



**CITY OF WESTLAKE**  
**Planning and Zoning Department**  
 4001 Seminole Pratt Whitney Road  
 Westlake, Florida 33470  
 Phone: (561) 530-5880  
 www.westlakegov.com

DEPARTMENTAL USE ONLY  
 Ck. # \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Intake Date: \_\_\_\_\_  
 PROJECT #

**APPLICATION FOR SITE PLAN REVIEW**

**PLANNING & ZONING BOARD**

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

**CITY COUNCIL**

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

**INSTRUCTIONS TO APPLICANTS:**

1. Please complete all sections of this application. If not applicable, indicate with N/A.
2. Provide all required documents as shown on the attached checklist. If not applicable, indicate with N/A.

*The Planning & Zoning Board meets the second Monday of the month at 6:00 p.m., as needed in the City Council Chambers, 4005 Seminole Pratt Whitney Road. The applicant will be informed in writing of their scheduled meeting date. After review and recommendation by the Planning & Zoning Board, applications will be heard by the City Council. The City Council meets on the second Monday of the month at 6:30 p.m., in the City Council Chambers.*

**I. PROJECT DESCRIPTION & APPLICANT INFORMATION**

**PROJECT NAME:** Grove Market Facade Upgrade

**PROJECT ADDRESS:** 5060 Seminole Pratt Whitney Road, Westlake, FL 33470

**DESCRIPTION OF PROJECT:** Minor facade updates to match/tie in with the new Winn Dixie facade

Property Control Number (PCN), list additional on a separate sheet: 77-40-43-01-01-001-0010

Estimated project cost: \$50,000

**Property Owner(s) of Record (Developer)** 5060 Loxahatchee Retail, LLC

Address: 1601 Washington Ave, Miami Beach, FL 33139

Phone No.: 305-695-5523 Fax No.: \_\_\_\_\_ E-mail Address: mnarula@starwood.com

**Agent (if other than owner complete consent section on page 3):**

Name: Crossman & Company, Rob Spiak

Address: 3333 S Orange Ave, Orlando, FL 32806

Phone No.: 407-581-6228 Fax No.: \_\_\_\_\_ E-mail Address: rspiak@crossmanco.com

**II. LAND USE & ZONING**

- A) ZONING MAP DESIGNATION MUPD      B) FUTURE LAND USE MAP DESIGNATION CL/RR10  
 C) Existing Use(s) retail/grocery/restuarant  
 D) Proposed Use(s), as applicable N/A

**III. ADJACENT PROPERTIES**

See attached ALTA/Land Use Survey

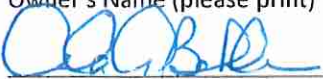
	Name of Business/ Subdivision	Land Use Designation	Zoning Designation	Existing Use(s)	Approved Use(s)
NORTH					
SOUTH					
EAST					
WEST					

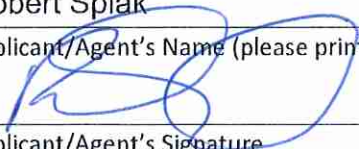
**V. OWNER/APPLICANT ACKNOWLEDGEMENT AND CONSENT**

**Consent statement (to be completed if owner is using an agent)**

I/we, the owners, hereby give consent to Robert Spiak, Crossman + Company to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the application and property I/we own described in the application.

By signing this document, I/we affirm that I/we understand and will comply with the provisions and regulations of the City of Westlake, Florida, Code of Ordinances. I/we further certify that all of the information contained in this application and all the documentation submitted is true to the best of my/our knowledge.

Adam Behlman  
 Owner's Name (please print)  
  
 Owner's Signature  
04/28/2021  
 Date

Robert Spiak  
 Applicant/Agent's Name (please print)  
  
 Applicant/Agent's Signature  
4/29/21  
 Date

VI. APPLICATION FEES

Application fees are based on the City of Westlake’s Interim Land Development Regulations “Palm Beach County ULDC”

- (1) *Pre-application Meeting. FEE: \$ \$848.00*

Fee Code	Fee Description	Base Amount	Qty	Unit Type	Amount/Unit	Adj Amt	Amount
03751	PAC All Agencies	848.00				0.000.00	848.00
<b>Estimate of Fee To Be Paid: \$848.00</b>							

- (2) *Review by the Development Review Committee (DRC) or Development Review Officer (DRO)*  
**PER THE CITY OF WESTLAKE INTERIM LAND DEVELOPMENT REGULATIONS, PLEASE APPLY PALM BEACH COUNTY APPLICATION FEES. See link below to the County Fee Estimator:**  
[http://www.pbcgov.com/epzbcommon/asp\\_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator](http://www.pbcgov.com/epzbcommon/asp_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator)
- (3) *Review by the Planning and Zoning Board.*  
**PER THE CITY OF WESTLAKE INTERIM LAND DEVELOPMENT REGULATIONS, PLEASE APPLY PALM BEACH COUNTY APPLICATION FEES. See link below to the County Fee Estimator:**  
[http://www.pbcgov.com/epzbcommon/asp\\_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator](http://www.pbcgov.com/epzbcommon/asp_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator)
- (4) *Review by City Council*  
**PER THE CITY OF WESTLAKE INTERIM LAND DEVELOPMENT REGULATIONS, PLEASE APPLY PALM BEACH COUNTY APPLICATION FEES. See link below to the County Fee Estimator:**  
[http://www.pbcgov.com/epzbcommon/asp\\_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator](http://www.pbcgov.com/epzbcommon/asp_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator)
- (5) *Resubmittals:*  
**PER THE CITY OF WESTLAKE INTERIM LAND DEVELOPMENT REGULATIONS, PLEASE APPLY PALM BEACH COUNTY APPLICATION FEES. See link below to the County Fee Estimator:**  
[http://www.pbcgov.com/epzbcommon/asp\\_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator](http://www.pbcgov.com/epzbcommon/asp_html/epzbMenu.aspx?ReferrerID=einfo&FROM=EZ&TargetMenuitem=Zoning+Fee+Estimator)

To cover all additional administrative costs, actual or anticipated, including, but not limited to, engineering fees, consultant fees and special studies, the applicant shall compensate the City for all such costs prior to the processing of the application or not later than 30 days after final application approval whichever is determined as appropriate by the City. **Failure to make such payment shall be grounds for not issuing a building or zoning permit, certificate of occupancy or completion.** Costs associated with advertising for public hearings and other public notice requirements are the responsibility of the applicant. The fee shall be paid prior to such application being scheduled for a public hearing requiring notice.

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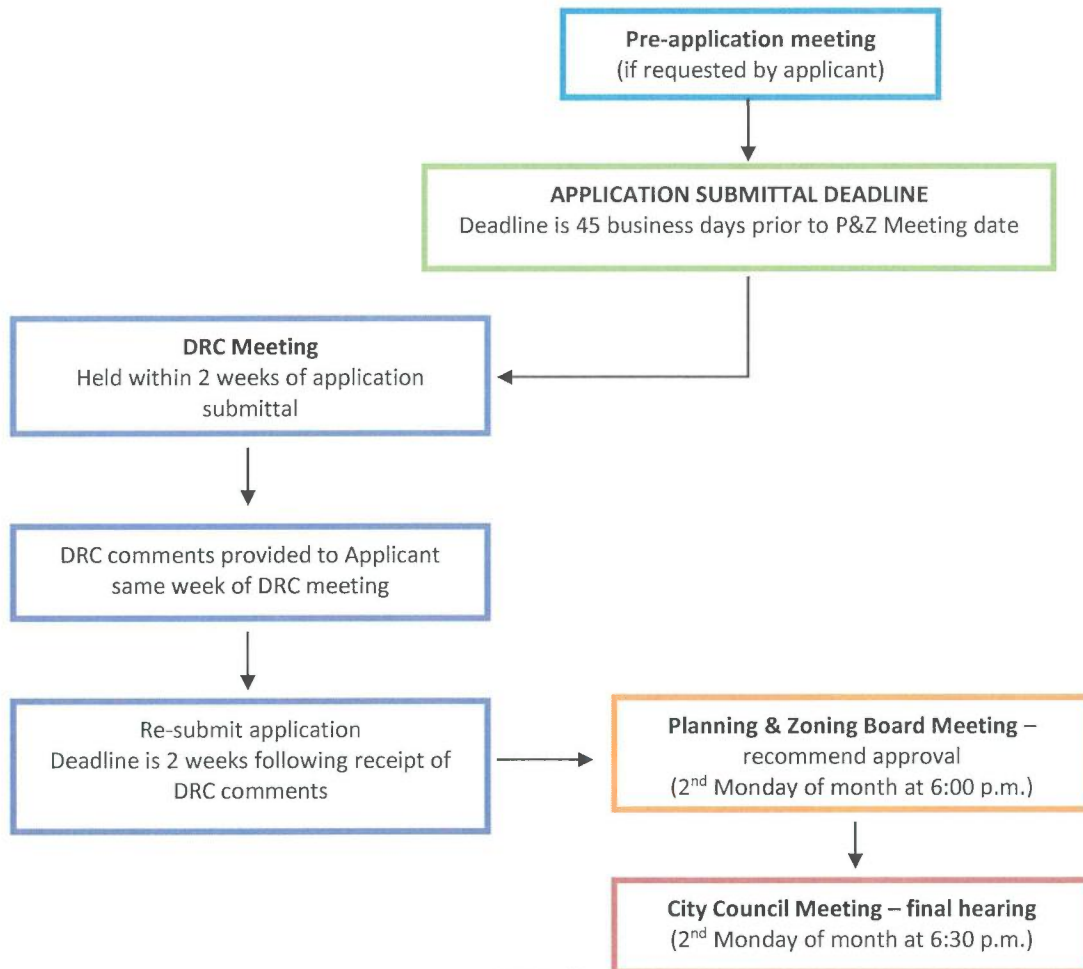
**Owner’s Signature to Acknowledge** **Date**

## VII. APPLICATION SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

The applicant shall submit the following documents to the City of Westlake **forty-five (45) business days** prior to the desired Planning and Zoning Board meeting date:

- 1) **For Review: Digital and Three (3) full-size sets** of professionally prepared site plans, landscaping and preliminary engineering showing all existing and proposed structures, setbacks, parking and loading layout, ingress and egress, sidewalks and walkways, exterior lighting layout, dimensions of street frontages, property lines and all signage.
  
- 2) **For Final Submittal: Digital and Three (3) 11x17 sets** of site plans, landscaping, preliminary engineering and color renderings and/or photographs are to be provided. The Planning & Zoning Board requires an exact rendering of the proposed modification, construction or addition. Color photographs or prints as close to the actual colors to be used must be supplied. Since color printers often do not display the correct color, it is recommended that samples of the paint chips, as well as a sample of the support materials (i.e., canvas, wood, metal, etc.) be provided.
  
- 3) Any other documents, maps, photographs, or drawings that may help clarify the position of the applicant.

**NOTE: All renderings, models, drawings, photos, etc., will become the property of the City of Westlake.**



## VIII. SITE PLAN REVIEW APPLICATION SUBMITTAL CHECKLIST

### GENERAL

- (1) A completed application signed by owner, agent/applicant. Authorization must be attached if applicant is other than owner.
- (2) **Required application fees. Applications will NOT BE ACCEPTED without application fees.**
- (3) Statements of unity of title, warranty deed, or purchase contract of the subject property.
- (4) General location map, showing relation of the site for which site plan approval is sought to major streets, schools, existing utilities, shopping areas, important physical features in and adjoining the project, and the like.
- (6) Applicant's Justification Statement demonstrating the submitted site plan is consistent with the goals, objectives, and all other provisions of the City's comprehensive development plan. The statement shall include, but not be limited to, specific references to those sections of the comprehensive plan relating to the proposed development.

### SURVEY

- (1) A signed and sealed boundary survey (not more than one year old) and legal description of the property, including any and all easements of record as well as existing topographical conditions of the site.
- (2) Existing streets and roadway improvements (medians, driveways, signage, etc.) and existing structures within 100' of the project boundary.
- (3) Existing utilities within 100' of the project boundary.
- (4) Existing trees identified by caliper and species.

### SITE PLAN *N/A - Facade upgrade only.*

- (1) A site plan containing the title of the project and names of the architect, engineer, project planner and/or developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:
  - a. Boundaries of the project, any existing streets, buildings, watercourses, easements, section lines, and water, sewer and reuse water facilities, and other existing important physical features on the site and on property adjacent to the site.

b. Tabular project data to include: *N/A - Facade upgrade only.*

Total gross site area in acres & square feet	N/A
Total number of units <input type="checkbox"/> multi-family <input type="checkbox"/> single family	N/A
Total square feet of each primary structure	N/A
Total square feet of accessory structures	N/A
Total footprint of each building in sq ft & %	N/A
Overall mean building height & number of stories	N/A
Finished floor elevation for all structures	N/A
Total project density in units per acres, if applicable	N/A
Total proposed off-street parking spaces	N/A
Height and location of proposed fences and/or walls	N/A
Proposed drive aisle width	N/A
Proposed sidewalk width	N/A

c. Provide site data and setbacks: *N/A - facade upgrade only.*

	Lot coverage	Impervious area	Open space area
TOTAL SQ FT			
PERCENT (%) OF SITE			

	Front	Side	Side	Rear
Primary structure				
Accessory structure				

- d. Plans and location for recreation facilities, if any, including buildings and structures for such use.
- e. All mechanical equipment and dumpster locations, screens and buffers.
- f. Refuse collection and service areas.
- g. Access to utilities and points of utilities hookups and location of all fire hydrants close enough for fire protection.
- h. Proposed Plans for signage including size, location and orientation.
- i. Project information on beds, employees, seating, etc., as necessary depending upon the type of development.
- j. Exterior lighting of all buildings, parking areas and the overall site, addressing glare, traffic safety, economic effect and compatibility and harmony with adjacent properties.

- k. Proposed topographic considerations including natural vegetation, berms, retaining walls, privacy walls, and fences.

(2) Required floodplain management data:

- a. Flood zone designation
- b. Base flood elevation

**ENGINEERING PLANS** *N/A - Facade upgrade only.*

- (1) Proposed access (ingress/egress) to project, drive aisles, driveways, streets and sidewalks with dimensions and turn radii for internal and external vehicular traffic.
- (2) Proposed traffic control signs.
- (3) Preliminary storm drainage and sanitary sewage plans or statements. If the city determines that the drainage and/or sewage plans require independent review, the applicant shall pay for such review by an independent engineer (SID Review).
- (4) Plans for the extraction of fill and mineral resources and alterations or modifications to the slope, elevation, drainage pattern, natural vegetation and accessibility of the development. (SID Review).
- (5) A comprehensive traffic study, provided by an engineering firm. The study shall be paid for by the applicant and shall include but not be limited to the following:
  - a. Future right-of-way dedications.
  - b. Intersection improvements.
  - c. Traffic control devices.
  - d. Traffic generation analysis.
  - e. Distribution and assignment of traffic access.
  - f. Additional roadway needs.
  - g. Traffic safety standards, including the separation of pedestrian and vehicular traffic.
  - h. Compliance with Palm Beach County Traffic Performance Standards Ordinance.

**LANDSCAPE PLANS** *N/A - Facade Upgrade only.*

- (1) Landscaping plan, including types, sizes and locations of vegetation and decorative shrubbery, and showing provisions for irrigation systems. Plans shall also provide delineation of existing trees and information as to which trees will be reused or removed.
- (2) Plans shall provide clear sight lines.
- (3) Location of light poles.
- (4) Provide landscape plan data:

	Required	Provided
Number of trees (including percent native)		
Number of shrubs (including percent native)		
Amount of groundcover (including percent native)		
Total percent of native vegetation		

**ARCHITECTURAL PLANS**

- (1) Architectural elevations and color renderings for buildings in the development, and exact number of units, square footage and types, together with typical floor plans of each type.
- (2) Type of construction of all buildings per Florida Building Code.
- (3) Color finishes and material examples and/or samples for all structures including roof, walls, trim, pavers, etc.

**ADDITIONAL REQUIREMENTS** *N/A - Facade upgrade only.*

- (1) If common facilities (such as recreation areas or structures, common open space, etc.) are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, surety arrangements, or other legal instruments providing adequate guarantee to the City that such common facilities will not become a future liability for the City.
- (2) If development is to occur in phases, those phases should be clearly delineated on the site plan and identified in the plans and requirements appurtenant to that site plan, and each development phase shall be subject to site plan review by the city.
- (3) The substance of covenants, grants of easements or other restrictions proposed to be imposed upon the use of the land, buildings and structures, including proposed easements or grants for public utilities, if applicable.
- (4) A statement that the development will provide the necessary infrastructure to meet the following level of service standards (LOS) :
  - a. Traffic (roads and rights-of-way)
  - b. Sanitary sewer
  - c. Drainage
  - d. Potable water
  - e. Reuse water
  - f. Recreation
  - g. Fire flow requirements (SID/County Fire Department)
- (5) Applicant must provide Letter of Availability of all applicable service providers.
- (6) A statement from the applicant or landowner that **all pertinent permits** are concurrently being sought from the applicable county, state, and federal agencies listed below. Include a copy of the letter/document with the application. Such permits shall be secured prior to the issuance of a building permit for any development on property included within the site plan.
  - a. Seminole Improvement District (Potable Water, Reuse Water, Sewer and Storm Water)
  - b. Palm Beach County Health Department
  - c. Palm Beach County Traffic Engineering Division
  - d. Palm Beach County School District
  - e. Palm Beach County Fire-Rescue Department (Fire Marshal)
  - f. Palm Beach County Department of Environmental Resources Management (DERM)
  - g. South Florida Water Management District (SFWMD)
  - h. Florida Power & Light (FPL)
  - i. Telephone service provider, as applicable
  - j. Solid Waste purveyor
  - k. Other municipal, county, state and/or federal agencies as may be applicable.