



**INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING**

**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**

Shelley Vana, Mayor

Mary Lou Berger, Vice Mayor

Hal R. Valeche

Paulette Burdick

Steven L. Abrams

Melissa McKinlay


Priscilla A. Taylor

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

To: DRO Agencies & Agents,
Interested Parties & Zoning Division Staff

From: Jon MacGillis, ASLA, Zoning Director 

Date: September 29, 2015

Re: **Full DRO & Administrative DRO (Zoning/Agency)
Comments/Response-Lock vs. Open 2016**

The following memo is to provide both Agent's and our Applicants the calendar for when ePZB comments (Staff only) and responses (Applicant only) are open/closed to staff/applicants. This information is critical so you know when you can enter comments or responses in ePZB.

If you have any questions, contact Donna Adelsperger, Site Planner I at (561) 233-5224 for DRO Applications, or Ann Deveaux, Zoning Technician at (561) 233-5330/5302 for Administrative Review.

C: DRO Agencies
DROOC
Interested Parties

C:\Users\dkelley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\ATGX4T8K\Final Agencies Memo - open-lock 2016 (2).doc



Community Development

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To: DRO Agencies & Agents
From: Jon MacGillis, ASLA, Zoning Director
Date: September 29, 2015
Re: DRO Comments/Response - 2016 Lock vs. Open

The system allows ONLY one entity, County Staff or Applicant, to insert comments or response at given time. When COMMENTS are open, County Agencies can insert comments into ePZB on an application. When RESPONSES are open the applicant can insert responses to each comment or certification issue. On the ePZB screen shot below (under SEARCH tab) you will note Comments Open=Yes, meaning County Staff can insert comment and Applicant cannot enter responses. It should be noted on the Thursday prior to the DRO meeting the comments/responses are locked to both staff and applicant.

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**Community Development Lock/Open Calendar
December 2015 – January 2017**

DRO Meeting /Re-submittal date	Locked all	Response Open	Response locked	Comments open	Comments locked
12/09/15 (M)	12/03/15 – 12/09/15	12/09/15	12/10/15	12/10/15	12/16/15
12/28/15 (re-sub)		12/16/15	12/28/15	12/28/15	
01/13/16 (M)	01/07/16 – 01/13/16	01/13/16	01/14/16	01/14/16	01/25/16
01/25/16 (re-sub)		01/20/16	01/25/16	01/25/16	
02/10/16 (M)	02/04/16 – 02/10/16	02/10/16	02/11/16	02/11/16	02/17/16
02/22/16 (re-sub)		02/17/16	02/22/16	02/22/16	
03/09/16 (M)	03/03/16 – 03/09/16	03/09/16	03/10/16	03/10/16	03/16/16
03/28/16 (re-sub)		03/16/16	03/28/16	03/28/16	
04/13/16 (M)	04/07/16 – 04/13/16	04/13/16	04/14/16	04/14/16	04/20/16
04/25/16 (re-sub)		04/20/16	04/25/16	04/25/16	
05/11/16 (M)	05/05/16 – 05/11/16	05/11/16	05/12/16	05/12/16	05/18/16
05/23/16 (re-sub)		05/18/16	05/23/16	05/23/16	
06/08/16 (M)	06/02/16 – 06/08/16	06/08/16	06/09/16	06/09/16	06/15/16
06/27/16 (re-sub)		06/15/16	06/27/16	06/27/16	
07/13/16 (M)	07/07/16 – 07/13/16	07/13/16	07/14/16	07/14/16	07/20/16
07/25/16 (re-sub)		07/20/16	07/25/16	07/25/16	



DRO Meeting /Re-submittal date	Locked all	Response Open	Response locked	Comments open	Comments locked
08/10/16 (M)	08/04/16 - 08/10/16	08/10/16	08/11/16	08/11/16	08/17/16
08/22/16 (re-sub)		08/17/16	08/22/16	08/22/16	
09/14/16 (M)	09/08/16 - 09/14/16	09/14/16	09/15/16	09/15/16	09/21/16
09/26/16 (re-sub)		09/21/16	09/26/16	09/26/16	
10/11/16 (M)	10/05/16 - 10/11/16	10/11/16	10/13/16	10/13/16	10/19/16
10/24/16 (re-sub)		10/19/16	10/24/16	10/24/16	
11/09/16 (M)	11/03/16 - 11/09/16	11/09/16	11/10/16	11/10/16	11/16/16
11/23/16 (re-sub)		11/16/16	11/28/16	11/28/16	
12/14/16 (M)	12/08/16 - 12/14/16	12/14/16	12/15/16	12/15/16	12/21/16
12/27/16 (re-sub)		12/21/16	12/27/16	12/27/16	
01/11/17 (M)	01/05/17 - 01/11/17	01/11/17	01/12/17	01/12/17	01/18/17
01/23/17 (re-sub)		01/18/17	01/23/17	01/23/17	

KEY:

(M) = DRO Meeting Date
 (Re-sub) = Re-submittal Date
Locked all = Not open to agents or staff
Response = Agents
Comments = Staff

Please note each Applicant must provided Zoning with your correct email address so it can be entered into a secure dbase. You will also need to establish a password to log onto the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto to ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlineSubmission/index.htm?p=hom>



Administrative Review

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To: DRO Agencies & Agents
From: Jon MacGillis, ASLA, Zoning Director
Date: September 29, 2015
Re: ZAR Comments/Response - 2016 Lock vs. Open

The following memo has been created to assist both DRO Agencies and Applicants understand when ZAR comments and or responses are open. The August 2015 to December 2016 key dates are found on pages 2 through 4.

The system allows ONLY one entity, County Staff or Applicant, to insert comments or responses at given time. The applicant must respond to agency comments by a written response letter. When COMMENTS are open, County Agencies can insert comments into ePZB on an application. When RESPONSES are open the applicant shall forward their written response letter addressing all outstanding Agency comments to the Project Manager.

ePZB Comment Screen below:



Intake Date	Comments Open	Comments Closed	Agent Responses Open
08/11/2015	08/14/2015	08/31/2015	09/01/2015
08/18/2015	08/21/2015	09/08/2015	09/09/2015
08/25/2015	08/28/2015	09/14/2015	09/15/2015
09/01/2015	09/04/2015	09/21/2015	09/22/2015
09/08/2015	09/11/2015	09/28/2015	09/29/2015
09/15/2015	09/18/2015	10/05/2015	10/06/2015
09/22/2015	09/25/2015	10/13/2015	10/14/2015
09/29/2015	10/02/2015	10/19/2015	10/20/2015
10/06/2015	10/09/2015	10/26/2015	10/27/2015
10/13/2015	10/16/2015	11/02/2015	11/03/2015
10/20/2015	10/23/2015	11/09/2015	11/10/2015
10/27/2015	10/30/2015	11/16/2015	11/17/2015
11/03/2015	11/06/2015	11/23/2015	11/24/2015
11/10/2015	11/13/2015	11/30/2015	12/01/2015
11/17/2015	11/20/2015	12/07/2015	12/08/2015
11/24/2015	11/30/2015	12/15/2015	12/16/2015
12/01/2015	12/04/2015	12/21/2015	12/22/2015
12/08/2015	12/11/2015	12/28/2015	12/29/2015
12/15/2015	12/18/2015	01/04/2016	01/05/2016
12/29/2015	01/04/2016	01/19/2016	01/20/2016
01/05/2016	01/08/2016	01/25/2016	01/26/2016
01/12/2016	01/15/2016	02/01/2016	02/02/2016
01/19/2016	01/22/2016	02/08/2016	02/09/2016
01/26/2016	01/29/2016	02/16/2016	02/17/2016
02/02/2016	02/05/2016	02/22/2016	02/23/2016
02/09/2016	02/12/2016	02/29/2016	03/01/2016
02/16/2016	02/19/2016	03/07/2016	03/08/2016



Intake Date	Comments Open	Comments Closed	Agent Responses Open
02/23/2016	02/26/2016	03/14/2016	03/15/2016
03/01/2016	03/4/2016	03/21/2016	03/22/2016
03/08/2016	03/11/2016	03/28/2016	03/29/2016
03/15/2016	03/18/2016	04/04/2016	04/05/2016
03/22/2016	03/25/2016	04/11/2016	04/12/2016
03/29/2016	04/01/2016	04/18/2016	04/19/2016
04/05/2016	04/08/2016	04/25/2016	04/26/2016
04/12/2016	04/15/2016	05/02/2016	05/03/2016
04/19/2016	04/22/2016	05/09/2016	05/10/2016
04/26/2016	04/29/2016	05/16/2016	05/17/2016
05/03/2016	05/06/2016	05/23/2016	05/24/2016
05/10/2016	05/13/2016	05/31/2016	06/01/2016
05/17/2016	05/20/2016	06/06/2016	06/07/2016
05/24/2016	05/27/2016	06/13/2016	06/14/2016
05/31/2016	06/03/2016	06/20/2016	06/21/2016
06/07/2016	06/10/2016	06/27/2016	06/28/2016
06/14/2016	06/17/2016	07/05/2016	07/06/2016
06/21/2016	06/24/2016	07/11/2016	07/12/2016
06/28/2016	07/01/2016	07/18/2016	07/19/2016
07/05/2016	07/08/2016	07/25/2016	07/26/2016
07/12/2016	07/15/2016	08/01/2016	08/02/2016
07/19/2016	07/22/2016	08/08/2016	08/09/2016
07/26/2016	07/29/2016	08/15/2016	08/16/2016
08/02/2016	08/05/2016	08/22/2016	08/23/2016
08/09/2016	08/12/2016	08/29/2016	08/30/2016
08/16/2016	08/19/2016	09/06/2016	09/07/2016
08/23/2016	08/26/2016	09/12/2016	09/13/2016



Intake Date	Comments Open	Comments Closed	Agent Responses Open
08/30/2016	09/02/2016	09/19/2016	09/20/2016
09/06/2016	09/09/2016	09/26/2016	09/27/2016
09/13/2016	09/16/2016	10/03/2016	10/04/2016
09/20/2016	09/23/2016	10/11/2016	10/12/2016
09/27/2016	09/30/2016	10/17/2016	10/18/2016
10/04/2016	10/07/2016	10/24/2016	10/25/2016
10/11/2016	10/14/2016	10/31/2016	11/01/2016
10/18/2016	10/21/2016	11/07/2016	11/08/2016
10/25/2016	10/28/2016	11/14/2016	11/15/2016
11/01/2016	11/04/2016	11/21/2016	11/22/2016
11/08/2016	11/14/2016	11/29/2016	11/30/2016
11/15/2016	11/18/2016	12/05/2016	12/06/2016
11/22/2016	11/28/2016	12/13/2016	12/14/2016
11/29/2016	12/02/2016	12/19/2016	12/20/2016
12/06/2016	12/09/2016	12/27/2016	12/28/2016
12/13/2016	12/16/2016	01/03/2017	01/04/2017
12/20/2014	12/27/2016	01/11/2017	01/12/2017
12/27/2016	12/30/2016	01/16/2017	01/17/2017

KEY:

Intake Date

Comments=

Response=

Staff

Agents

Please note each Applicant must provide Zoning with your correct email address so it can be entered into a secure database. You will also need to establish a password to log into the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto the ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlineSubmission/>

If you have any questions, please contact Alan Seaman, Principal Site Planner at 561-233-5302 or me at 561-233-5234.

U:\Zoning\ADMIN\General\Zoning Calendar\2016\4 Memos\ZAR Lock -Open Calendar -August 2015 - Dec 2016 final.docx