



THE VILLAGE OF NORTH PALM BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

SPECIAL EXCEPTION APPLICATION

Date Received

To Be Completed by the Village of North Palm Beach Staff				
Received By				
Fee Paid (\$500 minimum, check Yes or No)	YES		NO	
Completed Documentation (see page 2)	YES		NO	

DEADLINE: Submission and fee must be received by 3:00 PM on the day of the deadline. Refer to the Community Development Department for submission deadlines. To ensure quality submittal, this project will only be added an agenda when a complete submission has been provided to the department. Incomplete submittals will not be accepted.

Subject to compliance with the public notice requirements for development applications and approvals set forth in Section 21-3(a) of the Village Code of Ordinances (see page 2).

Project Number

The undersigned property owner is applying for a Special Exception relating to the following (check all that apply):	
<input type="checkbox"/>	Boats and boat trailers; parking on residential property [Sec. 18-35 (13)]
<input type="checkbox"/>	Recreational vehicles and trailers; parking on residential property [Sec. 18-35.1 (12)]
<input type="checkbox"/>	New Free standing telecommunications towers and antenna locations [Sec. 45-21(2), Chapter 29]

PROPERTY INFORMATION		
Street Address:	PCN Number:	Zoning District:
Subdivision:	Block:	Lot:
Representative or Agent's interest in property (Owner, Lessee, Etc):		
Date of Pre-Application Meeting Requested:		
Has a previous application been filed?		
Project Name:		
Owner's Representative or Agent		Landowner (Owner of Record)
Business Name (if applicable):		Business Name (if applicable):
Print Name and Title:		Print Name and Title:
Signature:		Signature:
Date:		Date:
Street Address:		Street Address:
Mailing Address City/ State/ Zip:		Mailing Address City/ State/ Zip:
Phone Number:		Phone Number:
Email:		Email:

****All information submitted in connection with this application becomes a permanent part of the public records of the Village of North Palm Beach****

DOCUMENTATION CHECKLIST

Provide one (1) electronic copy and two (2) hard copies of the following application materials:

	Completed application with owner and applicant/agent signatures
	Proof of property ownership (in the form of a copy of an original recorded deed or title insurance policy)
	Description of the equipment to be stored, including the height and width per the manufacturers' specifications
	Proof of ownership of equipment and copies of all licenses and registrations.
	Accurate, certified survey of the property.
	Radius map and listing of all telecommunication facilities within one-half mile of the proposed location (if applicable).
	Narrative addressing all review criteria per applicable ordinance.
Scaled site plan showing:	Location and dimensions of equipment (boats, boat trailers, recreational vehicles, and/or recreational trailers)
	Location and dimensions of fencing materials(including gates)
	Location and dimensions of landscaping (screening) materials
	Photographs of the equipment from adjacent properties and from public right-of-way
	Documentation addressing all use requirements in applicable ordinance (for telecommunications facilities, see Chapter 49)
	Financial Responsibility Form
	Digital submittal in PDF format of all of the above (via CD or USB drive)

Applications for Special Exception shall demonstrate that the respective Review Criteria is being met.

Review Criteria- Boats and boat trailers; parking on residential property [Sec. 18-35 (13)]; Recreational vehicles and trailers; parking on residential property (Sec. 18-35.1)

Due to the size, shape or physical configuration of the property and the location of the equipment, the applicant meets all non-dimensional requirements of this section, including, but not limited to, setbacks and required screening.

Due to the size, shape or physical configuration of the property, there is no suitable alternate storage location on the property and the applicant meets all other requirements of this section including, but not limited to, required screening.

The application shall, at a minimum, be accompanied by a survey demonstrating the precise location proposed for storage of the equipment relative to adjacent properties and rights-of-way, and a site plan showing the proposed screening material, including all walls, fences, gates and landscaping.

Review Criteria- New free standing telecommunications towers and antenna locations [(Sec. 45-21(2))]

Compliance with all requirements for the telecommunications facility identified in Chapted 49.

Whether there is suitable and reasonably available public or private property which would physically accommodate the tower or antenna without unreasonably compromising the antenna's signal reception or transmitting capability or unreasonably compromise the communication system capability, and without negatively impacting the aesthetics of the tower.

All existing structures either will not accommodate an antenna installation or are not available for an antenna or antenna tower installation.

An antenna tower cannot be located on any higher preferred property or zoning district and there is no alternative property or zoning districts.

The proposed location/antenna/tower will accommodate antenna facilities of other providers (co-location), on a nondiscriminating basis, to avoid duplication of the erection of such towers.

Provide verifiable objective data, if it cannot do so.

The antenna tower and accessory equipment buildings will be screened from view by architectural features, landscaping, existing natural vegetation, or will be aesthetically designed to blend into and harmonize with the area or location surrounding the antenna or antenna tower site in accordance with the village of North Palm Beach Appearance Plan.

Antenna or antenna towers shall not be artificially lighted except as required for public safety purposes, or by the Federal Aviation Administration (FAA). Signage shall not be allowed except as required for public safety purposes, or by the Federal Communications Commission (FCC).

Public notice requirements for Special Exception applications and approvals [Sec. 21-3(a)]

Planning Commission/LPA/ Zoning Board of Adjustment			Village Council		
Mail*	Newspaper*	Post*	Mail*	Newspaper	Post*
10	7	15	10	Notice of public hearing or statutory notice for ordinance adoption (if within a PUD)	15

* Number of calendar days prior to date of public hearing.

