



News Release

**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb



**Palm Beach County
Board of County
Commissioners**

Maria Sachs, Mayor
Maria G. Marino, Vice Mayor
Gregg K. Weiss
Michael A. Barnett
Marcy Woodward
Sara Baxter
Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

FOR IMMEDIATE RELEASE ON:

December 6, 2023

Updated Courtesy Notice Requirements

Pursuant to Article 2 of the Unified Land Development Code (ULDC), applications subject to review by the Zoning Commission and Board of County Commissioners, or for an administrative Type 1 Variance, are required to provide Courtesy Notices to surrounding Property Owners. The Courtesy Notice requirements were revised this year and published in ULDC Supplement 31.

The Notice revisions included changing Courtesy Notice postage from certified mail to USPS first class mail. The following Zoning Form has been created to establish instructions to implement the revised requirements.

[Form # 135 Public Courtesy Notice Standards & Affidavit](#)

The Applicant shall prepare the required notification map, labels, notice list, and envelopes with postage in accordance with the procedures as described on Form 135, linked above, and submit by appointment to the Zoning Division within 14 calendar days of the Certification of the application. Failure to comply will result in an administrative postponement. The Zoning Division shall utilize the envelopes provided by the Applicant for Courtesy Notice mail out prior to the first Public Hearing.

Since the ULDC is amended from time to time, it is the responsibility of the Applicant to verify requirements at the time the application is submitted.

If you have any questions, please contact Nancy Frontany Bou, Senior Site Planner, at NFrontanyBou@pbcgov.org.