

NAMING CONVENTION FOR ZONING APPLICATION DOCUMENTS

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process and be considered as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

DRO ADMINISTRATIVE PROCESSES (AR/PI) - APPLICATIONS

Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
46	Application	Appeal- Zoning Director Interpretation	Appeal- ZD Interpretation	PDF
TBD	Application	Billboard Supplemental Application - Special Permit	Billboard Supplemental Application - Special Permit	PDF
TBD	Application	Business Tax Receipts	BTR	PDF
34	Application	Concurrency for Administrative Exemption	Concurrency Exemption	PDF
30	Application	Concurrency Supplemental	Concurrency Supplemental	PDF
115	Application	Control Name Change Request	Control Name Change Request	PDF
6	Application	Liens and Fines Certification	Liens and Fines Certification	PDF
5	Application	Liens and Fines Determination	Liens and Fines Determination	PDF
74	Application	Removal Agreement for Mobile Home	Removal Agreement for Mobile Home	PDF
114	Application	Request for Zoning Confirmation - URA Opt Out	Request for Zoning Confirmation - URA Opt Out	PDF
31	Application	Separate Concurrency Application	Separate Concurrency Application	PDF
18b	Application	Tower or Structure Removal Bond	Tower-Structure Removal Bond	PDF
18a	Application	Tower Removal Replacement	Tower Removal Agreement	PDF
18	Application	Tower Technical Submittal Requirements	Tower Technical Requirements	PDF
93	Application	Zoning Agency Review General	ZAR General Application	PDF

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - ARCHITECTURAL

For Applicant				
Form#	Document Category	Document Type	Document Detail	File Type
			Save and name Document using the following:	
NA	Architectural	Material Samples	Material Samples	PDF
NA	Architectural	Paint Colors	Paint Colors	PDF
NA	Architectural	Final Architectural Elevation	FAE 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Architectural	Final Floor Plan	FFP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Architectural	Final Roof Plan	FRFP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - LEGAL				
Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
2	Legal	Affidavit of Completeness and Accuracy	Affidavit of Completeness and Accuracy	PDF
3	Legal	Consent	Consent (If there are multiple owners/contract purchasers, save each Consent separately and label name of each owner or contract purchaser). Examples: Consent - Smith, John Consent - Jones, Jane	PDF
NA	Legal	Cross Access Agreement	Cross Access Agreement	PDF
NA	Legal	Deed - Legal Lot Review	Deed - Legal Lot Include Deeds dated prior to 2/5/1973 and Deeds dated between 2/5/1973 and 6/16/1992.	PDF
NA	Legal	Legal Description	Legal Description -If more than one legal description, save and name each legal description separately. Examples: -Rezoning Legal Description 1, Rezoning Legal Description 2 -Overall New Legal Description 1, Overall New Description Legal 2	WORD
NA	Legal	Liability Insurance	Liability Insurance	PDF
NA	Legal	LWDD Release	LWDD Release	PDF
NA	Legal	Plat	Plat -Submit all pages as one document	PDF
NA	Legal	Shared Parking Agreement	Shared Parking Agreement	PDF
NA	Legal	Survey	Survey -Submit all pages as one document	PDF
NA	Legal	Warranty Deed(s)	Warranty Deed Save and name each Warranty Deed separately. e.g. Warranty Deed - Smith, E , Warranty Deed – Jones M	PDF

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - LETTERS

For Applicant				
Form #	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Letters	Concurrency Certificate	Concurrency Certificate	PDF
NA	Letters	General Correspondence	General Correspondence	PDF
NA	Letters	HOA	Letter-HOA	PDF
NA	Letters	Insufficiency	Letter-Insufficiency	PDF
NA	Letters	Refund	Letter - Refund	PDF
NA	Letters	Result	Letter-Result	PDF
NA	Letters	Sufficiency	Letter-Sufficiency	PDF
50	Letters	Zoning Confirmation	Zoning Confirmation Letter Request	PDF

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - PLANS				
			For Applicant	
	Document Category	Document Type	Document Detail	File Type
			Save and name Document using the following:	
NA	Plans	Final Master Plan	FMP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Plans	Final Site Plan	FSP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Plans	Final Subdivision Plan	FSBP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Plans	Final Regulating Plan (if applicable)	FRP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - PLANS

DRO ADMINISTRATIVE PROCESSES (AR/PI) - PLANS				
			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Master Sign Plan	FMSP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Plans	Final Alternative Sign Plan	FASP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Plans	Final Landscape Plan	FLP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX
NA	Plans	Final Alternative Landscape Plan (if applicable)	FALP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	DWF/DWFX

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - PLANS

For Applicant				
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Street Plan	FSTP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (add Clouded or (blank) if not clouded)	DWF/DWFX
NA	Plans	Final Phasing Plan	FPHP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (add Clouded or (blank) if not clouded)	DWF/DWFX
NA	Plans	Visual Impact Analysis	Visual Impact Analysis	DWF/DWFX

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - RESOLUTIONS/CONDITIONS

For Applicant				
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Conditions	DRO Conditions	DRO Conditions	PDF
NA	Conditions	Special Permit Conditions	Special Permit Conditions	PDF
NA	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
NA	Conditions	Type 1 or 2 Variance Conditions	Type 1 or 2 Variance Conditions	PDF
NA	Resolution	ZC Resolution	ZC Resolution	PDF

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DRO ADMINISTRATIVE PROCESSES (AR/PI) - STATEMENT/STUDY

For Applicant				
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Statement	Drainage Statement	Drainage Statement	PDF
NA	Statement	Justification Statement	Justification Statement	PDF/WORD
NA	Statement	Parking Study/Statement	Parking Study/Statement	PDF
NA	Statement	Shared Parking Study	Shared Parking Study	PDF
NA	Statement	Shared Parking Agreement	Shared Parking Agreement	PDF
NA	Statement	Traffic Statement/Study	Traffic Statement/Study	PDF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - APPLICATIONS				
Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
112	Application	Affidavit of Understanding Declining PAC	Affidavit of Understanding Declining PAC	PDF
63	Application	Alternative Sign Plan Supplemental	ASP Supplemental	PDF
1	Application	General Application Public Hearing and Administrative Review	General Application	PDF
115	Application	Control Name Change Request	Control Name Change Request	PDF
59	Application	Landscape Permit Supplemental	Landscape Permit Supplemental Application	PDF
6	Application	Liens and Fines Certification	Liens and Fines Certification	PDF
5	Application	Liens and Fines Determination	Liens and Fines Determination	PDF
62	Application	Outdoor Lighting Standards Certification	Outdoor Lighting Standards Certification	PDF
100	Application	Pre-Application Conference Submittal Requirements	Pre-Application Conference	PDF
92	Application	Public Ownership Zoning District Deviation	PO Zoning District Deviation	PDF
114	Application	Request for Zoning Confirmation - URA OPT OUT	Request for Zoning Conifrmation - URA Opt Out	PDF
TBD	Application	School Concurrency Supplemental	School Concurrency Supplemental	PDF
31	Application	Separate Concurrency	Separate Concurrency Application	PDF
18	Application	Tower Technical Submittal Requirements	Tower Technical Requirements	PDF
18a	Application	Tower Removal Agreement	Tower Removal Agreement	PDF
18b	Application	Tower-Structure Removal Bond	Tower-Structure Removal Bond	PDF
16	Application	Transfer Development Rights Supplemental	TDR Supplemental	PDF
60	Application	Tree Removal and Replacement	Tree Removal and Replacement	PDF
99	Application	Type 3 Excavation Preapplication	Type 3 Excavation Preapplication Checklist	PDF
43	Application	Type 2 Variance - ZC Concurrent	Type 2 Variance	PDF
19	Application	Waiver Supplemental Application	Waiver Supplemental	PDF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - ARCHITECTURAL

For Applicant				
Form#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Architectural	Material Samples	Material Samples	PDF
NA	Architectural	Paint Colors	Paint Colors	PDF
NA	Architectural	Peer Review Certificate	Peer Review Certificate	PDF
NA	Architectural	Preliminary Architectural Elevation	Boca Lago PUD_PAE1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_PAE1, and Boca Lago PUD_PAE2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_PAE1, Building B_PAE1, etc.)	DWF/DWFX
NA	Architectural	Final Architectural Elevation	Boca Lago PUD_FAE1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_FAE1, and Boca Lago PUD_FAE2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_FAE1, Building B_FAE1, etc.)	DWF/DWFX
NA	Architectural	Preliminary Floor Plan	Villa Lago_PFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Villa Lago_PFP1, and Villa Lago_PFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_PFP1, Building B_PFP1, etc.)	DWF/DWFX
NA	Architectural	Final Floor Plan	Villa Lago_FFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Villa Lago_FFP1, and Villa Lago_FFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_FFP1, Building B_FFP1, etc.)	DWF/DWFX
NA	Architectural	Preliminary Roof Plan	Boca Lago PUD_PRFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_PRFP1, and Boca Lago PUD_PRFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_PRFP1, Building B_PRFP1, etc.)	DWF/DWFX

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - ARCHITECTURAL

For Applicant				
Form#	Document Category	Document Type	Document Detail	File Type
			Save and name Document using the following:	
NA	Architectural	Final Roof Plan	Boca Lago PUD_FRFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_FRFP1, and Boca Lago PUD_FRFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_FRFP1, Building B_FRFP1, etc.)	DWF/DWfx

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - GRAPHICS

Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Graphics	Aerial	Aerial	PDF
NA	Graphics	Land Use Atlas Map	Land Use Atlas Map	PDF
NA	Graphics	Location Map	Location Map	PDF
NA	Graphics	Natural Features Inventory and Map	Natural Features Inventory and Map	PDF
NA	Graphics	Newspaper Articles	Newspaper Articles	PDF
NA	Graphics	Photographs	Photo Save and name each photo separately -Indicate N, S, E, W, Front, Side, Rear or Intersection e.g. Photo 1 - North, Photo 2 - South, etc.	JPEG
NA	Graphics	Powerpoint Presentation	Powerpoint Presentation	PDF
NA	Plans	Visual Impact Analysis	Visual Impact Analysis	DWF/DWFX
NA	Graphics	Wellfield Protection Zone Map	Wellfield Protection Zone Map	PDF
NA	Graphics	Zoning Quad Map	Zoning Quad Map	PDF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - LEGAL

Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
2	Legal	Affidavit of Completeness and Accuracy	Affidavit of Completeness and Accuracy	PDF
NA	Legal	Affidavit of Incorporation	Affidavit of Incorporation	PDF
NA	Legal	Articles of Incorporation	Articles of Incorporation	PDF
24	Legal	Affidavit of Understanding for DRO Type 2 or 3	Affidavit of Understanding for DRO Type 2 Affidavit of Understanding for DRO Type 3	PDF
NA	Legal	Authorization	Authorization	PDF
3	Legal	Consent	Consent (If there are multiple owners/contract purchasers, save each Consent separately and label name of each owner or contract purchaser). Examples: Consent - Smith, John Consent - Jones, Jane	PDF
NA	Legal	Conservation Easement	Conservation Easement	PDF
NA	Legal	Covenants	Covenants	PDF
NA	Legal	Cross Access Agreement	Cross Access Agreement	PDF
NA	Legal	Deed - Legal Lot Review	Deeds - Legal Lot Include Deeds dated prior to 2/5/1973 and Deeds dated between 2/5/1973 and 6/16/1992.	PDF
8	Legal	Disclosure of Ownership Interests - Applicant	Disclosure of Ownership -Applicant (If there are multiple applicants, save each applicant separately. If there are multiple pages for each applicant, save each page separately) Examples: Disclosure Applicant- Smith John, page 1 Disclosure Applicant- Smith John, page 2 Disclosure Applicant- Jones, Jane, page 1 Disclosure Applicant- Jones, Jane, page 2	PDF/TIFF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - LEGAL

Form #	Document Category	Document Type	For Applicant	
			Document Detail	File Type
			Save and name Document using the following:	
9	Legal	Disclosure of Ownership Interests - Property Owner	Disclosure of Ownership -Owner (If there are multiple owners, save each owner separately. If there are multiple pages for each owner,) Examples: Disclosure Property- Smith John, page 1 Disclosure Property- Smith John, page 2 Disclosure Property - Jones, Jane, page 1 Disclosure Property- Jones, Jane, page 2	PDF/TIFF
NA	Legal	Legal Description	Legal Description -If more than one legal description, save and name each legal description separately. Examples: -Rezoning Legal Description 1, Rezoning Legal Description 2 -Overall New Legal Description 1, Overall New Description Legal 2	WORD
NA	Legal	Plat	Plat -If more than one page per survey or plat, save and name each page separately Examples: Rezoning Plat 1, Rezoning Plat 2 Overall New Survey 1, Overall New Survey 2	PDF
NA	Legal	Proof of Legal Access	Proof of Legal Access	PDF
NA	Legal	Shared Parking Agreement	Shared Parking Agreement	PDF
NA	Legal	Survey	Survey -All Surveys must be digitally signed and sealed and be capable of verification, in conformance with FSMS Rule 5J.17.062. Submit all pages as one document.	PDF
16a	Legal	TDR Contract for Sale and Purchase (Public Hearing)	TDR Contract for Sale and Purchase (PH)	PDF
16b	Legal	TDR Deed	TDR Deed	PDF
16d	Legal	TDR Contract for Sale and Purchase (DRO)	TDR Contract for Sale and Purchase (DRO)	PDF
NA	Legal	Warranty Deed	Warranty Deed Save and name each Warranty Deed separately Examples: Warranty Deed - Smith, E., Warranty Deed – Jones M	PDF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - LETTERS

ID#	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Letters	Continuance	Continuance Letter	PDF
NA	Letters	Denial	Denial Letter	PDF
NA	Letters	Expedited Application Consideration	Expedited Application Consideration Letter	PDF
NA	Letters	Final DRO Approval	Final DRO Approval	PDF
NA	Letters	FDOT Drainage	FDOT Drainage	PDF
NA	Letters	General Correspondence	General Correspondence	PDF
NA	Letters	HOA	HOA Letter	PDF
NA	Letters	Insufficiency	Insufficiency	PDF
NA	Letters	Neighborhood Area	Letter - Delray Alliance; Letter - Jupiter Farms Neighborhood Association Letter - Coalition of Boynton West Residential Association (COBWRA)	PDF
NA	Letters	Petition	Letter-Petition	PDF
NA	Letters	Planning Density	Letter-Planning Density	PDF
NA	Letters	Postponement	Letter-Postponement	PDF
NA	Letters	Preapplication	Letter-Preapplication	PDF
NA	Letters	Refund	Letter-Refund	PDF
NA	Letters	Result	Letter-Result	PDF
NA	Letters	Revocation	Letter-Revocation	PDF
NA	Letters	Sufficiency	Letter-Sufficiency	PDF
51	Letters	Vested Use Confirmation	Letter-Vested Use Confirmation	PDF
NA	Letters	Waiver	Letter-Waiver	PDF
NA	Letters	Workforce Housing Covenants	Letter-WFH Covenants	PDF
NA	Letters	Withdrawal	Letter-Withdrawal	PDF
NA	Letters	Zoning Confirmation - URA Opt Out	Zoning Confirmation - URA Opt Out	PDF
50	Letters	Zoning Confirmation Letter Request	Zoning Confirmation Letter Request	PDF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - PLANS

COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - PLANS				
ID#	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Plans	Preliminary Master Plan	Boca Lago_PMP1 -If more than one page per plan, save and name each page separately, (i.e. Boca Lago_PMP1, Boca Lago_PMP2, etc.)	DWF/DWFX
NA	Plans	Final Master Plan	Boca Lago_FMP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FMP1, Boca Lago_FMP2, etc.)	DWF/DWFX
NA	Plans	Conceptual Master Plan	Boca Lago_CMP	DWF/DWFX
NA	Plans	Preliminary Site Plan	Boca Lago_PSP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_PSP1, Villa Lago_PSP2, etc.)	DWF/DWFX
NA	Plans	Final Site Plan	Boca Lago_FSP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FSP1, Villa Lago_FSP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Subdivision Plan	Tract 2_PSBP1 -If more than one page per plan, save and name each page separately (i.e. Tract 2_PSBP1, Tract 2_PSBP2, etc.)	DWF/DWFX
NA	Plans	Final Subdivision Plan	Tract 2_FSBP1 -If more than one page per plan, save and label each page separately (i.e. Tract 2_FSBP1, Tract 2_FSBP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Regulating Plan	Boca Lago_PRP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PRP1, Boca Lago_PRP2, etc.)	DWF/DWFX
NA	Plans	Final Regulating Plan	Boca Lago_FRP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FRP1, Boca Lago_FRP2, etc.)	DWF/DWFX

NAMING CONVENTION FOR ZONING APPLICATION DOCUMENTS

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - PLANS				
ID#	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Plans	Preliminary Master Sign Plan	Golfview Shopping Plaza_PMSP1 -If more than one page per plan, save and name each page separately (i.e. Golfview Shopping Plaza_PMSP1, Golfview Shopping Plaza_PMSP2, etc.)	DWF/DWFX
NA	Plans	Final Master Sign Plan	Golfview Shopping Plaza_FMSP1 -If more than one page per plan, save and name each page separately (i.e. Golfview Shopping Plaza_FMSP1, Golfview Shopping Plaza_FMSP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Alternative Sign Plan	Golfview Shopping Plaza_PASP1 -If more than one page per plan, save and label each page separately (i.e. Golfview Shopping Plaza_PASP1, Golfview Shopping Plaza_PASP2, etc.)	DWF/DWFX
NA	Plans	Final Alternative Sign Plan	Golfview Shopping Plaza_FASP1 -If more than one page per plan, save and name each page separately (i.e. Golfview Shopping Plaza_FASP1, Golfview Shopping Plaza_FASP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Landscape Plan	Parcel 2_PLP1 -If more than one page per plan, save and name each page separately (i.e. Parcel 2_PLP1, Parcel 2_PLP2 etc.)	DWF/DWFX
NA	Plans	Final Landscape Plan	Parcel 2_FLP1 -If more than one page per plan, save and name each page separately (i.e. Parcel 2_FLP1, Parcel 2_FLP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Alternative Landscape Plan	Pacel 2_PALP1 -If more than one page per plan, save and name each page separately (i.e. Pacel 2_PALP1, Parcel 2_PALP2 etc.	DWF/DWFX
NA	Plans	Final Alternative Landscape Plan	Parcel 2_FALP1 -If more than one page per plan, save and name each page separately (i.e. Parcel 2_FALP1, Parcel 2_FALP2 etc.)	DWF/DWFX
NA	Plans	Preliminary Street Plan	Boca Lago_PSTP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PSTP1, Boca Lago_PSTP2, etc.)	DWF/DWFX

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - PLANS				
ID#	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Street Plan	Boca Lago_FSTP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FSTP1, Boca Lago_FSTP2, etc.)	DWF/DWFX
NA	Plans	Preliminary AG Enclave Allocation Plan	Boca Lago_PAGEP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PAGEP1, Boca Lago_PAGEP2, etc.)	DWF/DWFX
NA	Plans	Final AG Enclave Allocation Plan	Boca Lago_FAGEP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FAGEP1, Boca Lago_FAGEP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Phasing Plan	Boca Lago_PPHP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PPHP1, Boca Lago_PPHP2, etc.)	DWF/DWFX
NA	Plans	Final Phasing Plan	Boca Lago_FPHP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FPHP1, Boca Lago_FPHP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Block Plan	Delray Market Place_PBP1 -If more than one page per plan, save and name each page separately (i.e. Delray Market Place_PBP1, Delray Market Place_PBP2, etc.)	DWF/DWFX
NA	Plans	Final Block Plan	Delray Marketplace_FBP1 -If more than one page per plan, save and name each page separately (i.e. Delray Marketplace_FBP1, Delray Marketplace_FBP2 etc.)	DWF/DWFX
NA	Plans	Preliminary Pedestrian Pathway Plan	Delray Marketplace_PPEDP1 -If more than one page per plan, save and name each page separately (i.e. Delray Marketplace_PPEDP1, Delray Marketplace_PPEDP2 etc.)	DWF/DWFX
NA	Plans	Final Pedestrian Pathway Plan	Delray Marketplace_FPEDP1 If more than one page per plan, save and name each page separately (i.e. Delray Marketplace_FPEDP1, Delray Marketplace_FPEDP2, etc.)	DWF/DWFX

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - RESOLUTIONS/CONDITIONS

For Applicant				
ID#	Document Category	Document Type	Document Detail	
			Save and name Document using the following:	File type
NA	Resolution	BCC Resolution	BCC Resolution	PDF
NA	Conditions	DRO Conditions	DRO Conditions	PDF
NA	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
NA	Conditions	Type I Variance Conditions	Type I Variance Conditions	PDF
NA	Resolution	ZC Resolution	ZC Resolution	PDF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - STAFF REPORT

COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - STAFF REPORT				
			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Staff Reports	BCC Staff Report	BCC Staff Report	PDF
NA	Staff Reports	Planning Commission	Planning Commission	PDF
NA	Staff Reports	Type I Variance	Type 1 Variance	PDF
NA	Staff Reports	ZC Staff Report	ZC Staff Report	PDF

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COMMUNITY DEVELOPMENT (PH & DRO PROCESSES) - STATEMENT/STUDY

ID#	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Statement	Drainage Statement	Drainage Statement	PDF
NA	Statement	Dust Control Plan Statement	Dust Control Plan Statement	PDF
NA	Statement	Justification Statement	Justification Statement	PDF/WORD
NA	Statement	Market Study/Analysis	Market Study/Analysis	PDF
NA	Statement	Mining Studies	Mining Studies	PDF
NA	Statement	Parking Study/Statement	Parking Study/Statement	PDF
NA	Statement	Phase I Audit	Phase I Audit	PDF
NA	Statement	Phase II Audit	Phase 2 Audit	PDF
NA	Statement	Propagation Study	Propagation Study	PDF
NA	Statement	Property Appraiser Information	Property Appraiser Information	PDF
NA	Statement	Shared Parking Study	Shared Parking Study	PDF
NA	Statement	Traffic Statement/Study	Traffic Statement/Study	PDF

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES) - APPLICATIONS

For Applicant				
Form #	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
5	Application	Liens and Fines Determination	Liens and Fines Determination	PDF
6	Application	Liens and Fines Certification	Liens and Fines Certification	PDF
TBA	Application	Type I Variance Appeal	Type I Variance Appeal	PDF

NAMING CONVENTION FOR ZONING APPLICATION DOCUMENTS

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES)- GRAPHICS				
			For Applicant	
Form #	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Graphics	Aerial	Aerial	PDF
NA	Graphics	Photographs	Photo 1 Save and name each photo separately -Indicate N, S, E, W, Front, Side, Rear or Intersection e.g. Photo 1 -North, Photo 2 - South, etc.	JPEG

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES)- LEGAL (For County Attorney's Review)				
Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
2	Legal	Affidavit of Completeness and Accuracy	Affidavit of Completeness and Accuracy	PDF
25	Legal	Affidavit of Vacant Lot/Parcel Maintenance & Planting	Affidavit of Vacant Lot/Parcel Maintenance & Planting Requirements	PDF
3	Legal	Consent	Consent (If there are multiple owners/contract purchasers; save each Consent separately and label name of each owner or contract purchaser). Example: Consent - Smith, John Consent - Jones, Jane	PDF
NA	Legal	Legal Description	Legal Description -If more than one legal description, save and name each legal description separately. Examples: -Rezoning Legal Description 1, Rezoning Legal Description 2 -Overall New Legal Description 1, Overall New Description Legal 2	WORD
NA	Legal	Survey	Survey or Plat -Submit all pages as one document, surveys must be electronically signed and seal and must be verifiable	PDF
NA	Legal	Warranty Deed	Warranty Deed Save and name each Warranty Deed separately, indicating the owners\'s name e.g. Warranty Deed - Smith, E., Warranty Deed – Jones M	PDF

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES)- LETTERS

For Applicant				
Form #	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Letters	General Correspondence	General Correspondence	PDF
NA	Letters	HOA	Letter - HOA	PDF
NA	Letters	Insufficiency	Letter - Insufficiency	PDF
NA	Letters	Postponement	Letter - Postponement	PDF
NA	Letters	Refund	Letter - Refund	PDF
NA	Letters	Result	Letter - Result	PDF
NA	Letters	Withdrawal	Letter - Withdrawal	PDF
50	Letters	Zoning Confirmation	Zoning Confirmation Letter Request	PDF

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES)- PLANS				
			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Alternative Landscape Plan	Villa Lago_FALP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FALP1, Villa Lago_FALP2 etc.)	DWF/DWFX
NA	Plans	Final Alternative Sign Plan	Villa Lago_FASP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FASP1, Villa Lago_FASP2, etc.)	DWF/DWFX
NA	Plans	Final Landscape Plan	Villa Lago_FLP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FLP1, Villa Lago_FLP2, etc.)	DWF/DWFX
NA	Plans	Final Master Plan	Boca Lago_FMP1 *FMP1_32 [for Proposed Amendments, include Exhibit #] -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FMP1, Boca Lago_FMP2, etc.) *-Must also label [Proposed Amendments] on disc for Administrative Amendments *-Must identify revisions with cloud(s) for Administrative Amendments	DWF/DWFX
NA	Plans	Final Master Sign Plan	Boca Lago_FMSP1 --If more than one page per plan, save and name each page separately (i.e. Boca Lago_FMSP1, Boca Lago_FMSP2 etc.)	DWF/DWFX
NA	Plans	Final Regulating Plan	Boca Lago_FRP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FRP1, Boca Lago_FRP2 etc.)	DWF/DWFX

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES)- PLANS				
			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Site Plan	Villa Lago_FSP1 *FSP1_32 [for Proposed Amendments, include Exhibit #] -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FSP1, Villa Lago_FSP2, etc.) *-Must also label [Proposed Amendments] on disc for Administrative Amendments *-Must identify revisions with cloud(s) for Administrative Amendments	DWF/DWFX
NA	Plans	Final Subdivision Plan	Parcel 2_FSBP1 *FSBP1_32 [for Proposed Amendments, include Exhibit #] -If more than one page per plan, save and name each page separately (i.e. Parcel 2_FSBP1, Parcel 2_FSBP2, etc.) *-Must also label [Proposed Amendments] on disc for Administrative Amendments *-Must identify revisions with cloud(s) for Administrative Amendments	DWF/DWFX

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES) - RESOLUTION

For Applicant				
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Resolution	BCC Resolution	BCC Resolution	PDF
NA	Conditions	DRO Conditions	DRO Conditions	PDF
NA	Conditions	Special Permit Conditions	Special Permit Conditions	PDF
NA	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
NA	Conditions	Type I Variance Conditions	Type I Variance Conditions	PDF
NA	Resolution	ZC Resolution	ZC Resolution	PDF

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES) - STAFF REPORT				
		For Applicant		
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Staff Reports	BCC Staff Report	BCC Staff Report	PDF
NA	Staff Reports	Planning Commission	Planning Commission	PDF
NA	Staff Reports	Type 1 or 2 Variance	Type 1 or 2 Variance	PDF
NA	Staff Reports	ZC Staff Report	ZC Staff Report	PDF

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PERMIT/LANDSCAPE (DRO ADMINISTRATIVE PROCESSES) - STATEMENT/STUDY				
			For Applicant	
ID#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Statement	Justification Statement	Justification Statement	PDF/WORD
NA	Statement	Property Appraiser Information	Property Appraiser Information	PDF