



TOWN OF HIGHLAND BEACH
3616 South Ocean Boulevard
Highland Beach, FL 33487

Building Department
Telephone (561) 278-4540/Fax (561) 278-2606

APPLICATION FILING DEADLINE

Complete applications will be accepted no later than 4:00 p.m. forty five (45) days prior to the Planning Board meeting date when the application will be considered. The regular meeting date for the Planning Board is the 2nd Wednesday of each month at 9:30 a.m. in the Town Commission Chambers. The exact dates of the meeting can be verified with the Deputy Town Clerk at (561) 278-4548. If an application is determined to be incomplete, revisions are not accomplished, and the application is not resubmitted by the deadline, the hearing of the application will be postponed until the next regularly scheduled meeting of the Planning Board.

DEVELOPMENT ORDER SUBMITTAL CHECKLIST

Submittal Requirement (Other requirements may apply, see Chapter 30, Article III, § 3)	Date Staff Received
Development Order Application	
\$200.00 Application Fee	
Affidavit of Authorized Agent (if applicant is not owner)	
Deed or other Proof of Ownership	
Attachment to Application Form Addressing Site Plan/Special Exception Issues	
Architectural elevations, dimensioned site plan, landscaping plan, drainage study, exterior lighting details, location of walk and driveways, location of pools site walls, etc.	
Drainage Provisions	
Landscape and Irrigation Plan	
Sealed and Signed Plans	
Sealed and Signed Survey (one year old maximum)	
Separate Application Required for Construction Trailers and or Storage Containers. (May be processed with Site Plan review as one application if requested.)	
Separate Application Required for Sales Trailers	
Separate Application Required for Signs	
Site Lighting Plan	
Water Impact Study	
Written Description of Site Plan/Special Exception	
Other Support Information (if applicable)	