

# TYPE IB APPLICATION INTAKE CHECKLIST

Intake Date:	Staff Initials:	FORM 45C	
FORM # AND/OR TITLE	AVB # _____	COPIES	Submittal Format
(Form #93) General Application (single sheet)		1	PDF to Disc
(Form #45) Supplemental Application Includes Justification Statement & 7 Criteria		1	<i>Justification and 7 criteria Save as Word Supplemental App PDF to Disc</i>
Warranty Deed <sup>1</sup> (Xerox copy of original imprinted with ORB recording stamp)		1	PDF to Disc
(Form #03) <sup>2</sup> Consent Form (notarize if not owner)		1	Paper Copy; & PDF to Disc
(Form #02) Affidavit of Completeness & Accuracy		1	Paper Copy; & PDF to Disc
(Form #05) Liens and Fines Determination (Search within than 6 months of intake)		2	PDF to Disc
(Form #06) Liens and Fines Certification Form (N/A if above Form #05 is submitted)		1	PDF to Disc
Legal Description (Exactly from Survey)		1	PDF to Disc and Word format
Abstracted Survey (Signed and sealed; no more than one year old at date of intake)		2	All shall be Signed and Sealed; Have one saved to Disc in TIFF Format
Site Plan (Substitute with survey if improvements drawn on Survey by Surveyor)		1	Paper Copy; & TIFF format to Disc
Pictures (Labeled w/ view to N,S,E, or W)		<i>varies</i>	JPEG to Disc
Misc. Dwg's (Master Plans, Elev's, footprints, or perspectives, see staff for applicability)		<i>varies</i>	Paper Copy; & PDF to Disc
Is Site in Compliance? Is there a C number issued?		<i>varies</i>	PDF to Disc
Home Owner Association position on variance (support or nonsupport) if applicable		1	PDF to Disc
(if no use proposed for site) Copy of Concurency Certificate Required		1	Paper Copy; & PDF to Disc
Located in the Lake Worth Corridor?			yes/no
If lot coverage is near max. allowable %, floor plan are requiried			
Overhangs into easements must be indicated on the site plan or survey.			
Check Threshold for Projects Requiring DRO Approval Art. 4 - Pg.18			

All required application documents must be submitted at intake with a paper copy and an electronic disc or emailed to: [jjames@pbcgov.com](mailto:jjames@pbcgov.com) or [astabili@pbcgov.com](mailto:astabili@pbcgov.com)

## NOTES: