

**PUBLIC OWNERSHIP (PO) ZONING DISTRICT DEVIATION  
APPLICATION /AGENDA REQUEST FORM**

Pursuant to ULDC Articles 4.B.4.C.10; 5.A.3; 6.A.1.B.4; and 7.B.1.C, deviations are permitted for development supporting government facilities within the Public Ownership (PO) Zoning District, subject to approval by the Board of County Commissioners (BCC). This form serves as the official application to initiate agenda placement for qualifying deviation proposals.

**I. Proposed Deviation(s)**

Application/Project Name (same as the accompanying report):

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- 1. Article 4 – Homeless Resource Center
- 2. Article 5 – Supplementary Standards
- 3. Article 6 – Parking
- 4. Article 7 – Landscaping

**II. Deviation Information**

Complete the chart below to identify each proposed deviation. In the event of more than five (5) deviations are proposed, a separate sheet shall be attached to identify the additional deviation proposals.

Code Section(s)	Required	Proposed	Deviation(s)

**III. Additional Instructions**

This application shall be submitted to the Community Development (CD) Coordinator, in accordance with ULDC requirements and Zoning PPM ZO-O-063 – Processing PO Deviations Applications, refer to the Zoning Web page for details. All PO applications must be submitted on the CD Intake dates of the Official Zoning Calendar (refer to Zoning Web page for the current Zoning Calendar).

This Application Form # 92 must be accompanied by a PO Deviation Report (BCC Staff Report), (refer to PPM ZO-O-063, for a template) which is prepared by the Director or designee of the requesting PBC Department or Government Entity. All documents shall be submitted in PDF format, all reports will be published in the exact form and manner in which they were received.

The PO Deviation Report shall be prepared in the following manner:

- a. be prepared and submitted on legal size paper;
- b. bear the official seal of the requesting government entity atop the cover page of the report;
- c. present the affiliation of the requesting entity (i.e. Palm Beach County, State of Florida, etc.) and/or department or agency title, as applicable, immediately below the official seal;
- d. identify the date of the request;
- e. be addressed to the Mayor and members of the Palm Beach County Board of County Commissioners;
- f. be addressed from, and initialed by, the Director or designated appointee of the requesting department/entity (same as signature below);
- g. identify the purpose of the report as “Public Ownership (PO) Zoning District Deviation(s)”, including identification of the project name;
- h. include a data table, listing each deviation with the following data:

1. the referenced ULDC section(s) from which each deviation is proposed, indicate what is required by Code; what is being proposed and the extent of the proposed deviation(s);
  2. situs address applicable to the site for which a deviation is proposed;
  3. general location of the subject site;
  4. Parcel Control Number (PCN) of the subject site;
  5. BCC district applicable to the subject site;
  6. Zoning District applicable to the subject site;
  7. Future Land Use (FLU) designation assigned to the subject site;
  8. PZB control number that corresponds to the subject site (if applicable);
  9. lot area (acreage) of the subject site;
  10. lot dimensions of the subject site;
  11. construction status (i.e. existing, pending, proposed, etc.) of the subject site; and,
  12. any additional information deemed relevant to the subject site and deviation proposal.
- i. include a descriptive section entitled "SUMMARY" to consist of a narrative description of the subject site; site history; adjacent uses; purpose/objective of each proposed deviation; and any other information deemed important and appropriate to describe, explain, and provide support for each proposed deviation(s);
  - j. include a descriptive section entitled "ANALYSIS" whereby each applicable ULDC standard (refer to Article 5.A.3, for list of Deviation Standards) shall be stated in full, followed by an assessment/response to demonstrate compliance with each standard and to serve as support for the proposed deviation(s);
  - k. include a descriptive section entitled "CONCLUSION" to consist of a statement of recommended action on the proposed deviation and summary of prevailing circumstance or merits that warrant the proposed deviation(s);
  - l. provide a Project Manager/Contact information (if different from the person in heading); name, address, email address, telephone #, etc.) who will act as the contact person for this application, to receive all notification responses and provide all supporting documents, as applicable; and,
  - m. attach all other supporting documents, such as, but not limited to; a vicinity map to depict the general site location; an aerial photo of the site and general surroundings; Zoning and/or Future Land Use maps that apply to the subject site; photos of the site and/or surroundings; land survey or plat corresponding to the site; approved/proposed site plan, landscape plan, architectural elevations, or other relevant graphic; correspondence(s) related to each proposed deviation; and/or any other miscellaneous materials to assist and support the review, analysis, and ability to understand and relate to each proposed deviation. All attachments shall be listed at the conclusion of the report and in the sequence in which they appear.

Upon completion of this application and the accompanying PO Deviation Report (BCC Staff Report) as described above, this application shall be signed, dated and notarized below to serve as authorization for placement on a BCC Zoning Hearing Agenda to receive action by the Board.

\_\_\_\_\_  
Name and Title (type, stamp or print clearly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

The foregoing signature was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (name of person acknowledging). This person 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**