



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

JON P. MACGILLIS, ASLA, DIRECTOR

PPM # ZO-O-O41

Issued: 09/01/09

Effective: 06/29/16

SUBJECT: **Review Process for DRO Types II and Type III Concurrent Applications by Development Review Officer (DRO)**

AUTHORITY: Article 2.D., Administrative Processes

PURPOSE: To establish options for filing an Application for DRO approval and to clarify the process of DRO Types II and III Concurrent Review applications.

APPLICATION TYPES: The DRO coordinates with other County Agencies to review applications for Public Hearing certification; Final Approval of Off-the-Board Applications; or Approval for those Uses that are subject to the Administrative Approval process. These processes are classified as follows:

1. Type I - Stand Alone Preliminary and Final Plan(s) Review (pursuant to Art.2.D.1.A.1 (Public Hearing Process) and Art.2.D.1.A.2 (Administrative Process) which allows the Applicant to secure the necessary approvals (BCC, ZC, or DRO) prior to submitting applications to the Land Development (LD) and Building Divisions.
2. Type II - Concurrent Final Plan(s) Review and one other permit process, such as: Land Development (LD) Plat or any other LD Permit or Building Permit Review.
3. Type III - Concurrent Final Plan(s) Review (Zoning), and Land Development and Building Permit Review applications concurrently. This option allows the Applicant to submit all application(s) for concurrent review: Final Plan(s), Building Permit, Plat, Drainage, and any other Land Development permit review.

PROCEDURES: Applications that require Public Hearing process may submit a PAC request only after certification, (See PPM ZO-0-19, for certification process). The PAC is recommended but is optional (see instructions below how to decline the PAC meeting).

Pre-Application Conference (PAC) with Meeting Requirements:

1. The Applicant must formally request a DRO Pre-Application Conference (PAC) to receive direction from the DRO on Agency requirements and ULDC Code requirements. The following documents must be presented along with the request:
 - a) The Applicant shall complete Form #24 – Affidavit of Understanding for Pre-Application Conference, acknowledging and agreeing to the terms

outlined for a Concurrent Review. Failure to abide by the terms of the review process shall result in the application being withdrawn by the Zoning Director and remanded to the standard Type I Final DRO application process.

- b) The Applicant shall provide an overview statement with information relevant to the concurrent review request.
 - c) It is critical the Applicant submit a list of relevant questions for the DRO Agencies to respond. The questions submitted by the applicant must;
1) be labeled with the County Agency that the question is directed to for a response; 2) be concise, clear and specific as to the response needed; and, 3) be relevant to the concurrent review process only. Open-ended questions may be deferred back to the applicant for clarity; this could delay the review process. All supporting documents must be submitted in order for each agency to respond to each question effectively.
 - d) The Applicant shall complete all required forms and submit all relevant documents related to the concurrent review process.
2. The Zoning Division will assign a Project Manager (PM) to coordinate with the Applicant Project Manager (APM).
 3. Zoning staff shall update the ePZB Scheduler to reflect ONLY those Agencies that need to respond to the specific questions as identified in the applicant's request.
 4. The PM will review and when the application becomes certified then a PAC Result Letter of issues will be prepared identifying all issues as identified by the various Agencies. The PAC Result Letter will be sent to the APM within five days following the DRO meeting.
 5. The PAC Result Letter shall reflect key dates for formal submittal of the Concurrent application(s) to Land Development and Building. Failure to comply with these deadlines will result in the application being removed from the Concurrent Review Process and be remanded to the standard Type 1 Final DRO review process.
 6. 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 the allowed timeframe, the PAC Result Letter shall become null and void.

DRO Concurrent Review without a PAC meeting Requirements:

1. The Applicant may choose to decline the PAC meeting by submitting Form #112 – Affidavit of Understanding.
2. The applicant shall submit all relevant forms and documents necessary as in 1a, 1b and 1d above.
3. The applicant shall submit a formal request letter for a PAC to be placed on the next DRO Agenda without a formal PAC meeting. A formal response to questions will not be issued at this time.
4. Zoning Staff will complete the “Staff Use Only” box at the bottom of Form #112 and provide copies of the completed form to the applicant to be included with the concurrent applications to Zoning, Land Development and Building Divisions.
5. Zoning staff will review the request and enter the application information in ePZB. All agencies will be removed from the ePZB scheduler, to reflect no

questions / responses were requested at this time.

6. The applicant may submit the Zoning Concurrent application(s) within (6) six months from the DRO Agenda date as indicated on Form#112.

Review of Type II or Type III Concurrent Application for Final DRO Approval after PAC:

1. The APM shall submit applications to the Zoning Division, Land Development Division, and Building Division concurrently depending on the process selected, Type II or Type III. The APM shall indicate all the various permit numbers (if applicable) from each application on the Zoning Division General Application. Submittal of Land Development and Building Divisions applications for permits may be submitted to each individual Division within 10 days after the submittal of the Zoning Division Type II or III Concurrent Review application.
2. The DRO Result Letter and/or Form #112 – Affidavit of Understanding, Decline of PAC, as applicable, a written Justification Statement, all applicable resolutions and other related documents, and the proposed Final Plan(s) must accompany all applications submitted to Zoning, Land Development and /or Building Divisions.
3. The Zoning Application Review will follow the same procedures as a Type I DRO application review for sufficiency, application review and commenting.
4. If sufficient, the application shall proceed. If insufficient, the Applicant shall have 20 days to resolve all issues and resubmit. Zoning staff will review the resubmittal application and documents.
5. Upon the Applicant's request, the Zoning application will be placed on the DRO Agenda and will remain on the Agenda until all DRO issues have been resolved. The APM shall attend the DRO meeting to provide updates for the Agencies until all outstanding DRO issues have been resolved.
6. After all DRO issues have been resolved, Final DRO Approved Plan(s) and a Final DRO Result Letter shall be prepared and provided to the APM.
7. The APM shall be responsible for adding the DRO Final Approved Plans and the Final DRO Result Letter to the other concurrent applications in the Land Development and Building Divisions.
8. The APM shall be responsible for adding the approved Plats, when they are approved, to the Building Division.
9. The Zoning, Land Development and Building Divisions shall not finalize the Building permits, until the Final DRO Plan(s) have been approved by the DRO, and the final Plat (if applicable) and/or drainage review have been completed and approved by the Land Development Division.

Attachments:

Concurrent Review Process Final DRO Type II & III Flowchart
Form # 24 – Affidavit of Understanding for Concurrent Review
Form # 112 – Affidavit of Understanding- Decline PAC



Director

Supersession History:

PPM#ZO-O-041, Issued: 09/01/09
PPM#ZO-O-041, Revised: 02/10/12
PPM#ZO-O-041, Revised: 06/29/16



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200
Fax: (561) 233-5165

AFFIDAVIT OF UNDERSTANDING FOR CONCURRENT REVIEW

INSTRUCTIONS: To be completed by the Property Owner(s) / Agent / Project Manager of record at time of application.

Project Name: Submittal Date:

Control Number: Application Number:

Property Address:

Property Control Number(s):

Applicant's Name:

I hereby certify that I, as property owner / agent / project manager, will abide by and agree with the stipulations included in this document related to the DRO Concurrent Review Process. I certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand, this application, related application material and all attachments become official records of the Planning, Zoning and Building Department and the Engineering and Public Works Department of Palm Beach County, Florida, and will not be returned. I understand that any information provided by me knowingly false, inaccurate or incomplete will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I further consent to Palm Beach County to publish, copy or reproduce any copyrighted documents submitted as a part of this application for any third party.

As a part of the Concurrent Review Process I agree to the following:

- 1) To meet with County Staff during a Pre-Application Conference (PAC) to review all requirements; if you wish to decline participation in the PAC meeting, submit Form#112 - Affidavit of Understanding;
2) To have a design team (engineer, contractor, architect, landscape architect, planner, surveyor, etc) assembled prior to application submittal; and,
3) To appoint a Project Manager to coordinate with all applicable reviewing agencies. The Project Manager shall be responsible for the following:
a. Ensuring all agency comments are addressed in a timely manner
b. Distributing agency review comments and responses to the design team
c. Ensuring plans and documents submitted by the design team are consistent with each other
d. Submitting revised documents for processing
e. Ensuring the appropriate design team member attends all necessary meetings

I understand that this process is optional and that the intent is to expedite the development review process. I further agree that significant inconsistencies or issues, failure to address issues in a timely manner, or failure to comply with the terms of this Affidavit will result in the application being remanded to the standard review process.

(Name - type, stamp or print clearly) (Signature)

(Name of Firm) (Address, City, State, Zip)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ___ day of ___ 20___ by ___ (name of person acknowledging), who is personally known to me or has produced ___ (type of identification) as identification and did / did not take an oath (circle correct response).

(Name - type, stamp or print clearly) (Signature)

My Commission Expires on: _____

NOTARY'S SEAL OR STAMP



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200
Fax: (561) 233-5165

AFFIDAVIT OF UNDERSTANDING
PRE-APPLICATION CONFERENCE (PAC)
FOR DRO TYPE II and TYPE III CONCURRENT REVIEW PROCESS

INSTRUCTIONS: This form is to be completed by the Property Owner(s) / Agent / Project Manager of record at time of application. This affidavit shall be valid for a period of six (6) months from the DRO Hearing Date (below) and is only valid for the project specified below.

Project Name: Submittal Date:

Control Number: Application Number:

Property Address:

Property Control Number(s):

Applicant's Name:

- DRO Type II - Concurrent Review (Zoning & Land Development) or (Zoning & Building)
DRO Type III- Concurrent Review (Zoning, Land Development & Building)

I hereby certify that as the Property Owner / Agent / or Project Manager of record I am formally declining to submit an application and participate in the Pre-Application Conference (PAC) for the Development Review Officer (DRO) -Type II and Type III Concurrent Review process. I further acknowledge and understand that by not participating in a Pre-Application Conference, I will not receive initial feedback from the County agencies that will be reviewing my concurrent applications. The feedback information may be beneficial in understanding the application of code provisions and preparing my applications. I further agree that significant inconsistencies or issues, failure to address issues in a timely manner, will result in the application being remanded to the standard review process.

I am aware that all concurrent applications shall be submitted within 10 days after the submittal of the Zoning Division Type II or III Concurrent Review application. I further gave consent to Palm Beach County to publish or reproduce any copyrighted documents submitted as a part of the application(s) for any third party.

(Name - type, stamp or print clearly)

(Signature)

(Name of Firm)

(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this day of 20 by (name of person acknowledging), who is personally known to me or has produced (type of identification) as identification and did / did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

My Commission Expires on:

NOTARY'S SEAL OR STAMP

STAFF USE ONLY
DRO Hearing Date: Affidavit Expiration Date: Staff Initials:
(Bldg and Land Development): Zoning Concurrent Applications are updated periodically in the "DRO Concurrent Review" list of applications, to verify applications submitted, visit the Zoning Web page at: http://www.pbcgov.com/pzb/zoning/dro/DRO_Type_II_III_process.pdf