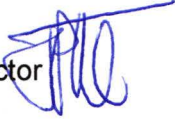




MEMORANDUM

TO: DRO Applicants
Interested Parties

FROM: Jon MacGillis, ASLA, Zoning Director 

DATE: August 27, 2018

RE: **Procedures for processing mailing of Courtesy Notices for Public Hearing and Public Meeting (Type 1 Variance) Applications**

This memo is to clarify the Zoning Division procedures for processing Domestic and International mailing of all required Courtesy Notices.

As you all might be aware, several years ago the Zoning Division automated the processing of mailing Courtesy Notices through a County approved vendor known as "Netpost". This enhancement eliminated the need for the applicant to bring stamped envelopes and Property Appraiser's maps showing property owners within the required 0-300' notice radius for the mailing of Courtesy Notices. However, the vendor does not process International mailing, so I would like to clarify the process and who is responsible for what task.

The procedures below are for both the Applicant/Agent and Staff for the processing of both domestic and international mailing:

- **Staff** - provides the list of mailing addresses (domestic and international) for each application to the Applicant/Agent at the time of "Sufficiency" and an updated list at the time of "Certification";
- **Applicant/Agent** - at the time of certification, will pay the domestic mailing fees;
- **Application/Agent** – at the time of certification, will also provide stamped addressed envelopes (as indicated in the mailing list, FC=First Class and CM=Certified Mail) for the International addresses only to the Zoning Division. (Note: 2 sheets of blank paper must be placed in the envelopes and be weighed to receive the correct postage);
- **Applicant/Agent - Payment and envelopes must be received in Zoning within 5 days of Certification; for Type 1 Variance, payment and envelopes must be received at Sufficiency;**
- **Staff** - initiates Netpost to process the domestic mails; and

**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
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Code Enforcement 233-5500
Contractors Certification 233-5525
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- **Staff** - inserts the notices in the stamped envelopes for the international mail (as provided by applicant/agent) and delivers them to the post office.
- **Staff** – receives all Return Certified Receipts.

If you have any questions, contact me at 561-233-5234, or Bill Cross, Principal Site Planner at 561-233-5206.

JPM/WC/jm

- c. CD Staff
Public Information Staff
Zoning Director File

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