. 11, all submittals)
  - ☒ Variance Request (pg. 13, if applicable)
  - ☒ Special Exception Request (pg. 14, if applicable)
- ☒ **Boundary Survey** (Dated to within 6 months of application submission).
- ☒ **Signed and Sealed Schematics** depicting building on site, setbacks, grading, drainage and elevations, as well as the relationship of the site to the neighboring sites (e.g. Site Plan, Drainage and Grading Plan, Roof Plan, Landscape Plan, Elevations).
- ☒ **Tabular Data** showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements.

### SITE PLAN CHECKLIST

Please be sure to include the following on the Site Plan:

- ☒ Depict and label 10' Town Strip (front of property) and 5' utility easement (rear of property), and all other applicable easements.
- ☒ Depict and label all setbacks and Code required setback lines (front, rear, side, pool, etc.).
- ☒ Provide a tabular data table reflecting data from the tables on pgs. 7-8 of this development application.
- ☒ For renovations and/or additions, please shade proposed addition area(s) to differentiate from existing.
- ☒ Include all a/c equipment, pool equipment and emergency generators and label as proposed or existing.
- ☒ Ensure that beam height and top of roof are dimensioned on all elevation drawings submitted.
- ☒ Provide a construction schedule for the proposed project (including calendar dates).

### LANDSCAPE PLAN CHECKLIST

Please be sure to include the following on the Landscape Plan:

- ☒ Depict and label the 10' Town Strip (front of property) and 5' utility easement (rear of property).
- ☒ Include and label both existing (to remain) and proposed landscaping on the subject property.
- ☒ Provide a species legend/key including the height of all landscaping to be provided at installation.
- ☒ Ensure that the requirements for 10' Town Strip and front yard trees are met.
- ☒ For multi-story construction, ensure that the requirements for privacy screening are met.
- ☒ Ensure screening is provided for all ground mounted mechanical equipment (e.g. a/c compressors, pool equipment, emergency generators).

**NOTE:** Checklists are not comprehensive. They are provided solely to remind Applicants to include items commonly omitted from plans submitted to the Town.



## DEVELOPMENT APPLICATION

TOWN OF PALM BEACH SHORES  
247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
(561) 844-3457

OWNER/APPLICANT: 131 Edwards LLC- Nick Heine (NRH Homes)

PROJECT ADDRESS: 131 Edwards Lane

APPLICATION NO.: \_\_\_\_\_ SUBMITTAL DATE: 8/14/2023

### TYPE OF APPROVAL(S) REQUESTED (Check box(es) ☒)

ADMINISTRATIVE APPEAL		SITE PLAN MODIFICATION (14-62)	
ARCHITECTURAL AND AESTHETIC REVIEW (Pf. 14-86)	✓	SITE PLAN REVIEW (14-62)	✓
COMPREHENSIVE PLAN AMENDMENT (Pf. 17.3(B))		SPECIAL EXCEPTION (Pf. 15.8)	
PLAT APPROVAL		VARIANCE (Pf. 15.4)	
REZONING (Pf. 17.3(B))		ZONING TEXT AMENDMENT (Pf. 17.3(B))	

	PROPERTY OWNER(S)	APPLICANT (If different than Owner(s))
NAME:	131 Edwards LLC	Nicholis Heine (NRH Homes)
ADDRESS:	2208 Shoma Dr. Wellington	847 W. 13th Ct Riviera Beach
PHONE:	(352) 267-2072	(352) 267-2072
EMAIL:	nicholis@nrhhomes.com	permits@nrhhomes.com

	AGENT (If different than Owner(s))	CURRENT OCCUPANT (If different than Owner(s))
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		



	PLANNER	DEVELOPER
NAME:		
ADDRESS:		
PHONE:		
EMAIL:		

	ARCHITECT	LANDSCAPE ARCHITECT
NAME:	Steven Bruh	Debrah L. Northsea
ADDRESS:	2101 Vista Pkwy Suite 241 WPB, FL	6008 Eagles Nest Dr. Jupiter, FL 33458
PHONE:	(561) 252-8797	(561) 758-6739
EMAIL:	sjbarch.design@gmail.com	DLNLADesign@aol.com

	SURVEYOR	ATTORNEY
NAME:	PM Surveying	
ADDRESS:	4546 Cambridge St. WPB, FL 33415	
PHONE:	(561) 478-7764	
EMAIL:	Angela@pmsurveying.net	

	ENGINEER (USE ADD'L SHEET FOR MULTIPLE ENGINEERS)	
NAME:	ECP Consultants Inc	
ADDRESS:	3100 Surf Way Riviera Beach, FL	
PHONE:	(561) 351-5278	
EMAIL:	spalermo@ecpc-us.com	



## OWNER ACKNOWLEDGMENT & CERTIFICATION

I (We) affirm and certify that I (We) understand and will comply with all provisions and regulations of the Town of Palm Beach Shores, Florida. I (We) understand that if this Application is approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of Palm Beach Shores and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Ordinance. I (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of my (our) knowledge and belief. Further, I (We) understand that this Application and attachments become part of the Official Records of the Town of Palm Beach Shores, Florida and are not returnable. I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

1. Owner acknowledges and understands that the fee for site plan review, architectural/aesthetic review, variance, special exception, rezoning, etc. **may not cover all review costs**. A final statement of any outstanding costs (covering advertising costs, legal, architectural and other consultant costs) will be sent to the applicant upon completion of the review process. Owner accepts financial responsibility for all costs incurred as a result of this Application.
2. A construction schedule is required of all developers during the development process. The Planning and Zoning Board must approve your proposed construction schedule.
3. The Town requires payment of impact fees for floor area added during the development, re-development or renovation of a property. These impact fees will be used to pay for capital improvements relative to Fire Protection, Police Protection, Parks & Recreation and Public Buildings. Impact fees must be paid to the Town before a Certificate of Occupancy will be issued.
4. Roll-off dumpsters for construction/demolition debris and solid waste must be rented through the Town's contracted solid waste hauler, Waste Management.
5. Final as-built plans must be submitted to the Town in digital form, preferably in PDF format.

By signing below, I acknowledge that I have read and understand the five (5) items listed above.

Nicholis Heine  
Signature of Owner

8/10/23  
Date

Nicholis Heine  
Printed Name of Owner

### STATE OF FLORIDA PALM BEACH COUNTY:

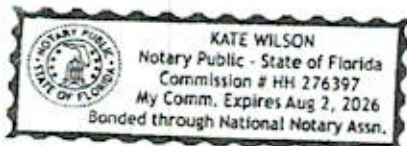
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 10 day of August, 2023.

by Nicholis Heine who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

Kate Wilson

(Name - type, stamp or print clearly)

Kate Wilson  
(Signature)



NOTARY'S SEAL

## AUTHORIZATION OF AGENT & ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit it person all material pertaining to the Application. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified.

This form shall serve as consent for the agent identified below to prepare or have prepared all documents for the Application affecting property I (We) have an ownership interest in.

I (We) hereby designate and authorize the below-signed person to act as my (our) agent in regard to this Application and accept financial responsibility for any costs incurred by the agent as a result of this Application. Further, I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

\_\_\_\_\_  
Signature of Owner or Trustee

\_\_\_\_\_  
Date

**STATE OF FLORIDA  
PALM BEACH COUNTY:**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
by \_\_\_\_\_ who is personally known to me or has  
produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
(Name - type, stamp or print clearly)

\_\_\_\_\_  
(Signature)

**NOTARY'S SEAL**

**Agent Information:**

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date



## PROCEDURES AND TIMELINES

All development applications required to be submitted to the Planning and Zoning Board for review (Site Plan Review, Site Plan Modification, Architectural and Aesthetic Review, Special Exceptions and Variances) will be subject to the following procedures:

1. Development Review Committee ("DRC") review is regularly scheduled for the first Wednesday of each month at 2:00 pm. In order to be placed on the DRC agenda, a complete application must be submitted to the Town Clerk by the close of business on Monday of the week prior to the regularly scheduled DRC meeting. **Incomplete applications and late submittals will not be placed on a DRC agenda.**
2. If, as a result of the initial DRC review, it is determined by the DRC that a subsequent DRC meeting is necessary, the complete revised application must be submitted to the Town Clerk by the close of business on Monday of the week prior to the regularly scheduled DRC meeting. **Applications that fail to include all revisions required by the DRC, or that are submitted late will not be placed on a DRC agenda until they have been corrected and are timely.**
3. If, as a result of the initial DRC review, it is determined by the DRC that the project can proceed to the Planning and Zoning Board, a complete Planning and Zoning Board application must be submitted to the Town Clerk including all revisions noted by the DRC. A sufficiency review will be performed by the Town to confirm that all comments provided by the DRC have been addressed and a complete revised application submitted. Once all DRC comments have been adequately addressed and a complete revised application submitted, the submittal will be placed on the agenda for the next available Planning and Zoning Board, subject to legal advertising requirements. Planning and Zoning Board review is regularly scheduled for the fourth Wednesday of each month. **Applications that fail to include all revisions required by the DRC or that are incomplete will not be placed on a Planning and Zoning Board agenda.**

## APPLICATION FEE INFORMATION

Administrative Appeal	\$250.00
Site Plan Review	\$350.00
Site Plan Modification Review	\$350.00
Variance Request	\$350.00
Special Exception Request	\$250.00
Telecom Site Plan Review or Modification	\$500.00
Plat Approval Request	\$600.00
Comprehensive Plan Amendment	\$750.00
Zoning Text Amendment / Rezoning	\$750.00
Sufficiency Review	Zoning Official (rate per hour)



### **NUMBER OF COPIES REQUIRED**

Development Review Committee

Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor, and an electronic copy of all documents (on cd or thumb drive).

Planning and Zoning Board

Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor, and an electronic copy of all documents (on cd or thumb drive).

~~Local Planning Agency~~

Ten (10) copies (folded & sorted into complete packet sets).

~~Town Commission~~

Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor (as applicable), and an electronic copy of all documents (on cd or thumb drive).

**Applicant acknowledges and understands that the fee for Site Plan Review, Architectural/aesthetic Review, Variance, Special Exception, Rezoning, etc. *may not cover all review costs.* A final statement of any outstanding costs (covering advertising costs, legal, architectural, and other consultants) will be sent to the Applicant upon completion of the review process.**

Tabular data showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements must be provided on all submitted plans (Town Code § 14-62).

PROJECT NAME: Edwards Lane

PROJECT ADDRESS: 131 Edwards Lane

PROJECT LEGAL DESCRIPTION: PALM BEACH SHORES LT 217

\*\*\* All boxes must be completed, use N/A where appropriate \*\*\*

GENERAL DATA	CODE REQUIREMENT	EXISTING	PROPOSED
COMPREHENSIVE PLAN DESIGNATION: (SF-5, MF-21, MF-30, MF-42, P, ROS)	None	SF	SF
LAND USE: (Residential, Commercial, Recreational, Marina, Public, etc.)	None	Residential	Residential
ZONING DISTRICT: (A, B, C, D, P, ROS, designated at Pf. 3.1, Zoning Ordinance)	None	A	A
FLOOD ZONE CATEGORY:	None	X	X
LOT COVERAGE, LANDSCAPING & PARKING	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL LOT SIZE: (sq. ft.)	None	8407	8407
TOTAL COVERAGE OF A LOT BY BUILDINGS: (Pf. 5.4, 6.4, 7.5 or 8.5, Zoning Ordinance)	35% Pf 5.4 (a)	33%	28.5%
TOTAL LANDSCAPE COVERAGE: (Pf. 5.4.3, Zoning Ordinance)	30%	68%	49%
OFF-STREET PARKING: (Pf. 5.13, 6.12, 7.13 or 8.14, Zoning Ordinance)	N/A	N/A	N/A
SETBACKS	CODE REQUIREMENT	EXISTING	PROPOSED
FRONT YARD: (Pf. 5.5, 6.6, 7.7 or 8.7, Zoning Ordinance)	25'; 30' @ 2 sty Pf 5.5	N/A	25'-00'-30'
REAR YARD: (Pf. 5.6, 6.7, 7.9 or 8.9, Zoning Ordinance)	15'-25', 30' @ 2 sty Pf 5.6	N/A	15' for 25' of HSE length 25' for rest of
SIDE YARD: (Pf. 5.7, 6.8, 7.8 or 8.8, Zoning Ordinance)	7'-9' @ 2 sty Pf 5.7	7.1'	7'-9'



FLOOR AREA	CODE REQUIREMENT	EXISTING	PROPOSED
FIRST FLOOR AREA (sq. ft.):	None	1729	2593
SECOND FLOOR AREA (sq. ft.): (Pf. 5.4.2, Zoning Ordinance)	N/A	N/A	1610'
TOTAL FLOOR AREA (sq. ft.): (Pf. 2.23, Zoning Ordinance)	None	1729	4203
FLOOR AREA RATIO: (Pf. 5.4.2, Zoning Ordinance)	N/A	N/A	N/A
DWELLING UNIT DENSITY: (Pf. 6.5, 7.6 or 8.6, Zoning Ordinance)	1	1	1
IMPERVIOUS AREA	NET INCREASE	EXISTING	PROPOSED
BUILDING FIRST FLOOR AREA (sq. ft.):	9	2584	2593
OTHER IMPERVIOUS AREA (sq. ft.): (Decks, Patios, Walkways, Driveways, Pool Deck & Pool Surface Areas)	1257	550	1722
TOTAL IMPERVIOUS AREA (sq. ft.):	2768	2279	4315
ELEVATIONS	CODE REQUIREMENT	EXISTING	PROPOSED
GRADE ELEVATION (NAVD): (Pf. 4.6, Zoning Code)	6"-18" below FFE	9.58	9.58
ESTABLISHED 1 <sup>ST</sup> FLOOR ELEVATION (NAVD): (Pf. 4.6, Zoning Code)	1.5'-2.0' abv. crown of Road	10.43	10.53
MEAN CROWN OF ROAD ELEVATION (NAVD):	None	8.53	8.53
BUILDING HEIGHT	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL BUILDING HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)	28'	15.5'	27.33'
TOP OF BEAM HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)	N/A	8.1"	21.33'
ROOF PITCH: (Pf. 5.2, 6.2 or 7.3, Zoning Ordinance)	Pf 5.2 (d)	4/12	4/12
FLAT ROOF PERCENTAGE: (Pf. 5.2, Zoning Ordinance)	N/A	N/A	N/A



## JUSTIFICATION STATEMENT

Provide a summary of the proposed project, describing in detail the construction, phasing and proposed development to occur as part of this application (attach additional sheets if needed):

I am a home builder so I understand the standards for PB Shores. This will be a beautifully done home

I am very excited to start. Timeline attached.

Note: Construction Schedule is due as part of site plan review and before building permit issuance. (Town Code §14-63). A signed and notarized contract (signed by owner) must be provided before building permit issuance. (Town Code §14-108).

Provide an estimate of construction costs:

\$250,000

Describe the existing improvements located on the subject property (attach additional sheets if needed):

currently it is vacant.

Provide a project history for the subject property, including any prior development approvals filed within the last year in connection with the subject property. Please include the date of previous site plan approval by the Planning and Zoning Board for this property (attach additional sheets if needed):

None

Provide the justification, special reasons, or basis for the approval of this application. Explain why this application is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Development Plan, and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Town. Additionally, all standards set forth in the Town Code of Ordinances for Special Exceptions, Variances, Administrative Appeals, etc. must be addressed. (attach additional sheets if needed):

Being a home builder, I understand PB Shores building/ development standards and will meet & exceed them.

Provide any other pertinent information related to the subject property to support the proposed request.

N/A

## **DRAINAGE REQUIREMENTS**

(For projects proposing additional on-site impervious area)

For proposed renovations/modifications to existing projects that result in LESS THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume from the total additional impervious area.

For proposed new construction, or renovations/modifications to existing projects that result in a GREATER THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume over the entire site.

Submit a Survey with topographic elevations and existing improvements.

A Drainage and Grading Plan and drainage calculations are required to be submitted with the application package for new construction projects and substantial modifications to existing projects. The Drainage Plan must show the following:

- a. Existing and proposed elevations.
- b. Location of sodded swales, sodded depressed retention areas, underground exfiltration trench and/or other proposed stormwater treatment/retention methods.
- c. Underground piping and inlets and other drainage system improvements proposed.
- d. Drainage calculations showing the retention of the volume of 1" of stormwater from addition impervious areas (or overall site).
- e. Show drainage improvements and underground piping, including water and sewer services, on the Landscape Plans to show no conflicts exist.
- f. Include note that no runoff may be directed to adjacent properties and all storm flows and runoff must be retained on-site prior to discharge into the adjacent roadway right-of-way following retention of required stormwater volume.
- g. Provide engineering details of gutter and downspout dry wells, if proposed.
- h. Provide engineering detail of exfiltration trench, if proposed.
- i. Provide engineering detail of sodded swales, if proposed.
- j. Provide engineering detail of depressed dry retention areas, if proposed.
- k. Provide Geotechnical Report or engineering assumptions/justification for coefficient of permeability (K Factor) for exfiltration trench design, if proposed.
- l. Engineering details/cross sections at property lines demonstrating no runoff will flow to adjacent properties may be required.

Project Engineer or Architect shall be responsible for insuring the drainage improvements are completed in substantial accordance with the approved plan.

Prior to C.O., Project Engineer or Architect to provide final signed and sealed certification that the drainage improvements and grading have been completed in substantial accordance with the approved plan.

Upon receipt of final Certification from Project Engineer or Architect, Town Engineer to visit site and ensure conformance of Town requirements prior to issuance of final C.O.



## REQUEST FOR ARCHITECTURAL AND AESTHETIC REVIEW

Please be advised that pursuant to Sec. 14-86 and 14-87 of the Town Code of Ordinances, the Town Planning and Zoning Board uses the following criteria in order to complete its Architectural and Aesthetic Review. Each criteria must be addressed by the applicant prior to the application being processed.

1. Relationship of building to site: (Explain transition from streetscape; placement of parking and service areas; and compatibility of building height and scale with site):

This homes site functionality will be great. It matches many other existing homes site layouts.

2. Relationship of building and site to adjoining area(s): (Explain how structures and landscaping are consistent with established neighborhood character and will enhance the surrounding area. Include description of architectural style, as well as textures, materials and colors to be utilized):

This home will blend in with existing homes very well. Landscape exterior features, and colors as well. We will use smooth stucco texture and utilize "stucco lap siding" features in addition to white walls and black accents.

3. Landscape and site treatment: (Explain how landscaping, exterior lighting and other site elements will be used to enhance architectural features, buffer the mass of buildings as appropriate, and enhance the privacy of the owner and neighbors. Describe the use of native species and xeriscaping as appropriate.):

The landscape will be very lush and will utilize salt tolerant and heat tolerant native species such as gumbo limbo etc. It will buffer all necessary components of the home.

4. Building design: (Explain proposed building design and style, and how components such as roofs, windows, doors, eaves and parapets are balanced in proportion to each other; address harmoniousness of colors, visual interest and compatibility):

This home will finish beautiful. It has a Florida / transitional architecture style. It will have a dark slate roof, Impact windows/doors to ~~blend~~ accent the home. lush landscape

Please provide all documentation and/or samples necessary to address all architectural review criteria as applicable. Attach additional pages as necessary.

color Rendering Attached to show color schemes etc.



## REQUEST FOR SITE PLAN MODIFICATION

1. Previously approved (Original) site plan information:

a. Original Project Name: \_\_\_\_\_

b. Original Site Plan Application No.: \_\_\_\_\_

c. Original Site Plan Approval Date: \_\_\_\_\_

d. List of all other relevant information on file with original application: \_\_\_\_\_

2. Requested Modification(s): \_\_\_\_\_

Please provide all documentation necessary to describe the proposed modification and to explain the reason(s) for the proposed modification(s), including a survey, if applicable. Attach additional pages as necessary.

## REQUEST FOR VARIANCE

The Applicant is requesting a variance from the Town Code Section(s) \_\_\_\_\_ to permit the following:

Please be advised that a variance from the terms of the Zoning Code shall not be recommended by the Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

1. Explain the special conditions and circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district:

2. Explain how the special conditions and circumstances that exist do not result from the actions of the Applicant:

3. Explain how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Zoning Code and would work unnecessary and undue hardship on the Applicant:

4. Explain how the variance requested is the minimum variance that will make possible a reasonable use of the land, building or structure:

5. Explain how the granting of the requested variance will not confer on the Applicant any special privilege that is denied by the Zoning Code to other lands, structures, or buildings in the same zoning district:

6. Explain how the grant of the requested variance will be in harmony with the general intent and purpose of the Zoning Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

*The burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*

## REQUEST FOR SPECIAL EXCEPTION

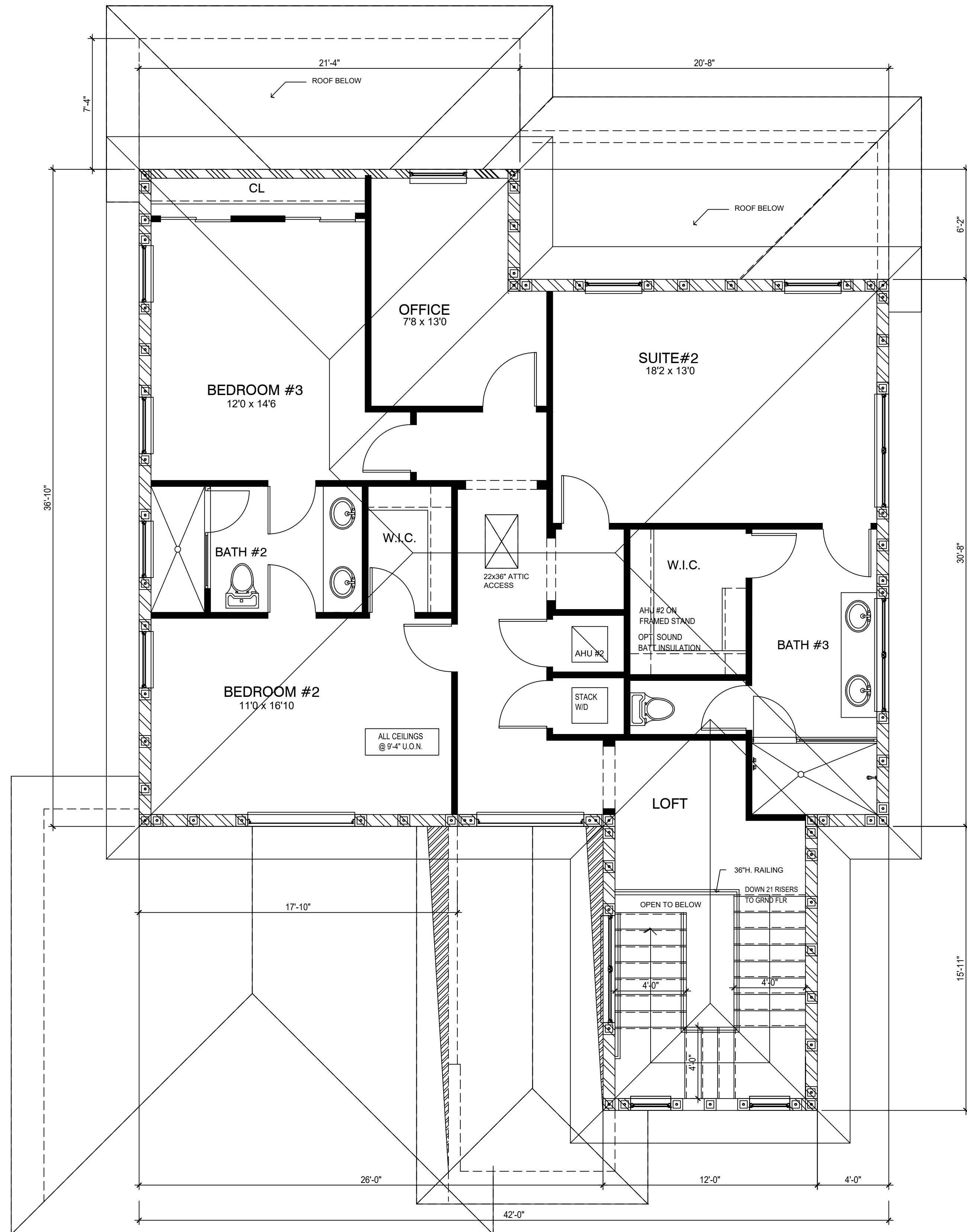
The Applicant is requesting a special exception pursuant to Town Code Section(s) \_\_\_\_\_ to permit the following:

A Special Exception shall not be recommended by the Town Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

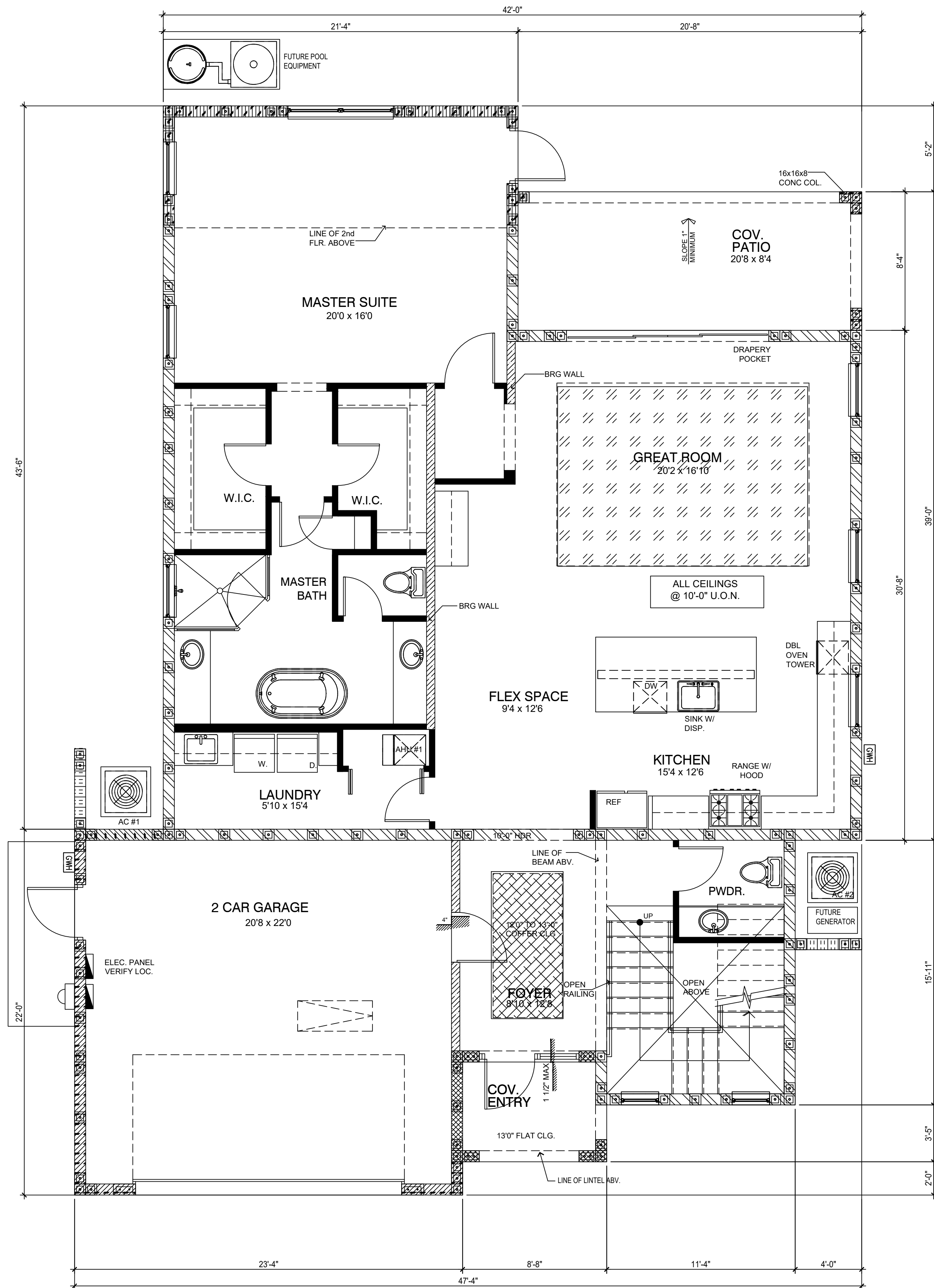
1. Explain how all structures will be separated from adjacent and nearby uses by appropriate screening devices:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Explain whether or not excessive vehicular traffic will be generated on surrounding residential streets:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Explain whether or not a vehicular parking or traffic problem is created:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Explain where on the site appropriate drives, walkways and buffers will be installed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Explain how the proposed use will make a substantial contribution to the neighborhood environment and will not infringe on the rights of properties in the vicinity:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Explain how the proposed use will not endanger, restrict or impair public safety:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The initial burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.*





2nd FLOOR PLAN  
SCALE: 1/4" = 1'-0"



FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

REVISION  
09/07/2023

REVISION

REVISION

PROJECT NO.  
23-03-02

CHECKED BY.  
SJB

NEW RESIDENCE FOR  
NRH HOMES  
131 EDWARDS LANE  
PALM BEACH SHORES, FLORIDA

STEVEN J. BRUH  
ARCHITECT LEED AP  
AR008678

STEVEN BRUH ARCHITECT  
CONSTRUCTION COORDINATION  
ARCHITECTURE & DESIGN

6169 EATON STREET  
STEVEN BRUH - 561-252-8797 email: sbruh@design@gmail.com

W. P. B. FLORIDA 33411

SBA

DRAWN  
SJB, KCYH

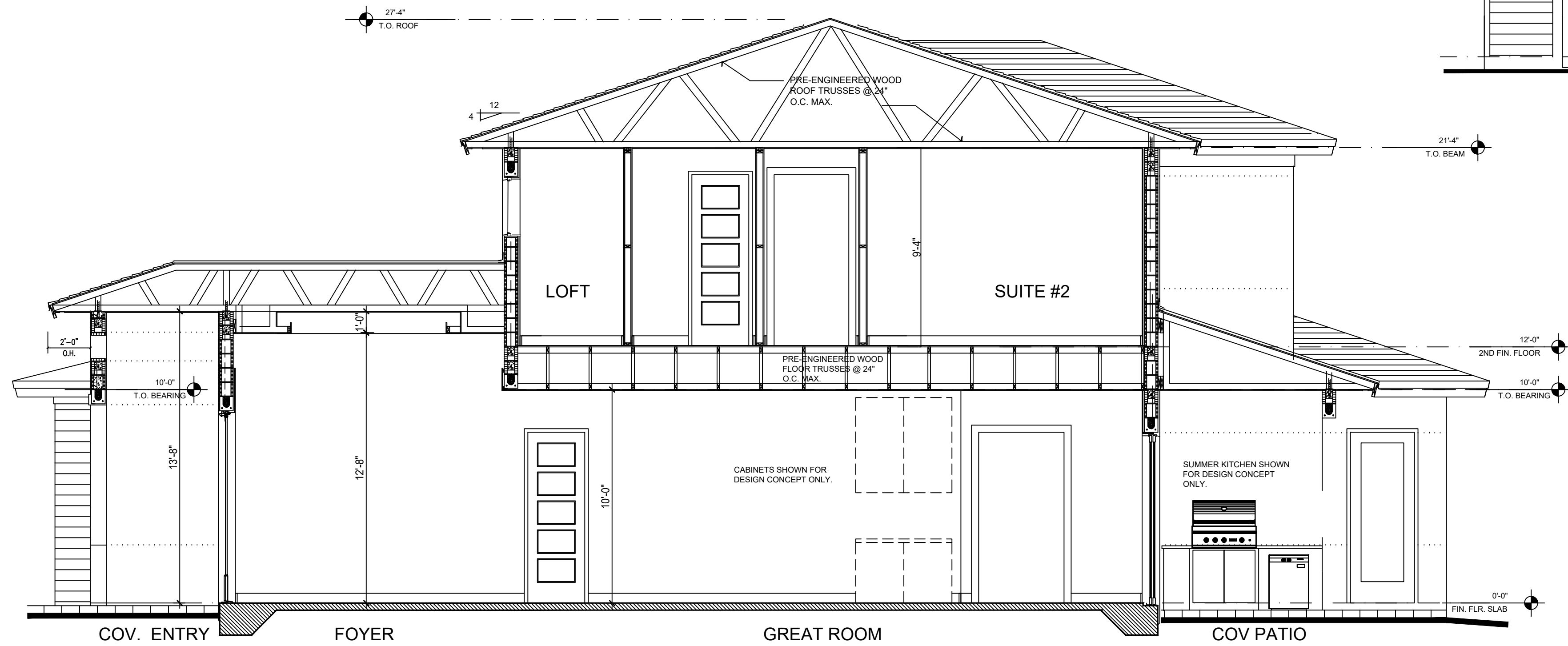
DATE  
AUGUST 16, 2023

SCALE  
AS SHOWN

SHEET

A-1  
FLOOR PLAN

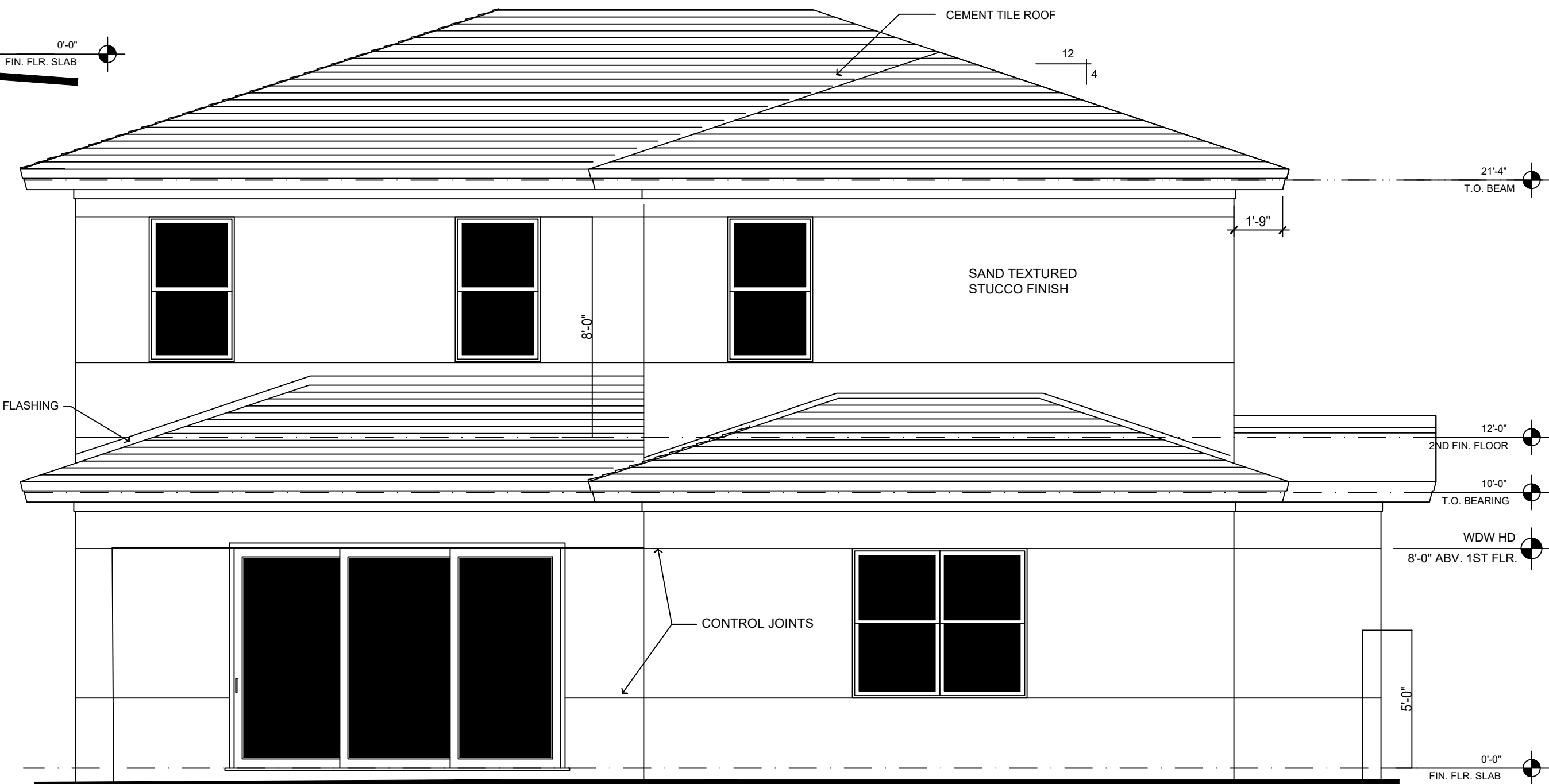
OF SHEETS



BUILDING SECTION A-A  
SCALE: 1/4"=1'-0"



FRONT ELEVATION  
SOUTH  
SCALE: 1/4"=1'-0"



REAR ELEVATION  
NORTH  
SCALE: 1/4"=1'-0"

REVISION  
09/07/2023  
REVISION

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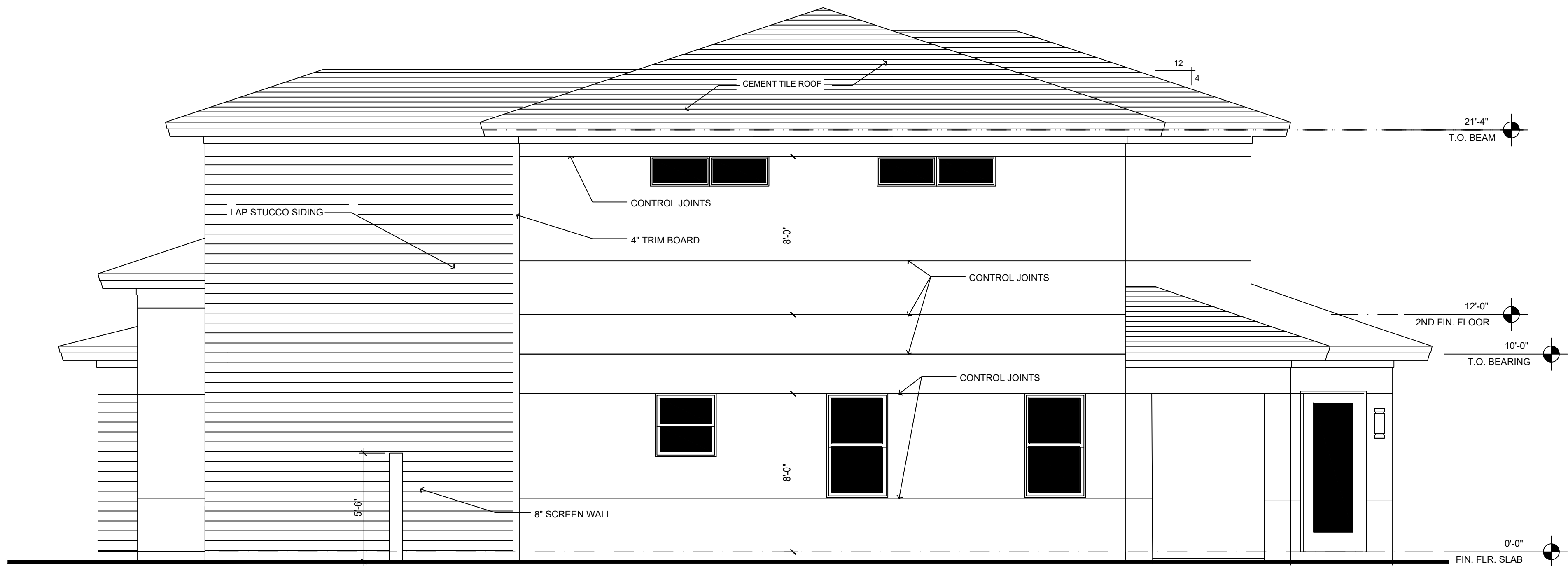
STATE OF FLORIDA  
STEVEN J. BRUH  
ARCHITECT  
LEED AP  
NO. 8678  
JULY 15, 2015

STEVEN BRUH ARCHITECT  
CONSTRUCTION COORDINATION  
ARCHITECTURE & DESIGN

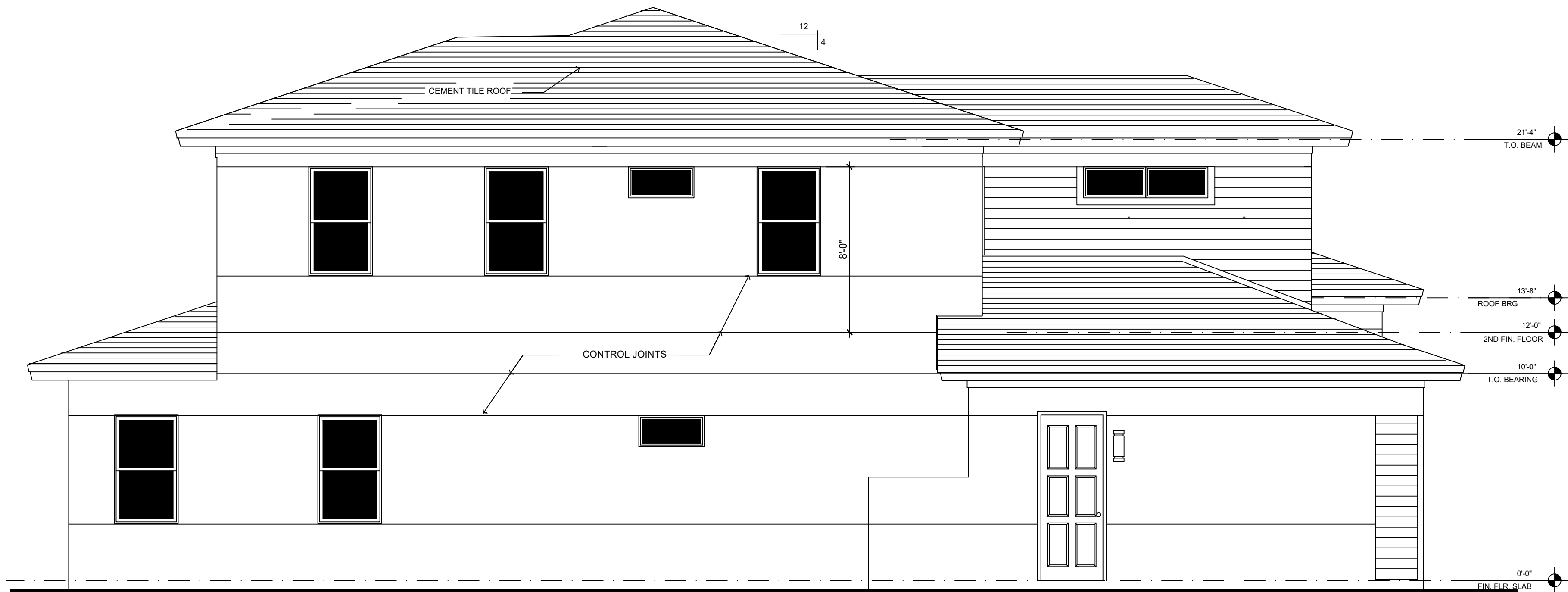
6169 EATON STREET  
STEVEN BRUH - 561-252-8797 email: sbarch design@gmail.com  
W. P. B. FLORIDA 33411

SBA

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SJB, KcyH  
DATE  
AUGUST 16, 2023  
SCALE  
AS SHOWN  
SHEET  
A-2  
ELEVATIONS  
SECTION  
OF SHEETS



RIGHT SIDE ELEVATION  
WEST ELEVATION  
SCALE: 1/4"=1'-0"



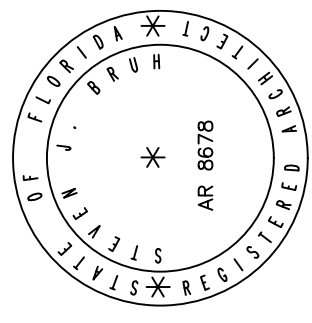
LEFT SIDE ELEVATION  
EAST ELEVATION  
SCALE: 1/4"=1'-0"

REVISION  
09/07/2023  
REVISION

PROJECT NO.  
23-03-02  
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SJB

NEW RESIDENCE FOR  
NRH HOMES  
131 EDWARDS LANE  
PALM BEACH SHORES, FLORIDA

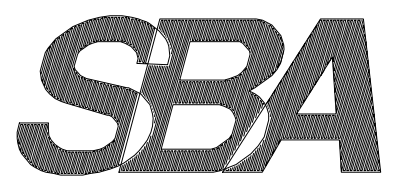
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CONSTRUCTION COORDINATION  
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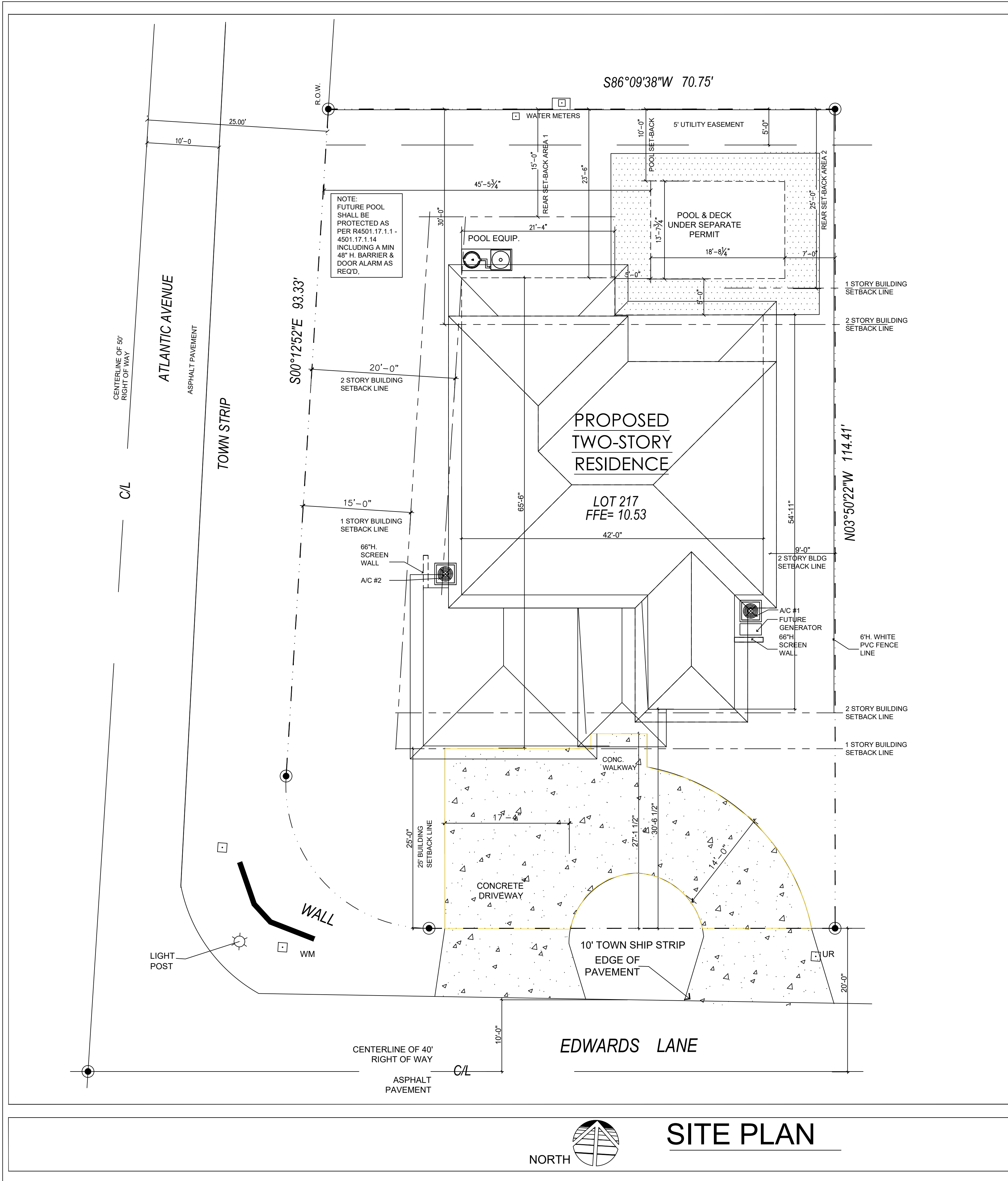
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SHEET  
A-3  
ELEVATIONS  
OF SHEETS





RESIDENCE FOR:

# NRH HOMES

131 EDWARDS LANE  
PALM BEACH SHORES, FLORIDA

## PROJECT DATA

PROJECT NAME	EDWARDS
PROJECT ADDRESS	131 EDWARDS LANE
PROJECT LEGAL DESCRIPTION	LOT 217 PALM BEACH SHOR FLORIDA

GENERAL DATA	CODE REQUIREMENT	EXISTING	PROPOSED
COMPREHENSIVE PLAN DESIGNATION (SF-5, MF-21, MF-30, MF-42, P, ROS)	None	SF	SF
LAND USE (Residential, Commercial, Recreational, Marina, Public, etc)	None	RESIDENTIAL	RESIDENTIAL
ZONING DISTRICT (A, B, C, D, P, ROS, designates at PF 3.1, Zoning Ordinance)	None	A	A
FLOOD ZONE CATEGORY	None	"X"	"X"

LOT COVERAGE, LANDSCAPING & PARKING	CODE REQUIREMENT	EXISTING	PROPOSED
	None	8407	8407
TOTAL LOT SIZE (sq. ft.)			
TOTAL COVERAGE OF A LOT BY BLDGS (Pf. 5.4.6.4, 7.5 OR 8.5 Zoning Ordinance)	35% PF 5.4 (a)	23%	28.5%
TOTAL LANDSCAPE COVERAGE (Pf. 5.4.3, Zoning Ordinance)	20%	68%	49%
OFF-STREET PARKING (Pf. 5.13, 6.12, 7.13 or 8.14 Zoning Ordinance)	N/A	N/A	N/A

SETBACKS	CODE REQUIREMENT	EXISTING	PROPOSED
FRONT YARD (Pf. 5.5, 6.6, 7.7 OR 8.7 Zoning Ordinance)	25'-30'@ 2sty Pf 5.5	N/A	25.00'-30'
REAR YARD (Pf. 5.6, 6.7, 7.9 OR 8.9 Zoning Ordinance)	15'-25' 30'@ 2sty Pf 5.6	N/A	15' for 25' of HSE length 25' for rest of house 30'@ 2stry
SIDE YARD (Pf. 5.7, 6.8, 7.8 OR 8.8 Zoning Ordinance)	7'-9'@ 2sty Pf 5.7	7.1'	7'-9'
SIDE CORNER YARD (Pf. 5.7, 6.8, 7.8 OR 8.8 Zoning Ordinance)	15'-20'@ 2sty Pf 5.7	7.1'	15' @ 1stry; 20' @ 2stry

FLOOR AREA	CODE REQUIREMENT	EXISTING	PROPOSED
FIRST FLOOR AREA (sq. ft.)	None	1729	2593
SECOND FLOOR AREA (sq. ft.) (Pf. 5.4.2 Zoning Ordinance)	N/A	N/A	1610
TOTAL FLOOR AREA (sq. ft.) (Pf. 2.23 Zoning Ordinance)	None	1729	4203
FLOOR AREA RATIO (Pf. 5.4.2 Zoning Ordinance)	N/A	N/A	N/A
DWELLING UNIT DENSITY (Pf. 6.5, 7.6 OR 8.6 Zoning Ordinance)	1	1	1

IMPERVIOUS AREA	NET INCREASE	EXISTING	PROPOSED
BUILDING FIRST FLR AREA (sq. ft.)	9	2584	2593
OTHER IMPERVIOUS AREA (sq. ft.) (Deck, Patio, Walkways, Driveways, Pool Deck & Pool Surface Areas)	1257	550	1722
TOTAL IMPERVIOUS AREA (sq. ft.)	2768	2279	4315

ELEVATIONS	CODE REQUIREMENT	EXISTING	PROPOSED
GRADE ELEVATION (NAVD) (Pf. 4.6d Zoning Ordinance)	6"-18" Below FFE	9.58'	9.58'
ESTABLISHED 1st FLR ELEV. (NAVD) (Pf. 4.6a Zoning Ordinance)	1.5'-2.0' abv. Crown of road	10.43'	10.53'
MEAN CROWN OF ROAD ELEVATION (NAVD)	None	8.53	8.53

BUILDING HEIGHT	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL BUILDING HEIGHT (NAVD) (Pf. 5.2, 6.2, 7.3 or 8.3 Zoning Ord.)	28'	15.5'	27.33'
TOP OF BEAM HEIGHT (NAVD) (Pf. 5.2, 6.2, 7.3 or 8.3 Zoning Ord.)	N/A	8.1'	21.33'
ROOF PITCH (Pf. 5.2, 6.2, or 7.3 Zoning Ord.)	Pf. 5.2 (d)	4/12	4/12
FLAT ROOF PERCENTAGE (Pf. 5.2 Zoning Ordinance)	N/A	N/A	N/A

## SHEET INDEX

- SP-1 SITE PLAN  
A-1 1st & 2nd FLOOR PLANS  
A-2 ELEVATIONS & BLDG SECTION  
A-3 ELEVATIONS

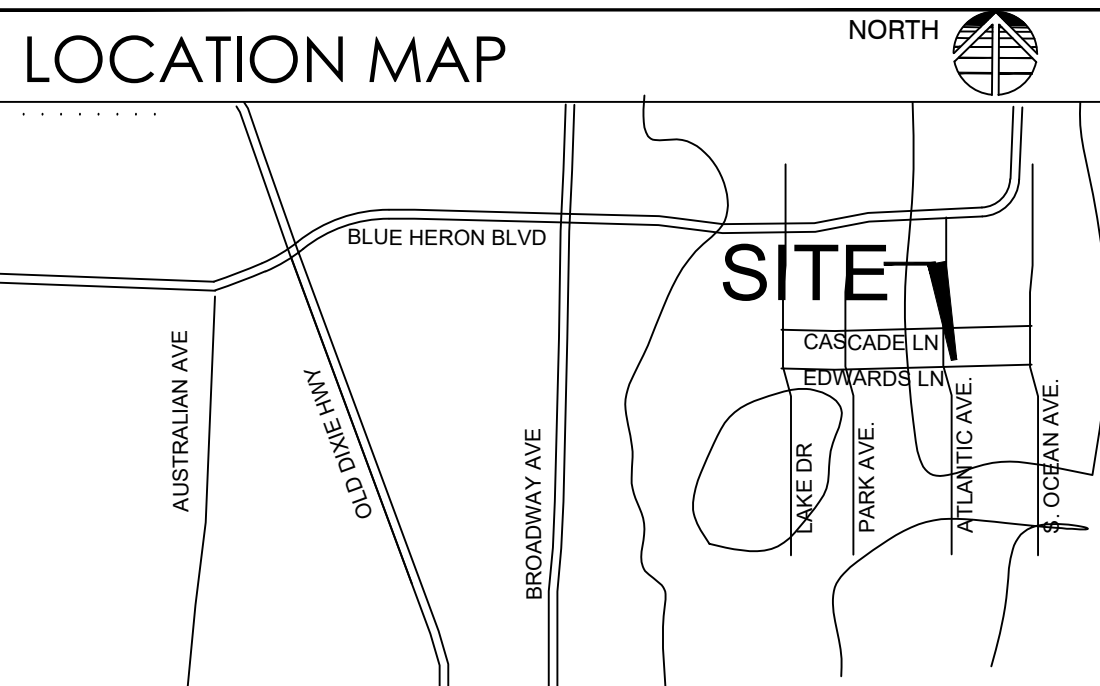
## DESIGN CRITERIA

CODES AND EDITIONS USED:  
FLORIDA BUILDING CODE RESIDENTIAL 2020 7th ed.  
NEC-NFPA 70 2017 ed.  
OCCUPANCY CLASSIFICATION: SFR  
GROUP R-3 - RESIDENTIAL (310.5 FBC);  
CONSTRUCTION TYPE: TYPE VB, UNSPRINKLED UNPROTECTED

## GENERAL SITE NOTES:

- SITE PLAN IS FOR ARCHITECTURAL LAYOUT PURPOSES ONLY. REFER TO DRAWINGS BY "PM SURVEYING." SURVEYORS DATED 02-02-2023 FOR PLACEMENT, SIZE OF EASEMENTS AND SITE LAYOUT.
- LAYOUTS SHALL BE VERIFIED BY HORIZONTAL CONTROL DRAWINGS PRIOR TO CONSTRUCTION.
- ALL SITE IMPROVEMENTS INCLUDING LANDSCAPING, SIDEWALKS AND DRIVEWAYS SHALL BE AS APPROVED BY PALM BEACH SHORES, FL.

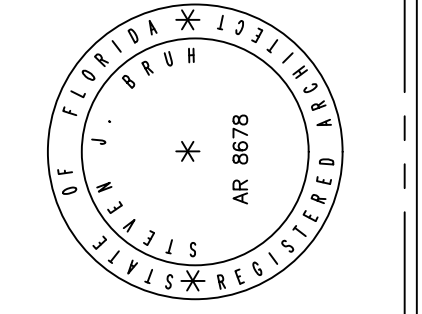
## LOCATION MAP



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REVISION	
REVISION	
PROJECT NO.	23-03-02
CHECKED BY:	SJB

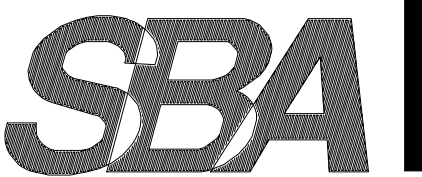
NEW RESIDENCE FOR  
NRH HOMES  
131 EDWARDS LANE  
PALM BEACH SHORES, FLORIDA

STEVEN J. BRUH  
ARCHITECT LEED AP  
AR008678



STEVEN BRUH ARCHITECT  
CONSTRUCTION COORDINATION  
ARCHITECTURE & DESIGN

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6189 EATON STREET  
steven.bruh - 561 225-9797 email: sbruchdesign@gmail.com



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SP-1  
SITE PLAN  
OF SHEETS

**Sec. 5-0.6. Condition of permit; permit term and intent.**

- (a) The building official shall act upon an application for a permit with plans as filed, or as amended, without unreasonable or unnecessary delay. A permit issued shall be construed to be a license to proceed with the work and shall not be construed as authority to violate, cancel, alter or set aside any of the provisions of this Code, nor shall such issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans or in construction or of violations of this Code. No substantial building site preparation, including, but not limited to, excavation or placement of fill, shall take place prior to the issuance of a building permit.
- (b) Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of ninety (90) days after the time the work is commenced: provided, however, that in the case of constructing or renovating or building additions onto one- and two-family dwellings or accessory buildings, work under the permit must be substantially completed within twelve (12) calendar months after the time the work is commenced or else the permit shall become invalid. Thirty (30) days prior to the expiration of the permit, the building department shall provide written notice to the permit holder at the address listed in the permit application informing the permit holder that the permit is nearing expiration. The notice shall inform the permit holder that, upon expiration, the permit becomes invalid. If such permit becomes invalid, no new permit shall be issued covering the same work or any portion thereof if the effect of such permit would be to allow completion of the work begun under the original permit. Furthermore, any structural work partially completed on the property where the permit became invalid shall be removed and the property cleaned to the satisfaction of the building official. If the property owner or holder of the invalidated permit fails to remove the structure and clean the property within thirty (30) days of the invalidation date, then the building official may take the necessary action to have the structure removed and the property cleaned with all costs assessed as a lien on the property.

The licensed contractor and/or property owner shall maintain all construction sites in a safe condition and shall provide fencing or other protective barriers on construction sites where work has ceased for a period of time more than seven (7) days. Such inactive building sites shall be kept clean so as to minimize unsafe conditions and unsightly appearance.

- (c) For good cause shown, in order to keep the permit valid, the building official may grant one or more extensions of time for periods not exceeding ninety (90) days each. Requests for extensions shall be in writing and addressed to the building official, shall state the basis for the request, and shall be filed prior to the expiration of the permit period or any extension thereof previously granted. Such extensions as may be granted shall be in writing by the building official.
- (d) Good cause for an extension shall include, but not be limited to, the following circumstances beyond the control of the permit holder:
  - (1) Acts of God/war/terrorist acts and natural disasters;
  - (2) Material shortages;
  - (3) Interruptions due to strikes or other employee job actions;
  - (4) Fire, explosions, or some similar catastrophe;
  - (5) Financial reversals of a temporary nature; and
  - (6) Other situations beyond the control of the permit holder.
- (e) The contractor and/or owner of any active or inactive construction project shall be responsible for the cleanup and removal of all construction debris or any other miscellaneous discarded articles prior to



receiving final inspection approval. Construction job sites must be kept clean, such that accumulation of construction debris must not remain on the property for a period of time exceeding fourteen (14) days.

- (f) Violation of these conditions shall authorize the building official or his designee to place a stop work order on such jobs in violation of this section. Other remedies may include having all debris removed by the city or secured and charging all costs to the contractor and/or property owner or by referring the matter to the code enforcement board. The building official, or his designee, retains the ability to order remediation to correct deficiencies, including anything to protect health, safety and welfare.

(Ord. No. 2001-132, § 2, 1-2-02)

**Sec. 42-31. Time schedule for completing construction projects.**

- (a) A maximum time, calculated from the date the building department issues a building permit, is established for the completion of all construction projects requiring a level II or level III architectural/site plan review in accordance with the following construction schedule.

Approved Square Footage	Maximum Time Permitted for New Primary Structures	Maximum Time Permitted for all other Construction Projects
Projects 3,999 sq. ft. or less	16 months	16 months
Projects 4,000 sq. ft. to 5,999 sq. ft.	20 months	24 months
Projects 6,000 sq. ft. to 10,000 sq. ft.	24 months	30 months
Projects larger than 10,000 sq. ft.	30 months	36 months

Said maximum time is a condition of all applicable permits and applicant and owner accept such condition upon acceptance of a permit.

The construction schedule takes into effect historical data of construction of similar size structures within the town limits. Failure of the permit holder to complete construction under the permit in accordance with the maximum time schedule shall be prima facie evidence that the building project has not been commenced or has been suspended or abandoned. Such prima facie evidence shall be in addition to any other evidence that construction under the permit has not been commenced or has been suspended or abandoned under the permit.

- (b) Requests for extension from this schedule will be considered by the town commission and approval may be granted for good cause shown as determined in the sole discretion of the town commission. Said request for extension shall be filed with the town by the contractor and the owner no later than 60 calendar days, nor earlier than six months, prior to the scheduled completion date. The request for extension shall include reasons for the necessity of granting an extension of time, a revised construction schedule, proposed nuisance mitigation measures, and a statement that notice to all neighbors within 200 feet of all property lines will be provided at least 25 days prior to the meeting at which the extension is to be considered. In the event the town commission determines that good cause is not shown for granting the extension, the commission may deny the extension. In the event the town commission grants an extension, it may impose conditions on the extension which may include the implementation of mitigation measures deemed appropriate by the commission and the imposition of a fee as established by resolution by the town commission for each day of the extension beyond the term set forth in the above stated construction schedule.
- (c) In the event no request is made for extension of time from the above referenced schedule and the permit holder and/or property owner fail to complete construction within the preceding timetable, the building permit shall be immediately revoked and all work shall cease and desist on the project. In order to resume work, the contractor and the owner must apply to the town commission for an extension of time. The application for extension shall include reasons for the necessity of granting an extension of time, a revised construction schedule, proposed nuisance mitigation measures, and a statement that notice to all neighbors within 200 feet of all property lines will be provided at least 25 days prior to the meeting at which the extension is to be considered. The town commission, in its sole discretion, may grant or deny the extension. In the event the town commission grants an extension, it may impose conditions on the extension which may include the implementation of mitigation measures deemed appropriate by the commission and the imposition of a fee as established by resolution by the town commission for each day of the extension beyond the term set forth in the above state construction schedule. If an extension of time is granted, a new permit application is required and an additional permit fee shall be paid.



- (d) Failure of the permit holder and/or property owner to complete the construction within the preceding time table or within the time extension granted by the town commission constitutes prima facie evidence that the building project has not been commenced or has been suspended or abandoned. All permits will be terminated, and all work at the site will stop immediately until the applicant and owner apply for and receive a reinstatement of the permit by the town commission. If conditions are attached to the re-issuance, the permit may be reissued by the building official only upon continued conformance to the conditions established by the town commission. Any conditions attached to re-issuance are conditions of all applicable permits and applicant and owner accept such conditions upon acceptance of a permit. The issuance of the certificate of occupancy or completion will be withheld until any fees incurred under this section are paid. If the town commission does not approve the extension of time, applicant and owner may be required by the town commission to remove all evidence of construction, and ensure that the project conforms to all applicable provisions of the code. Failure to cease construction or conform to all codes constitutes a violation subject to the jurisdiction of the town's code enforcement process.

(Ord. No. 19-2 , § 1, 3-8-19)

**Sec. 4-2. Term of building permits; fill, removal or regrading plans required; plot plan, maximum height certification required.**

- (a) The term of a building permit for construction authorized by the town shall be as follows:
- (1) Three-month term for change out or replacement of systems or improvements such as air conditioning, water heater, decks, walkways, beach cross-over, roofs, and driveways.
  - (2) Six-month term for seawalls, docks, or rip rap installations or repairs and for minor remodel work such as bathroom, kitchen, laundry and pool area remodeling.
  - (3) Twelve-month term for major remodel or construction such as changing the footprint or the exterior walls of a structure; replacing the roof structure and/or elevation where a certificate of completion is to be issued.
  - (4) The term of a permit for new construction of structures including garages, out buildings, and landscaping shall be as follows:
    - a. New residences with four thousand (4,000) square feet or less under air—Twelve (12) months.
    - b. New residences with greater than four thousand (4,000) square feet under air—Eighteen (18) months.
  - (5) A permit may be renewed or extended two (2) times for a term of six (6) months for each renewal upon payment of the fee as established by resolution. In the event a third renewal or extension permit is necessary in order to complete construction, a full re-submittal of building plans shall be required which shall include, at a minimum:
    - a. The submittal of a new building permit application, modification of existing construction plans and documents in accordance with the current version of the Florida Building Code in effect at the time of the re-submittal and payment of all fees.
    - b. Full re-submittal includes reevaluation and reappraisal of all construction costs and estimates based on the full value of the work necessary to complete the project.
    - c. A stop work order will be placed on the project until all updated plans and documents are submitted, reviewed and approved by the building official, all fees are paid and the project has been reviewed by the building and zoning committee. Applicants are encouraged to initiate the building and zoning review process with the town in sufficient time to ensure no lapse in construction activity.
    - d. The term of a third renewal permit shall be based on the square footage of the residence at the time of re-submittal.
  - (6) Each application for new construction or a major remodel shall include a construction schedule in written or chart format. At a minimum, the construction schedule shall include critical dates, milestones, and inspections from the start of the project until its completion. The construction schedule shall be subject to review and approval by the building and zoning committee. Minor modifications to the schedule (a total of thirty (30) days or less) may be made by the planning and zoning administrator during the course of construction due to emergencies or unforeseen circumstances.
- (b) In the event of emergency construction, the town commission, by majority vote, may shorten or extend these time periods.
- (c) If a period of six (6) months elapses between the date of inspections on any construction authorized by a building permit, then said permit shall automatically become void. If a construction permit becomes void

pursuant to the terms of this provision, the holder thereof may have the same reinstated upon payment of one-half of the fee provided for by Resolution for a new construction permit. Nothing in this section shall be construed to extend the permissible period for completion of construction as set forth above in subsection (a), and any permit reinstated pursuant to this section shall be for the term of the prior existing permit.

- (d) At the time that application is made for a building permit, which includes the proposed construction of any new structure(s), including swimming pools, patios and spas, there shall be submitted two (2) copies of a grading plan. The grading plan shall be sealed and prepared by a licensed engineer and shall depict survey elevations for the property both before and after proposed construction. The grading plan shall clearly show any fill, removal or regrading of the existing land contour. The grading plan shall include the elevation for the finished grade, whether or not fill, removal or regrading is requested and shall further show the proposed grade elevations at the location of the proposed improvement(s) and at adjoining property lines. No building permit shall be issued until the requirements of this section are met and the plans approved by the building official. No certificate of occupancy shall be issued until such fill, removal or regrading of the subject parcel is completed as approved. No additional registration or permit fee shall be required for the filing of such fill, removal or regrading plans. No person shall fill, grade, remove fill, or otherwise alter the existing land contour of any property within the town without first submitting a grading plan and obtaining a permit.
- (e) At the time of making application for a residential permit for 1.) new construction; 2.) a building repair or renovation that has the effect of relocating exterior walls of a structure; or 3.) a repair or renovation to an existing structure the cost of which exceeds the amounts set forth in section 9(D)(2) or (4) of Appendix A, Zoning Code, the applicant shall submit a survey of the subject property and building plans depicting the location of all improvements on the site and clearly showing the dimensions of all required setbacks; depicting maximum building height of all structures from finished grade; and showing the lot coverage percentage for the proposed improvements. Such application for such submittal shall be reviewed by the planning and zoning administrator and building and zoning committee for compliance with zoning requirements as set forth in the zoning code for the town. The building official shall not be required to review or process building plans until such approval is granted by the building and zoning committee.

(Ord. No. 98-81-1, §§ 1—5, 2-2-81; Ord. No. 116-85-3, § 1, 4-1-85; Ord. No. 140-89-5, § 1, 11-6-89; Ord. No. 143-90-8, § 1, 5-7-90; Ord. No. 175-96-40, § 1, 5-6-96; Ord. No. 178-97-43, § 1, 7-7-96; Ord. No. 178-97-43, § 1, 8-4-97; Ord. No. 207-118-73, § 2, 1-7-02; Ord. No. 231-142-97, § 1, 9-11-07; Ord. No. 241-152-107, § 1, 9-14-09; Ord. No. 01-2013, § 1, 3-11-13; Ord. No. 08-2016, § 2, 1-9-17; Ord. No. 03-2018, § 1, 3-29-18; Ord. No. 05-2018, § 1, 5-14-18; Ord. No. 02-2019, § 1, 6-11-19; Ord. No. 04-2019, § 1, 10-15-19)

Note(s)—Section 4 of Ord. No. 01-2013 provides that the ordinance shall apply to all building permits issued on or after January 1, 2012. The term of all initial building permits issued on or after January 1, 2012 shall be extended to eighteen (18) months from the date of the issuance of the initial permit. The permit fee in effect as of the date of the issuance of the initial permit shall govern, provided, however, the renewal permit fee as established by the ordinance and accompanying Resolution shall govern the fee for the renewal of any permit.



**§ 152.41 BUILDING PERMITS.**

- (A) No permit for the erection or construction of any dwelling house, garage, wharf, dock, boat house, building or other structure, or for the alteration thereof, shall be issued by the Town Clerk under this subchapter until and unless the owner of the property whereon the same is to be erected, or his duly authorized agent, shall make written application therefor and shall file with the application a copy of the plans and specifications for the work to be done under such permit and a statement, signed by the architect or owner, as to the estimated cost of all the work to be done under such permit. Every such application shall show the residence and post office address of the owner.
- (B) Every such application shall be accompanied by a brief description of the lot or tract of land whereon the proposed dwelling house or other structure is to be constructed, and a survey map or accurate diagram showing the exact location thereon of the dwelling house or other structure to be erected under the permit applied for.
- (C) No application for a building permit shall be granted if it shows that the dwelling house or other structure proposed to be erected would be in violation of the zoning ordinances of the Town.
- (D) A building permit shall be valid for a period of twenty-four (24) months from the date of issuance, at which time it shall automatically expire and be of no further force or effect, unless a written application with good cause showing for its extension has been received by the Town not later than one (1) month prior to such permit expiration.
  - (1) Applications for extensions not longer than ninety (90) days shall be made in writing with good cause shown to the Building Official received at Town Hall not later than one (1) month prior to such permit expiration. Upon proper timely application for extension, the Building Official may issue, for good cause shown, a one-time extension not to exceed ninety (90) days from its date of expiration. If such application for extension is not acted upon by the Building Official within two (2) weeks prior to permit expiration, such application shall be deemed denied. If such application for extension is denied or only partially granted by the Building Official, its denial or so much of the extension not partially granted may be appealed to the Town Commission provided such appeal is in writing received by the Town not later than one (1) week prior to such permit expiration. A proper timely appeal to the Town Commission of a denial by the Building Official of all or part of an extension will stay expiration of such permit until Town Commission consideration and decision.
  - (2) Applications for extensions longer than ninety (90) days or for any additional extensions shall be made in writing with good cause shown to the Town Commission received at Town Hall not later than one (1) month prior to such permit expiration. Upon proper timely appeal of a decision by the Building Official or upon proper timely application for extension longer than ninety (90) days or for any additional extensions, the Town Commission, for good cause shown may direct the Building Official to issue a permit extension not to exceed eighteen (18) months from its date of expiration, and such extension may be conditioned on protections appropriate for the best interests of the Town, its inhabitants, or their health, safety or general welfare.
  - (3) Any Town Commission decision on appeal of a denial by the Building Official of all or part of an extension or on an application for extension longer than ninety (90) days will be final.
  - (4) Only one (1) extension may be applied to any building permit, without the approval of the Town Commission.
  - (5) Any second or subsequent extensions shall cause the applicant to incur additional fees and costs of two times (2x) the original permit fee and cost, and should the applicant fail to timely complete the project after an extension has been granted by the Town Commission, a daily penalty in the amount of two (2) percent of the original building permit fee shall automatically accrue and shall continue to accrue each

day until actual completion; such penalty must be paid prior to the issuance of a certificate of occupancy.

- (6) The Town Commission may grant a "no cost" six (6) month extension to all current and valid building permits in order to accommodate for delays in construction that may be attributable to any emergency as defined below.
  - (a) The term *EMERGENCY* shall be defined as any occurrence, or threat thereof, whether natural, technological, or manmade, which results or may result in substantial injury or harm to the resident(s) or substantial damage to or loss of property.
  - (b) Should an emergency as defined hereinabove occur, repairs necessary to prevent further damage to the property may be commenced immediately without regard to the Town's hours of construction or the issuance of a building permit. However, an application for permit must be submitted to the Town as soon as possible thereafter, all permit fees shall be paid upon submission of an application and only the minimum amount of work necessary to mitigate further damage may be accomplished under these emergency regulations.
- (7) Upon expiration of all or any portion of any building permit, all other related Town approvals (such as Architectural Commission on architectural review, Town Commission on variance, special exception or site plan review, etc.) shall simultaneously expire.

('81 Code, § 7-47) (Ord. 10, passed 5-1-50; Am. Ord. 183, passed 8-25-98; Am. Ord. 238, passed 12-13-04; Am. Ord. 255, passed 12-13-05; Am. Ord. 282, passed 9-25-08)

### Sec. 18-237. Agreed maximum time schedule for completion of major construction.

A maximum time, calculated from the date of commencement, is established for the completion of major construction projects in the construction schedule shown in Table 1 herein. Said maximum time is a condition of all applicable permits and applicant and owner accept such condition upon acceptance of a permit. The construction schedule shall take into effect historical data of the town of construction of similar structures within the limits of the town. Failure of the permit holder to complete construction under the permit in accordance with the maximum time schedule shall be prima facie evidence that the building project has not been commenced or has been suspended or abandoned. Such prima facie evidence shall be in addition to any other evidence that construction under the permit has not been commenced or has been suspended or abandoned under the permit.

This schedule may be extended to accommodate additional time for individual condominium units that are required by condominium rules and regulations to cease work during the season as defined by the rules and regulations of the condominium association. This extension shall be equal to the number of months during which construction is required by the condominium rules to cease. Similarly, for residential projects in the C-WA zoning district, this schedule may be extended to take into account the period of time during which construction is required to cease in the C-WA zoning district as specified in section 42-199(b) pursuant to town regulations.

**TABLE 1. CONSTRUCTION SCHEDULE**

	Square Footage Under Roof	New Construction* Maximum Time Permitted	Remodel/Accessory Construction Maximum Time Permitted
I.	Projects 3,999 sq. ft. or less	16 months	16 months
II.	Projects 4,000 sq. ft. to 5,999 sq. ft.	20 months	24 months
III	Projects 6,000 sq. ft. to 9,999 sq. ft	24 months	30 months
IV	Projects 10,000 sq. ft. to 19,999 sq. ft	30 months	36 months
V	Projects 20,000 sq. ft. to 39,999 sq. ft	36 months	42 months
VI	Projects larger than 40,000 sq. ft.	To be determined by the town council prior to permit issuance	To be determined by the town council prior to permit issuance

\* Principal structure

- (a) Requests for extension from this schedule will be considered by the town council and approval may be granted for good cause shown as determined in the sole discretion of the town council. Said request for extension shall be filed with the town by the contractor and the owner no later than 45 calendar days, nor earlier than six months, prior to the scheduled completion date. The request for extension shall include reasons for the necessity of granting an extension, a revised construction schedule, proposed nuisance mitigation measures and a statement that notice to neighbors within 200 feet will be provided at least 25 days prior to the meeting at which the extension is to be considered. In the event the town council determines that good cause is not shown for granting the extension, the council may deny the extension. In the event the town council grants an extension, it may impose conditions on the extension which may include the implementation of mitigation measures deemed appropriate by the council and the imposition of a fee as established by resolution by the town council for each day of the extension beyond the term set forth in the above stated construction schedule.
- (b) In the event no request is made for extension of time from the above referenced schedule, the building permit shall be immediately revoked and all work shall cease and desist on the project. In order to resume work, the contractor and the owner must apply to the town council for an extension of time.



The application for extension shall include reasons for the necessity of granting an extension of time, a revised construction schedule, proposed nuisance mitigation measures, and a statement that notice to neighbors within 200 feet will be provided at least 25 days prior to the hearing before town council to consider the extension of time. The town council, in its sole discretion, may grant or deny the extension. In the event the town council grants an extension, it may impose conditions on the extension which may include the implementation of mitigation measures deemed appropriate by the council and the imposition of a fee as established by resolution by the town council for each day of the extension beyond the term set forth in the above state construction schedule. If an extension of time is granted, a new permit application is required and a permit reactivation fee shall be paid.

- (c) Failure of the permit holder and/or the property owner to complete the construction within the preceding time table or within the time extension granted by the town council constitutes prima facie evidence that the building project has not been commenced or has been suspended or abandoned. All permits will be terminated, and all work at the site will stop immediately until the applicant and owner apply for and receive a reinstatement of the permit by the town council. If conditions are attached to the re-issuance, the permit may be reissued by the building official only upon continued conformance to the conditions established by the town council. Any conditions attached to re-issuance are conditions of all applicable permits and applicant and owner accept such conditions upon acceptance of a permit. The issuance of the certificate of occupancy or completion will be withheld until any fees incurred under this section are paid. If the town council does not approve the extension of time, applicant and owner may be required by the town council to remove all evidence of construction, and ensure that the project conforms to all applicable provisions of the code. Failure to cease construction or conform to all codes constitutes a violation and will be referred to the town's code enforcement board.

(Ord. No. 11-2015, § 1(Att.), 4-15-15)

#### **Sec. 18-238. Agreed maximum time schedule for completion of minor construction.**

- (a) A maximum time is established for the completion of all building permits for construction work not subject to the provisions of section 18-237. Such work shall be considered minor construction and must be completed and receive a passed final inspection no later than 12 months from date of issuance. Said maximum time is a condition of all applicable permits and applicant and owner accept such condition upon acceptance of a permit.
- (b) Requests for extension from this schedule may be granted by the building official upon application for extension filed with the town no later than 15 calendar days prior to the scheduled completion date. A permit extension fee, as established by resolution of the town council, shall be paid prior to issuance of the extension. Extensions may be granted for a period not to exceed 90 days from the scheduled completion date. If a permit expires before an extension is granted, the permit may be reactivated upon payment of a permit reactivation fee, as established by resolution of the town council, paid prior to issuance of the reactivation for a period not to exceed 90 days from the scheduled completion date.
- (c) In the event the permit holder and/or the property owner fail to complete the construction within 12 months or by the expiration of an approved extension of time, whichever is latest, the building permit shall be immediately revoked and all work shall cease and desist on the project, and such failure shall constitute prima facie evidence that the building project has not been commenced or has been suspended or abandoned. Such prima facie evidence shall be in addition to any other evidence that construction under the permit has not been commenced or has been suspended or abandoned under the permit. Failure to complete the work or to cease construction constitutes a violation of the town's Code of Ordinances and shall be subject to code enforcement remedies under chapter 2 of the town's Code of Ordinances.

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(Ord. No. 11-2015, § 1(Att.), 4-15-15)

**Sec. 18-239. Continuous construction.**

A project which involves continuous construction, as defined in section 18-232 is prohibited unless:

- (1) Approved by the planning, zoning and building department director or his or her designee and meets the following conditions:
  - a. Is initiated by a governmental entity, or
  - b. Is a property which consists of at least 50 contiguous acres, and
    1. There exists a requirement or restriction which limits work to certain times of the year, and
    2. The work being contemplated occurs at least 500 feet away from residential dwellings at contiguous properties, or
- (2) Approved by the town council and meets the following conditions:
  - a. Is a property which consists of at least 50 contiguous acres, and
    1. There exists a requirement or restriction which limits work to certain times of the year, and
    2. The work being contemplated occurs within 500 feet from residential dwellings on contiguous properties, or
  - b. Is a museum, or
  - c. Is a multifamily residential property where construction is limited to no more than seven months per year through organizational restrictions, or
  - d. Is a tenant space in a commercial zoning districts (other than C-WA).

(Ord. No. 11-2015, § 1(Att.), 4-15-15)

Palm Beach Shores  
PART II - CODE OF ORDINANCES  
Chapter 14 - BUILDINGS AND BUILDING REGULATIONS  
ARTICLE II. - ADMINISTRATION  
DIVISION 3. BUILDING CONSTRUCTION AND SITE PLAN REVIEW, APPROVAL

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***DIVISION 3. BUILDING CONSTRUCTION AND SITE PLAN REVIEW, APPROVAL<sup>1</sup>***

**Sec. 14-61. Purpose.**

The purpose for building site and building plan reviews is to ascertain that the applicant meets and conforms to all federal, state and town codes.

(Code 1977, § 6-3(a))

**Sec. 14-62. Procedure.**

*Site plans required.*

- (1) Site plan review and approval by the planning and zoning board is required for all new construction. In addition, site plan review and approval by the planning and zoning board shall be required for:
  - a. The construction or installation of all fences, walls, gates or hedges located in front yards, which shall include, for corner lots situated along Lake Drive, Atlantic Avenue or Ocean Avenue, both the side of the property facing Lake Drive, Atlantic Avenue or Ocean Avenue, as well as the side of the property facing the applicable east-west street, in accordance with Pf. 9.2(d) of the town's zoning ordinance.
  - b. Renovations of existing structures which change the footprint of the building or existing facade.
  - c. The installation of new permanently installed (non-portable) emergency electrical generators, as well as modifications to existing emergency electrical generators which result in an increased net amount of impervious area on the property or decreased amount of buffering or screening around the emergency electrical generator. Relocation of an existing emergency electrical generator to a new location within the permissible yard area for emergency electrical generator placement, where there is no net increase in impervious area and no decrease in buffering and screening around the relocated emergency electrical generator is exempt from this requirement. Maintenance and replacement activities that do not result in any net increase in impervious area and do not decrease the buffering and screening around the emergency electrical generator are likewise exempt from this requirement.
  - d. The construction of new swimming pools, pool decks, and screened enclosures, and the installation of new pool equipment.
  - e. The construction or installation of all slabs, concrete or otherwise, that increase the net amount of impervious area on the property.
  - f. Modifications to existing swimming pools, pool decks and screened enclosures which result in a net increase to the amount of impervious area on the property or decreased amount of buffering

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<sup>1</sup>Cross reference(s)—Land development plans, § 50-96 et seq.; plat use plan required, § 78-71; zoning, app. A; basic restrictions for all districts, app. A, § IV; site plan review for walls, fences and hedges, app. A, § pf. 9.4.



g. Relocation of existing a/c equipment to a new location within the permissible yard area for a/c equipment placement are exempt from this requirement. Maintenance and replacement activities that do not result in any net increase in impervious area and do not decrease the buffering and screening around the a/c equipment are likewise exempt from this requirement.

- a. A completed site plan review application form; a boundary survey of the subject site prepared no more than six months from the date of the site plan review application; signed and sealed schematics depicting the location of the building on the site, set backs, grading, drainage and elevations, as well as the relationship of the site to neighboring sites; tabular data showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements.
- b. Ten sets of the above listed required documents prepared by a licensed engineer, architect and/or surveyor shall be submitted. The planning and zoning board shall first review the site plan; and, upon approval, the applicant shall submit the building plans to the town for review and approval of the building official prior to issuance of a building permit.

**Sec. 14-63. Site plan review and building permits.**

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(Code 1977, § 6-3(c); Ord. No. 330, § 1, 1-15-96; Ord. No. O-11-99, § 1, 10-18-99; Ord. No. O-07-04, § 1, 10-18-04)

**Sec. 14-64. Town planning and zoning board review of expired site plans.**

- (a) The planning and zoning board shall review all site plans that have been deemed abandoned and that have become null and void pursuant to subsection 14-63(f) set forth above.
- (b) The planning and zoning board may reinstate or grant extensions for any site plan reviewed pursuant to this section, and further may reduce or waive any reinstatement fee imposed pursuant to section 14-83, fee schedule, at its discretion based upon good cause shown by the applicant. However, approval of requests for reinstatement or extensions shall require the applicant to comply with all new amendments to federal, state or town regulations.

(Ord. No. O-07-04, § 1, 10-18-04)

**Secs. 14-65—14-80. Reserved.**

*DIVISION 4. PERMITS AND FEES<sup>2</sup>*

**Sec. 14-81. Building permits; work commencing before the issuance of a permit; emergency work.**

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits shall be subject to a penalty of four times the specified permit fee for such construction as listed in the schedule of building permit fees. This provision shall not apply to emergency work when delay would clearly have placed life or property in imminent danger. In the case of emergency work, the required permit(s) must be obtained within three business days and any unreasonable delay in obtaining the necessary permit(s) shall result in the charge of a penalty as set forth above.

(Code 1977, § 6-5; Ord. No. O-7-10, § 1, 8-16-10)

**Sec. 14-82. Payment, nonrefundable.**

The fees imposed by this division shall be a part of any application made to the town for a building permit. Fees are to be paid at the time of filing, except where the cost for services required in the application are to be determined at a later time, such fees shall be paid prior to any approval or any permit being issued by the town. In no event shall any fee paid to the town be refundable.

(Code 1977, § 6-4(a))

**Sec. 14-83. Fees and charges.**

- (a) Building permit fees shall be set by resolution of the town commission and may be amended from time to time as may be deemed necessary.

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<sup>2</sup>Charter reference(s)—Permits, § 3.16.

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- (b) Additional fees and charges relating to construction shall be set by resolution of the town commission and may be amended from time to time as may be deemed necessary. Such fees and charges include, but are not limited to the following:
- (1) Demolition of existing structure;
  - (2) Site plan review;
  - (3) Site plan modification; and
  - (4) Building plan review and inspections.
- (c) Where the services of a town attorney, engineer, or consultant are required, the applicant shall be charged at the customary, fair and reasonable and prevailing rate for such services within the county and surrounding area thereof.
- (d) Where outside services are required by the town, the applicant shall pay the actual cost plus an administrative fee as set by resolution by the town commission which may be amended from time to time as may be deemed necessary.
- (e) A fee for special meetings and hearings shall be paid by the applicant at a rate set by resolution of the town commission and which may be amended from time to time as may be deemed necessary. A charge shall also be made to cover the cost of advertising such meetings at actual cost plus an administrative fee as set by resolution by the town commission and which may be amended from time to time as may be deemed necessary.
- (f) Fees necessary to connect to water and sewer service shall be paid directly to the City of Riviera Beach, according to the fee schedule adopted by Riviera Beach as may be amended from time to time.
- (g) The fee for reinstatement of an abandoned, expired or null and void site plan approvals shall be double the original application fee paid to the town.

(Code 1977, § 6-4(b); Ord. No. 304, § 1, 2-8-93; Ord. No. 305, § 1, 3-8-93; Ord. No. O-09-03, § 1, 12-15-03; Ord. No. O-07-04, § 2, 10-18-04)



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**Sec. 14-108. Local amendments to Chapter 1, Administration, of the Florida Building Code adopted.**

The Town of Palm Beach Shores hereby adopts the following local amendments to Chapter 1, Administration, of the Florida Building Code. Chapter 1 as set forth below shall be in full force and effect within the Town of Palm Beach Shores:

*Chapter 1 Administration*

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Section 101 GENERAL
Section 102 APPLICABILITY
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Section 118 (RESERVED)
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SECTION 105  
PERMITS

**105.1 Required.** Any contractor, owner, or agent authorized in accordance with Chapter 489, F.S. who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical, plumbing or fire protection system, or accessible or flood resistant site element, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

**105.1.1 Annual facility permit.** In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building official is authorized to issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems, or manufacturing equipment installations/relocations. The building official shall be notified of major changes and shall retain the right to make inspections at the facility sites as deemed necessary. An annual facility permit shall be assessed with an annual fee and shall be valid for one year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.

**105.1.2 Annual permit records.** The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated. The building official is authorized to revoke or withhold the issuance of the future annual permits if code violations are found to exist.

**105.1.3 Food permit.** As per Section 500.12, F.S., a food permit from the Department of Agriculture and Consumer Services is required of any person who operates a food establishment or retail store.

**105.2 Work exempt from permit.** Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

*Building:*

1. Building permits are not required for replacement or repair work having value of less than \$1,000.00, providing, however, that such work will not adversely affect the structural integrity, fire rating, exit access or egress requirements.
2. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work, with no electrical or plumbing work.
3. Temporary motion picture, television and theater sets and scenery.
4. Swings and other playground equipment accessory to detached one- and two-family dwellings, but they may be subject to Zoning permits.
5. Retractable awnings supported by an exterior wall and do not require additional support of Groups R-3 and U occupancies, but they may be subject to Zoning permits.
6. Non fixed and movable fixtures, cases, racks, and counters not over 5 feet 9 inches (1753 mm) in height.

*Electrical:*

1. Repairs and maintenance: Repair or replacement of like common household electrical fixtures, switches, and outlets on the load side of the electrical source. Minor repair work, including the

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replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

2. Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

*Gas:*

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

*Mechanical:*

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
8. The installation, replacement, removal or metering of any load management control device.

*Plumbing:*

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
3. The replacement of common household plumbing fixtures to existing supply lines and outlets. This does not include water heaters.

*105.2.1 Emergency repairs.* Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official. Notification shall be given to the building official including the work address, nature of emergency and scope of work immediately, or by next business day.

*105.2.2 Minor repairs.* Ordinary minor repairs or installation of replacement parts may be made with the approval of the building official, without a permit, provided the repairs do not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary minor repairs include addition to, alteration of,



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replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and such repairs shall not violate any of the provisions of the technical codes.

*105.2.3 Public service agencies.* A permit shall not be required for the installation, alteration or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

*105.3 Application for permit.* To obtain a permit the applicant shall first file an application therefore in writing on a form furnished by the department for that purpose. Permit application forms shall be in the format prescribed by a local administrative board, if applicable, and must otherwise comply with the requirements of Sections 713.135(5) and (6), F.S. Each application shall be inscribed with the date of application, and the code in effect as of that date. For a building permit for which an application is submitted prior to the effective date of the Florida Building Code, the state minimum building code in effect in the town on the date of the application governs the permitted work for the life of the permit and any extension granted to the permit.

*105.3.1 Action on application.* The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefore. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefore as soon as practicable. When authorized through contractual agreement with a school board, in acting on applications for permits, the building official shall give first priority to any applications for the construction of, or addition or renovation to, any school or educational facility.

*105.3.1.1 If a state university, Florida college or public school district* elects to use the town's code enforcement offices, fees charged by the town for enforcement of the Florida Building Code on buildings, structures, and facilities of state universities, state colleges and public school districts shall not be more than the actual labor and administrative costs incurred for plans review and inspections to ensure compliance with the code.

*105.3.1.2 No permit may be issued* for any building construction, erection, alteration, modification, repair, or addition unless the applicant for such permit provides to the town any of the following documents which apply to the construction for which the permit is to be issued and which shall be prepared by or under the direction of an engineer registered under Chapter 471, F.S.:

1. Any electrical or plumbing or air-conditioning and refrigeration system meeting the following thresholds are required to be designed by a Florida Registered Engineer. The system:
  - A. Requires an electrical or plumbing or air-conditioning and refrigeration system with a value of over \$125,000; and
  - B. 1) Requires an aggregate service capacity of over 600 amperes (240 volts) on a residential electrical system or over 800 amperes (240 volts) on a commercial or industrial electrical system.
    - 2) Requires a plumbing system with 250 fixture units or more.
    - 3) Requires Heating, ventilation and air-conditioning system that exceeds a 15-ton-per-system capacity, or if the project is designed to accommodate over 100 persons.
2. Fire sprinkler documents for any new building or addition which includes a fire sprinkler system which contains 50 or more sprinkler heads. A Contractor I, Contractor II or Contractor IV, certified

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under Section 633.521, Florida Statutes, may design a fire sprinkler system of 49 or fewer heads and may design the alteration of an existing fire sprinkler system if the alteration consists of the relocation, addition or deletion of not more than 49 heads, notwithstanding the size of the existing fire sprinkler system.

3. Any specialized mechanical, electrical, or plumbing document for any new building or addition which includes a medical gas, oxygen, steam, vacuum, toxic air filtration, halon, or fire detection and alarm system which costs more than \$5,000.

Documents requiring an engineer seal by this part shall not be valid unless a professional engineer who possesses a valid certificate of registration has signed, dated, and sealed such document as provided in Section 471.025, F.S.

**105.3.2 Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned and invalid, six months after the date of filing, or for any six month period of abandonment or suspension during the application process, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding three months each. The extension shall be requested in writing prior to the abandonment date and justifiable cause demonstrated. Abandoned applications shall be subject to destruction in accordance with state law. The fee for renewal, re-issuance, and extension of a permit application shall be set forth on the Town's fee schedule adopted by resolution of the Town Commission. There may be fees or requirements from other government agencies for permit application extensions and renewals.

**105.3.3 An enforcing authority may not issue a building permit** for any building construction, erection, alteration, modification, repair or addition unless the permit either includes on its face or there is attached to the permit the following statement: "NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county such as the requirement for Home or Property Owners Association approval, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies."

**105.3.4 A building permit for a single-family residential dwelling** must be issued within 30 working days of application therefore unless unusual circumstances require a longer time for processing the application or unless the permit application fails to satisfy the Florida Building Code or the town's laws or ordinances.

**105.3.5 Identification of minimum premium policy.** Except as otherwise provided in Chapter 440, F.S., Workers' Compensation, every employer shall, as a condition to receiving a building permit, show proof that it has secured compensation for its employees as provided in Sections 440.10 and 440.38, F.S.

**105.3.6 Asbestos removal.** Moving, removal or disposal of asbestos-containing materials on a residential building where the owner occupies the building, the building is not for sale or lease, and the work is performed according to the owner-builder limitations provided in this paragraph. To qualify for exemption under this paragraph, an owner must personally appear and sign the building permit application. The permitting agency shall provide the person with a disclosure statement in substantially the following form:

*Disclosure Statement:* State law requires asbestos abatement to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within 1 year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which

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apply to asbestos abatement projects. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

*105.3.7 Applicable Code for Manufactured Buildings.* Manufacturers should be permitted to complete all buildings designed and approved prior to the effective date of a new code edition, provided a clear signed contract is in place. The contract shall provide specific data mirroring that required by an application for permit, specifically, without limitation, date of execution, building owner or dealer, and anticipated date of completion. However, the construction activity must commence within 6 months of the contract's execution. The contract is subject to verification by the Department of Community Affairs.

*105.3.8 Public right of way.* A permit shall not be given by the building official for the construction of any building, or for the alteration of any building where said building is to be changed and such change will affect the exterior walls, bays, balconies, or other appendages or projections fronting on any street, alley or public lane, or for the placing on any lot or premises of any building or structure removed from another lot or premises, unless the applicant has received a right of way permit from the authority having jurisdiction over the street, alley or public lane.

*105.4 Conditions of the permit.* The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the town. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the town shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of the town.

*105.4.1 Permit intent.* A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced.

*105.4.1.1 If work has commenced and the permit is revoked,* becomes null and void or expires because of lack of progress or abandonment, a new permit, or revalidation of the original permit, covering the proposed construction shall be obtained before proceeding with the work.

*105.4.1.2 If a new permit, or revalidation* of the original permit, is not obtained within six months from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

*105.4.1.3 Work shall be considered to be in active progress when the permit has received an approved inspection within six months.* This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process, or due to action by an environmental or archeological agency having jurisdiction. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 3 months each. The extension shall be requested in writing and justifiable cause demonstrated, prior to expiration.

*105.4.1.4 The fee for renewal, reissuance, and extension of a permit* shall be set forth on the Town's fee schedule adopted by resolution of the Town Commission. There may be fees or requirements from other government agencies for permit extensions and renewals.

*105.5 Expiration. Reserved*



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#### *105.6 Suspension or Revocation of permits*

*105.6.1 Misrepresentation of application.* The building official may suspend or revoke a permit or approval, issued under the provisions of this code, in case there has been any false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based.

*105.6.2 Violation of code provisions.* The building official may suspend or revoke a permit upon determination by the building official that the construction, erection, alteration, repair, moving, demolition, installation, or replacement of the building, structure, electrical, gas, mechanical or plumbing systems for which the permit was issued is in violation of, or not in conformity with, the provisions of this code.

*105.7 Placement of permit.* The building permit or copy shall be kept on the site of the work until the completion of the project.

*105.8 Notice of commencement.* As per Section 713.135, F.S., when any person applies for a building permit, the town shall print on the face of each permit card in no less than 14-point, capitalized, boldfaced type: "WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."

*105.9 Asbestos.* The town shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, F.S., and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law. Refer to Section 105.3.6 "Asbestos Removal" above, for additional requirements.

*105.10 Certificate of protective treatment for prevention of termites.* A weather-resistant job-site posting board shall be provided to receive duplicate treatment certificates shall be provided as each required protective treatment is completed, supplying one copy for the person the permit is issued to and another copy for the building permit files. The treatment certificate shall provide the product used, identity of the applicator, time and date of the treatment, site location, area treated, chemical used, percent concentration and number of gallons used, to establish a verifiable record of protective treatment. If the soil chemical barrier method for termite prevention is used, final exterior treatment shall be completed prior to final building approval. For a bait system, see Section 1816.1.7 of the Florida Building Code for contract document requirements.

*105.11 Notice of termite protection.* A permanent sign which identifies the termite treatment provider and need for re-inspection and treatment contract renewal shall be provided. The sign shall be posted near the water heater or electric panel.

*105.12 Work starting before permit issuance.* Upon written request and approval of the building official, the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection. This provision is only for the Florida Building Code; all other Agency approvals necessary for construction must be secured prior to this provision being applied.

*105.13 Phased permit approval.* After submittal of the appropriate construction documents, the building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted. Corrections may be required to meet the requirements of the technical

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codes. This provision is only for the Florida Building Code, all other Agency approvals necessary for construction must be secured prior to this provision being applied.

*105.14 Permit issued on basis of an affidavit.* The building official may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical codes. For buildings and structures, the affidavit shall state that the plans conform to the laws as to egress, type of construction and general arrangement and, if accompanied by drawings, show the structural design and that the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability. Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the building official, are hazardous or complex, the building official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall inspect such work. The building official may without any examination or inspection accept such affidavit, provided the architect or engineer who made such affidavit agrees to submit to the building official copies of inspection reports as inspections are performed. In addition, they shall certify conformity to the permit, and upon completion of the structure, electrical, gas, mechanical or plumbing systems make and file with the building official written affidavit that the work has been done in conformity to the reviewed plans and that the structure, electrical, gas, mechanical or plumbing system has been erected in accordance with the requirements of the technical codes. Where the building official relies upon such affidavit, the architect or engineer shall assume full responsibility for compliance with all provisions of the technical codes and other pertinent laws or ordinances. In the event such architect or engineer is not available, the owner shall employ in his stead a competent person or agency whose qualifications are reviewed by the building official. The building official shall ensure that any person conducting plans review is qualified as a plans examiner under Chapter 468, F.S., Part XII and that any person conducting inspections is qualified as a building inspector under Chapter 468, F.S. Part XII. Nothing aforesaid shall preclude plan review or inspections by the building official.

*105.15 Opening protection.* When any activity requiring a building permit that is applied for on or after July 1, 2008, and for which the estimated cost is \$50,000 or more for a site built single family detached residential structures that is located in the wind borne debris region as defined in this Code and that has an insured value of \$750,000 or more, or, if the site built single family detached residential structures is uninsured or for which documentation of insured value is not presented, has a just valuation for the structure for purposes of ad valorem taxation of \$750,000 or more; opening protections as required within this Code or Florida Building Code, Residential for new construction shall be provided.

*Exception:* Single family residential structures permitted subject to the Florida Building Code are not required to comply with this section.