



VILLAGE OF ROYAL PALM BEACH
ENGINEERING DEPARTMENT

Engineering Plan Modification Checklist

Application Name: _____ Date Submitted: _____

Section 1 – Items to include with submittal (please initial all included):

_____ Engineering Plan Modification Application, completed, signed and notarized

_____ Digitally Signed & Sealed Engineering Plans (Electronic Only)

_____ Engineer's signed and sealed Certified Cost Estimate for paving, grading and earthwork (Electronic Only)

_____ Most current approved Site Plan (Electronic Only)

_____ Applicable fees

_____ Electronic copy of all documents included in submittal

_____ Completed and signed checklist

Section 2 – Statements as to the work being performed (Initial / attest those which are true):

_____ No changes will be made to the site plan, other than what is being submitted

_____ All applicable Federal, State, County, Royal Palm Beach, Utility, and Drainage permits will be applied for and obtained prior to the commencement of construction.

Print Name

Signature

This checklist is to be completed/initialed and is part of the application packet.

For application status, please visit: <https://click2gov.royalpalmbeach.com/Click2GovPE/index.html>



Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411
Telephone (561) 791-7092 EngPermits@royalpalmbeach.com
Engineering Department

ENGINEERING PLAN MODIFICATION APPLICATION

Original Project No _____

Date _____

GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. A signed and sealed engineer's cost estimate for paving, grading and earthwork shall be submitted with this application. All documents must be submitted in electronic format in addition to the original.

PROPOSED IMPROVEMENT LOCATION

Parcel Control Number (PCN) (list all PCNs at the time of application):

Address (If an address is unavailable, use the center line address of the existing contiguous roadway):

Site Plan Modification approval? Yes No Permit No. _____ Date Approved ___/___/___

APPLICANT INFORMATION

Owner _____

Address _____ City _____ State _____

Zip _____ Contact Number _____ Email _____

ENGINEER INFORMATION

Name _____ P.E. License No: _____

Company _____

Address _____ City _____ State _____

Zip _____ Contact Number _____ Email _____

APPLICATION TYPE

Engineering Plan Modification

DESCRIPTION OF WORK

Project Name: _____

Project Description: _____

Number of Proposed Units: _____

Total Proposed Square Footage: _____ Total Site Area (Acres): _____

Pervious Area (Acres): _____ Impervious Area (Acres): _____

Drainage District: _____ Water & Sewer Utility Provider: _____

Engineer's Cost Estimate for Paving, Grading and Earthwork: \$ _____

Fee Amount due with application shall be 3% of cost estimate or \$100 per sheet, whichever is greater:

\$ _____

APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

This application is limited to Engineering plan modification approval. Prior to commencement of any construction activities and the issuance of the Engineering Permit, a pre-construction meeting must be completed. After which, the Contractor will be required to submit a separate application for the Engineering permit. Forms are available in our office or online at www.royalpalmbeach.com

Warning to Owner: Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature _____ Date _____
Owner or Contractor

Print Name _____

***** NOTARY *****

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____ who is personally known to me or who
has produced _____ as identification and who did / did not take an oath.

Signature of Notary

Printed Name

(SEAL)