



**PALM BEACH COUNTY
 PLANNING, ZONING AND BUILDING DEPARTMENT
 ZONING DIVISION**

POLICY AND PROCEDURES

FROM: Jon MacGillis, ASLA, Zoning Director

SUBJECT: Processing a Pre-Application Conference (PAC) with or without Agency Questions

PPM #: ZO-O-067

<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
1/14/19	1/14/19

AUTHORITY: Unified Land Development Code (ULDC), Article 2.A, Application Processes and Procedures – General

PURPOSE: To establish procedures for reviewing and processing a PAC submitted with or without Agency questions when processing a Full DRO - Concurrent Review Final Plan application.

BACKGROUND: The ULDC, Article 2.A.5, lists specific application types where a PAC or Pre-application Appointments (PAA) is mandatory. These meetings are required so that the Development Review Officer (DRO) can coordinate with other County Agencies the application review and to identify issues related to the application request(s) to ensure compliance with the Comprehensive Plan, ULDC and other related Codes.

The PAC process, Art.2.A.5 allows the applicant to provide a list of relevant questions for the DRO County Agencies to address and provide a formal response. A mandatory PAC is required for all DRO Concurrent Final Plan Review applications but applicants may be allowed to submit the PAC with or without questions for Agency response.

.PROCEDURES: The following procedures are established to clarify the processes:

A. PAC for Concurrent Final Plan Review with Agency questions:

1. The Applicant shall submit a formal PAC request pursuant to ULDC Art.2.A.5, to receive direction from the DRO on Agency requirements and ULDC Code requirements. Note: Public Hearing applications listed in Table 2.A.5, that requires a PAC, may submit a PAC request only after Certification, (see PPM ZO-0-19, for Certification process).
2. The Applicant shall submit; Form #1 – General Application, Form #24 – Affidavit of Understanding for Concurrent Review, Form #100 – PAC Submittal Requirements, and provide all documents as stated in Art. 2.A.5, including an overview statement describing the request for Concurrent Review, in accordance with the Annual Zoning Calendar.
3. The applicant shall pay all assessed fees prior to application review.

4. The application shall follow the procedures for review and sufficiency in accordance with Art. 2.A.5, then a PAC Result Letter will be issued within 10 days of the PAC meeting.
5. The PAC Result Letter shall be valid for a six month period beginning from the date of issuance and is only valid for the specific project. Should the project proposal not be submitted for review by the Zoning Division within 6 months, the PAC Result Letter shall become null and void.

B. PAC for Concurrent Final Plan Review without Agency questions:

The applicant may submit a PAC application without Agency questions in relation to a (Full DRO) Concurrent Final Plan Review without the mandatory PAC. The following procedures are established:

1. The applicant shall submit Form #112 Affidavit of Understanding – PAC, along with Form #24 – Affidavit of Understanding for Concurrent Review, in accordance with the Annual Zoning Calendar.
2. The applicant shall pay all assessed fees prior to application review.
3. Staff will review the application and if sufficient will sign approval in the “Staff Use Only” box on Form #112.
4. Staff will provide a copy of the approved form#112 to the Applicant to be included with all subsequent related concurrent review applications being submitted to Zoning, Land Development and/or Building Divisions.



Director