



FUTURE LAND USE ATLAS AMENDMENT TRAFFIC PRE-APPLICATION REVIEW 2009 INSTRUCTIONS

Palm Beach County Traffic Division

2300 North Jog Road, WPB, FL 33411, (561) 684-4030

General Instructions: Applications for Future Land Use Atlas amendments are required to include a finalized traffic letter (indicating compliance with Policy 3.5-d of the Land Use Element of the County Comprehensive Plan) and final version of the traffic study in the application submittal to the Planning Division. An application cannot be found sufficient without a final Policy 3.5-d letter and finalized traffic study from the PBC Traffic Division. (ph. 684-4030) The fee schedule for Traffic review shall be 40 cents per net daily trip (as defined in item c below for the maximum square footage/density) or a minimum of \$75.00. Please call the Traffic Division if you wish to schedule an appointment for a pre-application meeting.

The following guidelines provide instructions for the completion of the Traffic Pre-Application Review Form (available separately from this document in a Word format on the Planning Division's website). Copies of this application are available from the Planning Division at (561) 233-5300, the PBC Traffic Divisions at (561) 684-4030 or via the Planning website (<http://www.pbcgov.com/pzb/planning/FLU.htm>).

The following required documents are to be submitted to the PBC Traffic Division a minimum of 60 days but not more than 90 days prior to the Planning Division FLUA application deadline. It is incumbent upon the applicant to allow sufficient time for review and approval of the traffic study if he intends to submit for a particular FLUA Round. Please call the Planning Division at (561) 233-5300 for the intake date or visit the web at <http://www.pbcgov.com/pzb/planning/FLU.htm>.

- a. FLUA Traffic Review Application Fee
- b. Pre-application Form
- c. Traffic Study

Traffic Study Requirements: The applicant is required to use the most recent available data and provide analysis at the proposed or conditioned FAR (if applicable) and at the maximum FAR. However, if the applicant voluntarily commits to a square footage less than the maximum (this will become binding in the adopting ordinance), this proposed square footage may also be used. If there are other proposed amendments affecting the same roadway segments as this amendment, the applicant may be required to include the cumulative impacts in the traffic analysis. The following details the requirements of the traffic analysis:

- a. Determine the trip generation for the current future land use designation.**
 - 1) For a residential FLU use the number of units in Section II.C of this application;
 - 2) For a non-residential FLU, use the following:
 - a) The existing square footage or existing approved square footage for the current FLU ; and
 - b) The maximum square footage for the current FLU.
- b. Determine the trip generation for the proposed future land use designation.**
 - 1) For a residential FLU use the number of units in Section II.C of this application;
 - 2) For a non-residential FLU, use the following:
 - a) The square footage for the proposed/conditioned FLU; and
 - b) The maximum square footage for the proposed FLU.
- c. Determine the net trip increase at the proposed square footage/density and at the maximum square footage/density (b - a).**

- d. Determine the project trip distribution at proposed and at maximum project traffic.** Provide figures and tables showing at a minimum the site location, project distribution percentage and the project trips on all roadways within the applicable maximum radius of development influence based on the FLUE Policy 3.5-d of the Comprehensive Plan. Provide project trip distribution for the existing, five year, and long term traffic analysis.
- e. Determine LOS with existing traffic at proposed and at maximum project traffic.**
- 1) Add the project traffic to existing traffic volumes for all roadways determined in (d.), based on the trip generation for the proposed future land use in (b). *
 - 2) Compare to LOS D for existing laneage.
- f. Determine LOS pursuant to five year Test 2 requirements.**
- 1) Prepare a traffic analysis at proposed or maximum project traffic (as applicable) pursuant to Test 2 requirements as outlined in the Unified Land Development Code, article 12, chapter B, Section 2.B.
 - 2) If roadway improvements necessary to comply with Test 2 are not considered Assured Construction, provide a commitment letter from the Applicant consenting to phase development to these improvements and to fund the same if they are still identified as necessary at the time concurrency is requested.
- g. Determine LOS for year 2025 with the increase in traffic due to the proposed land use amendment at proposed and at maximum project traffic.**
- 1) Provide year 2025 model volumes (documentation from MPO required).
 - 2) Adjust the year 2025 model volumes to reflect average annual daily traffic (AADT) conditions using latest published FDOT MOCFs.
 - 3) Add the project traffic to all roadways determined in (d) based on the trip generation for the increase in traffic due to the proposed future land use in (c).
 - 4) Provide the volume to capacity ratio for each link.
 - 5) Provide the percentage of project traffic with respect to the capacity of the roadway for each link and indicate significance of the project traffic based upon the sliding scale given in FLUE Table 3.5-1.
 - 6) Compare the total traffic on the roadway segments to LOS D for the laneage in the 2025 roadway system.

* *The trip generation for the proposed future land use can be reduced if there is an active use on the property. There will be no reduction if the property is vacant.*



FUTURE LAND USE ATLAS AMENDMENT 2009 TRAFFIC PRE-APPLICATION REVIEW FORM

Palm Beach County Traffic Division
2300 North Jog Road, WPB, FL 33411, (561) 684-4030

I. General Data

Round	Provide the number of the amendment round.
Request	Provide the requested future land use change.
Acres	Identify the total acres of the subject site in hundredths of an acre, (e.g. 4.35 acres). This figure must be consistent throughout the entire application and the survey.
Location	Indicate the location of the property in relationship to the nearest north-south and east-west roadways (e.g., South side of West Atlantic Avenue approximately one-half (1/2) mile west of Carter Road) indicating the distance in miles or, if less than .25 of a mile, in feet.
PCN	Property Control Numbers for all affected parcels

II. Site Data

Current FLU	Provide the current FLU designation. If the amendment includes multiple land use designations, acreages for each change must be provided.
Existing Land Use	Provide the existing land use of the site.
Current Zoning	Provide the current Zoning District and any petition number if applicable. Identify any previously approved petition and resolution numbers for the site, if applicable. Attach a copy of the previous resolution(s). This information is available from the Zoning Division at (561) 233-5200.
Proposed FLU	Provide the proposed FLU designation. If the amendment includes multiple land use designations, acreages for each change must be provided.
Proposed Use	Provide the proposed use for the site.
Proposed Zoning	Provide the proposed Zoning District.
Tier and Tier Change	Provide the name of the Tier. If a Tier change is requested, provide the proposed Tier name and complete the required Tier Change analysis (see attachment).
Overlay/Study	Provide the names of any County overlays or studies that the site is within (see Special Planning Area Map, LU 3.1).
Cities w/in 1 mile	Provide the names of municipalities within 1 mile of the site.
Comm. District	Provide the name and number of the appropriate Commissioner District.
Street Address	Indicate the street address of the site, if applicable.
Frontage	Provide the roadway(s) and/or waterway which the site fronts and indicate the number of linear feet. Also provide the depth of the property (e.g., Approx. 1,340 feet of frontage along West Atlantic Ave. and 5,280 feet of depth.)
Access	Identify the current and proposed access to the site.

Plat, Subdivision, Lot	Indicate whether the site has been platted, subject to a master plan, or subdivided and indicate the record book and page number, if applicable. This information is available from the County's Zoning Division, the County's Land Development Division, or the County Clerk. Please include an 8½" x 11" copy.
Concurrency Exemption	Indicate whether the site is currently subject to a concurrency exemption or has obtained a concurrency reservation. If so, attach a copy of the appropriate certificate. This information is available from the County's Zoning Division at (561) 233-5214.

A. Adjacent Land Use Summary			
Adjacent Uses	Existing Use	FLU	Zoning
North	Indicate the existing land use, subdivision name, and existing density (residential) or square footage (non-residential).	Indicate the FLUA designations.	Indicate the Zoning and petition number(s).
South			
East			
West			
B. Adjacent Land Use Additional Details			
North	For each of the adjacent properties, the applicant must provide a written discussion of the specific conditions abutting the subject site and address any mitigation factors to potential incompatibilities. The applicant may propose voluntary conditions for the subject site that are over and above standard ULDC buffer or other requirements to mitigate any incompatibility. These conditions will become binding at the time of adoption, should the amendment be approved.		
South			
East			
West			

C. Development Potential Data and Analysis

A key component of the analysis is a comparison of the impacts of the increase (or decrease) in intensity on the site from the current FLU to the proposed FLU. This section will calculate the maximum development potential on the site in comparison to the proposed FLU.

Residential Dwelling units and population impacts (residential FLUs only)

	Units	Population
Current FLU	Multiply the total acreage by the current maximum FLU density in Table 2.1-1 of the FLUE.	Multiply the units figure by 2.34
Proposed FLU	Multiply the total acreage by the proposed maximum FLU density in Table 2.1-1 of the FLUE.	Multiply the units figure by 2.34
Difference	Calculate the difference of the above.	Calculate the difference of the above.

Non-Residential Square Footage impacts (non-residential FLUs only)

	Typical* or Proposed Square Footage	Maximum Square Footage
Current FLU	Multiply the total acreage by the typical FAR for this type of use.	Multiply the total acreage by the maximum FAR in Table 2.1-2 of the FLUE.
Proposed FLU	Multiply the total acreage by the typical FAR for this type of use. If the applicant voluntarily commits to a proposed square footage and/or use (which will become binding in the adopting ordinance), this figure must be used in place of the typical FAR and this must be clearly indicated.	Multiply the total acreage by the maximum FAR in Table 2.1-2 of the FLUE.
Difference	Calculate the difference of the above.	Calculate the difference of the above.

* A typical FAR for commercial, industrial and institutional uses is .22. The applicant may utilize an alternate typical FAR provided that research to demonstrate this figure is presented to the Planning Director and approved prior to the submittal deadline for the FLUA Amendment Application.

III. Applicant Information

	Applicant A	Applicant B	Applicant C
Name	Identify the name, address, and phone information for each person having an ownership interest in the property.		
Address			
City, State, Zip			
Phone Number			
Fax Number			
Type (Owner, Lessee, Contract Purchaser, Other)	For each applicant, indicate the nature of the applicant's interest in the property.		

IV. Agent Information

Name	Identify the name, address, and phone information for the agent assigned to processing the application. The agent will be the primary contact for Planning Division staff throughout the amendment process.
Organization/Company	
Address	
City, State, Zip	
Phone Number	
Fax Number	

V. Additional Site Details

Contiguous Property under same ownership	Indicate whether there is adjacent property under the same ownership and provide the acreage and pcns for the site(s).
Acquisition details	Indicate the month, day and year the site was acquired, and from whom the site was acquired. Include the manner in which the site was acquired (e.g. purchase, exchange, gift, inheritance, etc.), the cost of acquisition and provide evidence of both (e.g. purchase and sale agreement) and ownership (deed) in the attachments.
Size purchased	Identify whether the site was part of a larger property acquired from the previous owner. If so, identify the extent of any property contiguous to the subject property, which was of the same ownership as the subject property.
Development History	Indicate whether a development order was ever requested for the site and whether it was approved or denied. If approved, provide a copy of the resolution in the attachment. If the property received development approval from another local, state, or federal agency, please identify agency, type of development order granted, and indicate if the approval is still valid.

VI. Public Facilities Information

A. Traffic Information		
	Proposed	Maximum
Current FLU	Calculate the trip generation utilizing the current land use potential.	Calculate the trip generation utilizing the current land use potential.
Proposed FLU	Calculate the proposed (if applicable) trip generation utilizing the proposed/conditioned density.	Calculate the trip generation utilizing the maximum density of the requested land use.
Difference	Calculate the difference.	Calculate the difference.
Significantly impacted roadway segments that fail	Indicate roadway segments that fail LOS D in the long range and carry significant project traffic.	Indicate roadway segments that fail LOS D in the long range and carry significant project traffic.
Significantly impacted roadway segments for Test 2	Indicate roadway segments that fail Test 2 and carry significant project traffic	Indicate roadway segments that fail Test 2 and carry significant project traffic
Traffic Consultant	Indicate the name of the consultant who prepared the attached traffic study.	
B. Mass Transit Information		
Nearest Palm Tran Route(s)	Identify the number(s) of the nearest Palm Tran Route(s) that service the property, if any.	
Nearest Palm Tran Stop	Identify the location of the nearest bus stop, in tenths of a mile from the site.	
Nearest Tri Rail Connection	Identify the nearest connection to the Tri-County Commuter Rail Feeder Bus Route.	