



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

**POLICY AND PROCEDURES**

**FROM: Jon MacGillis, ASLA, Zoning Director**

**SUBJECT: Processing Public Ownership (PO) Deviation(s) Application by Palm Beach County (PBC) Departments**

**PPM #: ZO-O-063**

=====  
**ISSUE DATE**  
**1/17/2020**

=====  
**EFFECTIVE DATE**  
**1/17/2020**  
=====

**PURPOSE:** Establish procedures for the coordinating, reviewing, and processing of Public Ownership (PO) Deviation(s) Applications by PBC Departments.

**AUTHORITY:** Pursuant to Unified Land Development Code (ULDC), Article 2 Application Process and Procedures, PO 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).

**PROCEDURES:** **1. Zoning Project Manager (ZPM)**  
Zoning Director will establish a Zoning Project Manager (ZPM) for the PO Deviation Applications and will be responsible for the coordination with the PBC Agency.

**2. Pre-Application Appointment (PAA):**  
Zoning Staff shall enter a PCN No-App into ePZB and attach all documents submitted including any meeting notes. Staff shall prepare a summary of the meeting and advise the PBC Agency of any changes that are needed to their documents, no more than five (5) days following the PAA. The Zoning Director shall be notified of this meeting. The Zoning Director may waive the PAA as described in Art. 2.A.5, Pre-application Conference and Pre-application Appointment. Staff shall provide the Agency with the applicable forms #92 and 92a. (See links provided below).

**3. Application Submittal and Fees:**  
Agency shall submit to Zoning completed forms #92 and #92a along with all supporting documents in PDF format, ADA compliant, and provided on a Compact Disc (CD), or by email provided the documents do not exceed the maximum file limits (20k). PBC Zoning Division will assume all fees for the Notification as described in Article 2.B.5, Notification.

**4. Sufficiency Review and Review of PO Deviation Application:**  
Article 2.B.4, Review, Resubmittal and Certification, describes the responsibility of ZPM for Sufficiency Review. Applications submitted by the PBC Agency shall be completed in five (5) working days rather than in the minimum 30 calendar days for all other applications. The PBC Agency

is responsible to advise the ZPM, when the application review has been completed.

**5. Scheduling and Notification:**

- a) Once the PBC Agency advises the ZPM of the completion of the review, the ZPM will schedule the application according to Article 2.B.6.A Scheduling.
- b) Notification is required as described in Article 2.B.5, Notification.
- c) The ZPM shall be responsible for preparing the legal advertisement based on the request/information provided by the PBC Agency.
- d) The ZPM shall also prepare and process the required Courtesy Notifications to Property Owners, as required, pursuant to ULDC Section 2.B.5.A. The Courtesy Notices will state the name, phone number, address and email address of the designated contact from the PBC Agency. Responses to any letters will be mailed directly to the requesting Government Entity, and they will be responsible for notifying the BCC of the responses to the notification. The PBC Agency representative will be responsible for advising BCC of responses from the public for support or opposition of the proposed request.

**6. Staff Report and Recommendation**

The report and recommendation is completed by the PBC Agency in accordance with 2.B.6.B, Staff Report and Recommendation. The report shall be in a format described on Form #90a, and address all standards for review as described in Article 2.B.7.G, PO Deviations. The final report shall be provided to the ZPM in order to be included in the public hearing packet, for the respective month.

PO Deviations applications shall be added to the BCC Regular Agenda. However, the applicable PBC Agency may request the application be placed on the BCC Consent Agenda with prior approval by the Zoning Director.

**7. Result Letter:**

The ZPM prepares a Result Letter in accordance with Article 2.B.6.C.2.b, Final Decision by the BCC, seven working days following the BCC-Zoning Hearing to reflect the final decision as rendered by the Board.

**Links to Forms:**

- 1. [Form #92 - Public Ownership \(PO\) Zoning District Deviation Application/Agenda Request Form;](#)
- 2. [Form #92a, PO Deviation Report - Template.](#)



---

Director

**Supersession History:**

PPM ZO-O-063, Issued 2/17/2017;  
PPM ZO-O-063, Revised 3/26/2018;  
PPM ZO-O-063, Revised 1/17/2020;