



**Department of Planning,  
Zoning & Building**

2300 North Jog Road

West Palm Beach, FL 33411

(561) 233-5000

Planning Division (561) 233-5300

Zoning Division (561) 233-5200

Building Division (561) 233-5100

Code Enforcement (561) 233-5500

Contractors Certification (561) 233-5525

Administration Office (561) 233-5005

Executive Office (561) 233-5228

[www.pbcgov.com/pzb](http://www.pbcgov.com/pzb)



**Palm Beach County  
Board of County  
Commissioners**

Melissa McKinlay, Mayor

Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

Steven L. Abrams

Mary Lou Berger

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

# News Release

FOR IMMEDIATE RELEASE ON:

Revised: January 4th, 2018

Date: December 20, 2017

FOR MORE INFORMATION, CALL:

Jon MacGillis, 561-233-5234

## Community Development - Zoning Application Submittal Requirements Changes as of January 2018

Please be advised of the following changes to the submittal requirements for Public Hearing and Development Review Officer (DRO) applications, **effective January 9<sup>th</sup>, 2018.**

- All Zoning application documents shall be submitted on a CD-ROM or thumb drive. We no longer require paper copies of application documents. The Electronic ePZB File will be the Official Zoning Petition File, starting January, 2018.

**Note:**

Electronic Signatures **are required** on all Surveys submitted for zoning applications and must meet standards of Florida Surveying and Mapping Standards, rule 5J-17-062.

PBC Land Development or Traffic Departments currently **do not require** electronic signatures on Drainage Statements or Traffic Studies for Zoning Applications.

Until the Zoning Technical Manual Title II is amended in February 2018, to reflect this requirement, please refer to the examples provided below for specifications. Any application and/or resubmittals currently in the zoning process will not be affected by these changes.

**Examples of Electronic Signatures:**

[Survey](#)

[Surveyor's Report](#)

If you have any questions, please contact me at 561-233-5234 or Wendy Hernandez, Zoning Manager at 561-233-5218.