



# PALM BEACH COUNTY

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the Best of Everything*

## Department of Planning, Zoning & Building

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The Department of Planning, Zoning, & Building helps Palm Beach County residents to preserve and create a quality community life through comprehensive planning which responds to the changing needs and values of the community, both in the natural and built environments, and creates opportunities to realize the community's desired vision of the future.

- Comprehensive Planning
- Development Review
- Contractors Certification
- Code Enforcement
- Impact Fees
- Building Inspections
- Building Records
- Addressing
- Housing Codes
- Public Records Requests

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# Planning

## Mission Statement

***To maintain a quality community through comprehensive planning that responds to the changing needs and values of the community. Primary services include implementing and updating the Comprehensive Plan as necessary, including the Future Land Use Atlas. The division also provides direct support for environmental sustainability initiatives, workforce housing, intergovernmental issues, transportation issues, and the protection of our historic resources.***

The following are responsibilities for sections within the Planning Division:

- Maintains Comprehensive Plan and implements policies through Development Review Process
- Manages changes to the Comprehensive Plan and Future Land Use Atlas through the Board of County Commissioners and Planning Commission
- Implements Workforce Housing Program
- Ensures Agricultural Reserve is
- Works on redevelopment and urban design
- Coordinate Transportation Planning
- Reviews municipal annexation and amendments and coordinates with other departments
- Coordinates historic preservation and completing archaeological surveys establishing archaeological resources



## Palm Beach County Comprehensive Planning

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### Early Comprehensive Planning

In 1972, Palm Beach County prepared its first plan to guide development in the County. That plan, entitled 'Palm Beach County Land Use Plan' (LUP), was concerned primarily with the physical aspects of the County. Emphasis was placed on the existing arrangement of land uses and a proposed future arrangement of land uses to accommodate an ultimate population of 2.5 million residents "*without lowering the existing quality of life for the area*" (LUP, 9). The Plan further stated that it was to be used as "a guide for community development" rather than an instrument of control: (LUP, 15).

Consistent with planning theories of that time, the western fringe of the developed areas of the county was delineated for low-density residential development, in the belief that the large lot sizes required would inhibit growth and preclude the need for extending major public facilities into those areas (CP80, 1).

In addition to the Land Use Plan, other individual plans had been prepared: 'West Palm Beach Urban Area Transportation Study – The Principal Street and Highway Plan 1985' in 1969, a 'Recreation and Open Space Plan' in 1972 and 'The Economy of Palm Beach County, Trends and Projections' in 1972; however, none of these plans were integrated into a single comprehensive plan. During the following year, 1973, the County adopted land development regulations to complement the land use plan.

In response to the Florida Local Government Comprehensive Planning Act of 1975, Palm Beach County adopted the '1980 Comprehensive Plan'. The plan contained twelve elements, plus a Capital Improvement Program. A series of goals, objectives and policies was developed under each element. Interestingly, the Land Use Element of the 1980 plan acknowledged that the policy of the previous plan allowing low-density residential land uses on the western fringe of development had, in fact, created a problem of urban sprawl. The plan also recognized the importance of providing services concurrent with development and sought to eliminate premature or "leapfrog" development.

### The County's Comprehensive Plan

The '1989 Palm Beach County Comprehensive Plan' is the result of amendments to Chapter 163, Florida Statutes, which were passed in 1985 as a part of the Growth Management Act. The Act requires all counties and cities within the State of Florida to adopt comprehensive plans that are consistent with both the new State Comprehensive Plan and regional comprehensive policy plans adopted by the regional planning councils, and to periodically evaluate and update the plan.

The Comprehensive Plan is a policy document that is used as a guide for future development. It contains a series of goals that the government has set for itself over a certain period of time. In Palm Beach County, the time period currently extends to the year 2035. Under each goal, there is a series of objectives which are steps toward achieving the goal. Each objective is divided into a group of policies, or programs and activities that will be carried out to achieve the objectives.

The 1989 Palm Beach County Comprehensive Plan is divided into 14 elements. Each element covers a specific area of concern for the County, i.e. Land Use, Transportation, Housing, etc. Chapter 163, F.S. requires that all units of government include elements to address Land Use, Capital Improvements, Transportation, Infrastructure (Water, Sewer, Drainage, Solid Waste, and Aquifer Recharge), Conservation, Recreation and Open Space, Housing, Intergovernmental Coordination, and Coastal Management (for counties identified as coastal counties). Additional elements may be included, at the individual county's discretion. Palm Beach County's Comprehensive Plan includes the Fire Rescue, Health & Human Services, Historic Preservation, Library Services and the Introduction and Administration element as additional elements.

In addition to the text of the elements, the County also adopted a series of maps as a part of the Comprehensive Plan. The key map in the Map Series is the Future Land Use Atlas which depicts the future land use designation for each parcel in unincorporated County. For each future land use designation, the Future Land Use Element establishes a density or intensity at which the parcels may be developed or redeveloped.

The Growth Management Act requires that all local governments adopt minimum levels for providing public services and facilities. These services and facilities include, but are not limited to, roads, mass transit, water and sewer, drainage, parks and recreation, and fire-rescue. Additionally, the Act requires that unless roads and other public works and services needed to support new development are put in place concurrently with new building, the government cannot permit the development. The Concurrency provision went into effect on February 1, 1990, one year from the Plan submittal date of February 1, 1989. In addition, in 2001 the County, the School District, and 26 eligible local governments established concurrency for coordination of school capacity in Palm Beach County through an Interlocal Agreement. Due to the expiration of the Interlocal Agreement in 2011 and concurrency no longer required by Florida Statutes, the County, District and municipalities entered into a *new* Interlocal Agreement in 2015 that places the emphasis on coordination and data sharing that have already been in place since 2001.

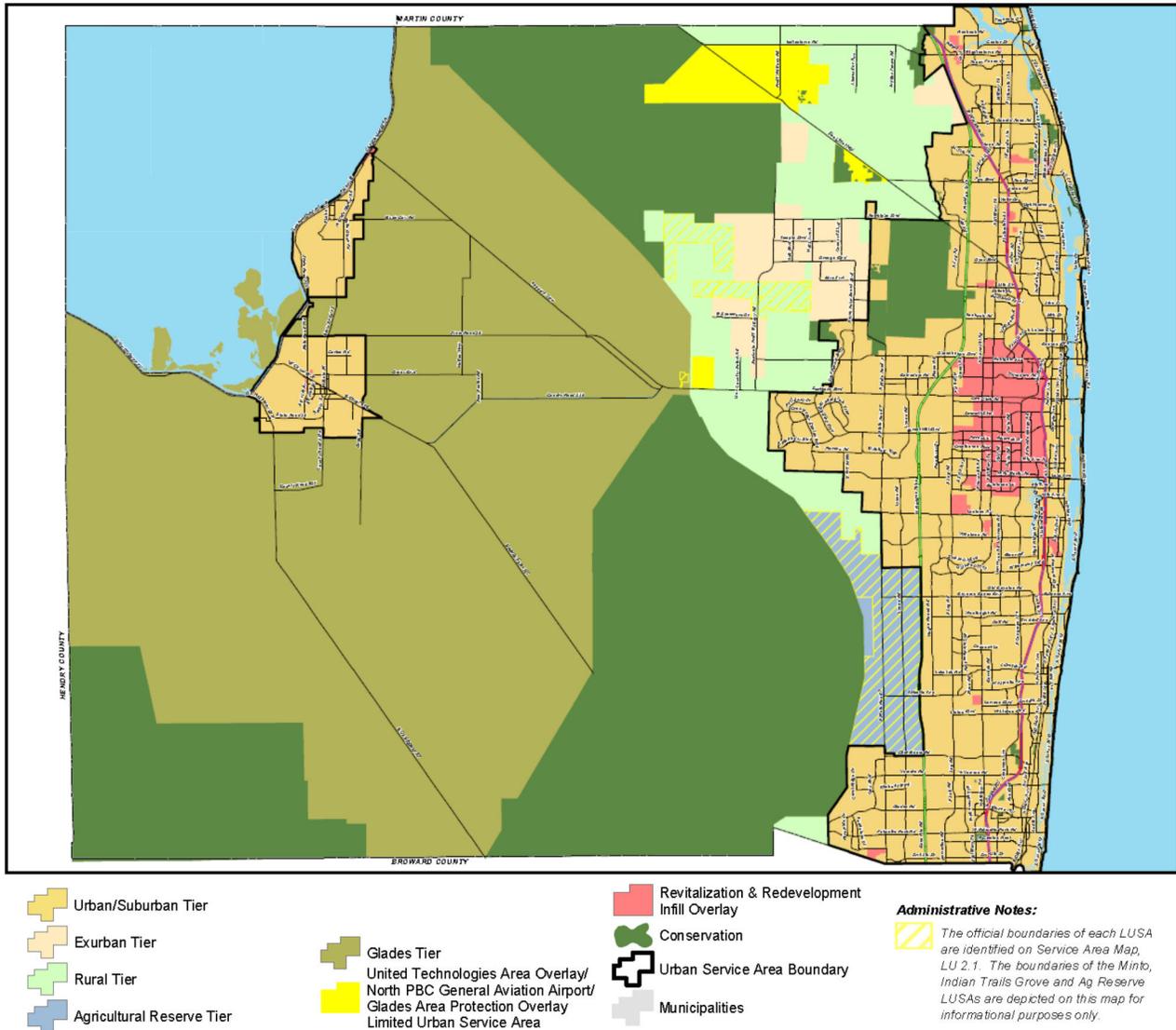
In addition to statutory requirements for the contents of each comprehensive plan, there are procedural requirements that must be met in the development of the plans. One significant requirement is the importance of participation by the public throughout development and adoption of the Comprehensive Plan. At the outset, Palm Beach County set up citizen advisory committees to assist and advise staff in the development of goals, objectives, and policies contained in the Plan. Over 130 persons representing cross-sections of the county geographically, economically, politically and in age served on these committees. In addition, public workshops, forums and public hearings were advertised and well-attended throughout the process of development, approval and adoption by the Board of County Commissioners (BCC). Many comments from the public were incorporated into the Plan before final adoption.

In reviewing each local government's comprehensive plan, the State uses guidelines set forth in the Florida Statutes. As examples: requires that land use elements contain policies to discourage the proliferation of urban sprawl, encourage the redevelopment and renewal of blighted areas, and protect natural and historical resources; the housing element must consider special housing types and must address the availability of sites for foster and group homes; the conservation section must address the elimination of point and non-point pollution sources, as well as issues such as the elimination of harmful exotic vegetation species and the preservation of natural species.

### **Managed Growth Tier System**

The Managed Growth Tier System (MGTS) was incorporated into the Comprehensive Plan in 1999 and provides a basis for land use decisions by guiding the planning and design of development, and ensuring consideration of the physical, social and cultural needs of both current and future residents, while

protecting the environment and encouraging economic development. The Tier System recognizes the County's diversity by delineating five distinct geographic regions with common characteristics such as land use patterns, densities/intensities, and public service availability. The Tiers include: Urban/Suburban (which includes Redevelopment & Revitalization Areas), Exurban, Rural, Agricultural Reserve, and the Glades. Specific strategies have been established, either through restrictions or incentives, to meet specific objectives for each Tier to permit the articulation of different, and even contrasting strategies, while maintaining a comprehensive planning approach.



The Future Land Use Element incorporates the framework of the Tier System and contains goals that: establish the tiers; protect natural resources and systems; promote community planning and design; and guide the location and form of development. Each of these goals is supported by objectives and policies that apply differently to each tier. Other Elements of the Comprehensive Plan also include policies which relate to the Tier System framework and strengthen the relationship between land use, transportation, water resource, and environmental planning.

## Functions of the Planning Division

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The Planning Division is divided into 6 sections. The Planning Division staffs two boards comprised of BCC appointees. Each of the sections and their primary functions are described below.

### **Land Use Planning Section**

The Land Use Planning Section is responsible for the Planning Commission meetings, and Comprehensive Plan Amendment Process.

**Local Planning Agency/Planning Commission (LPA/PLC):** The Section manages the meetings of the Planning Commission, a fifteen-member advisory body that is charged with advising the Board of County Commissioners on matters pertaining to the Comprehensive Plan. Division staff makes presentations at the monthly PLC meetings to guide the Board in their decision making process.

**Comprehensive Plan Amendments:** A key function of the Section is to manage changes to County's Comprehensive Plan through the amendment process and to ensure that development proposals are consistent with the Plan. The process is described further in the attached document "Palm Beach County Comprehensive Plan Amendments and Amendment Process".

**Comprehensive Plan Maintenance:** The Section manages the maintenance of the County's Comprehensive Plan updates online and in paper.

**Letters of Determination:** The Planning Director issues "Determination Letters" upon request in response to written inquiries related to the Plan and FLUA. The Section manages the process and stores the letters in digital format.

**Special Projects:** The Division regularly takes on site specific amendments and projects leading to proposed text amendments to the Comprehensive Plan.

## **Sustainability & Resilience Section**

This Section is involved with a range of topics that relate to the viability of the community, including:

**Housing:** Section staff is responsible for implementation of the County's mandatory Workforce Housing Program, in conjunction with the County's Department of Housing and Economic Sustainability. Implementation involves working with developers, property-owners, or prospective purchasers to determine the workforce obligation of a proposed project, and the opportunity for any density bonus. It also involves monitoring of the developed units to ensure compliance with the code requirements regarding design, pricing and tenant/owner eligibility. This section substantially rewrote the code in 2019 to facilitate additional density where appropriate, to add an option to deliver to deliver the required workforce units through an exchange builder, and to make other needed updates. Staff also implements the voluntary Affordable Housing Program enabled through the code.

**Resilience:** The Section staff implement the County's prohibition on density increases in the State-designated Coastal High Hazard Area. Section staff are also involved with the Southeast Florida Climate Change Compact and other resiliency efforts through the County's Office of Resilience, and participate in the Emergency Management Division's Post Disaster Redevelopment Planning, and coordinates with Water Utilities Department and State agencies to incorporate a 10-Year Water Supply Facilities Work Plan into the County's Comprehensive Plan.

**Transfer of Development Rights:** Section staff work in conjunction with Zoning Division staff to process any Transfer of Development Rights (TDRs) that may be included in a zoning request. This involves ensuring compliance with code provisions regarding the quantity, pricing, and receiving site requirements for the TDRs. As a result of this involvement, Section staff have undertaken a substantive review of the code provisions and the underlying Comprehensive Plan policies for the TDR program, and are recommending significant changes to the 40 year old program.

**Special Topics and Projects:** Staff of this section also support other Division functions, such as providing project managers for proposed Comprehensive Plan amendments, serving as Element Planners for Comprehensive Plan maintenance, tracking proposed legislation, researching and preparing Letters of Determination for inquiries that cannot be addressed through the Planner on Call, and undertaking special projects to research and document the history of current issues and past determinations, including Agricultural Reserve issues. Staff also participates with other Section staff on long range planning concepts including infill/redevelopment and compatibility.

## **Development Implementation Section**

The primary function of the Development Implementation Section is to implement the Comprehensive Plan through the Development Review process, coordinates public information, and is the lead agency for the County on cultural resources management (historic preservation and archaeology).

**Development Review:** The Development Implementation Section coordinates closely with the Zoning Division to ensure that proposed land development regulations and development approvals are consistent with the Comprehensive Plan.

- **Zoning Code Amendments:** Staff participate in the Unified Land Development Code (ULDC) amendment process to ensure that proposed changes for land development regulations—processed by the Zoning Division—are consistent with the Goals, Objectives, and Policies of the County’s Comprehensive Plan.
- **Development Review Officer (DRO) Process:** The Division is one of the DRO Agencies, and is responsible for Comprehensive Plan consistency review of various applications—processed by the Zoning Division—such as Official Zoning Map Amendments (re-zoning), specific use approvals, development order amendments, Transfer of Development Rights, Developments of Regional Impact, and site plan & subdivision plan approval. The Planning Division is one of many participating County agencies in this process, and ensure that the applications reviewed are consistent with any applicable provisions in the Comprehensive Plan.

**Planner on Call Public Inquiries:** The Development Implementation Section coordinates the Planner on Call (POC) function, for which nearly every planner within the division participates. A planner-on-call is responsible for responding to phone or walk-in inquiries regarding the Comprehensive Plan and/or FLUA. Planners serving this role are also knowledgeable about where to refer a customer inquiring for assistance in a non-Planning issue. The POC function annually serves approximately 3,000 customers.

### **Cultural Resources Management:**

The County Historic Preservation Officer and Archaeologist is responsible for the formulation and implementation of the County’s preservation plans, administers related processes and programs, as well as serving as a local resource for other agencies on the topic of Cultural Resources Management.

- **Advisory Board:** The Historic Resources Review Board (HRRB) is the County’s advisory board for cultural resource issues. The HRRB meets quarterly/as-needed, to provide recommendations on proposed historic designations, to consider requests for Certificates of Appropriateness for any proposed changes to designated sites, and to consider Certificate to Dig applications for development activity affecting known archaeological sites.
- **Archaeology:** An archaeological survey and established map of known archaeological resources within the County, is used in the development review process, to ensure that resources are adequately protected. This map is periodically updated with new information from the Florida Master Site File. Additionally, the County is engaged in ongoing archaeological research, utilizing remote sensing methods, and conducts field explorations to determine the location of potential archaeological sites; as well as traditional archaeological undertakings.
- **Historic Preservation:** The County also prioritizes preservation projects, develops historic preservation planning, reviews any other projects for compliance of local, state and federal historic preservation ordinances, reviews historic resource reports for accuracy; preparing budget proposals and grant applications; scheduling preservation workshops and discussions. The County Archaeologist is also the liaison to the County’s Historic Resource Review Board (HRRB) and the liaison with the State’s Certified Local Government (CLG) program.
- **Historic Tax Exemption Program:** The section also coordinates municipal tax exemptions for historic properties with renovations to income producing properties.

## **Monitoring & Legislative Affairs Section**

Project Monitoring staff is responsible for:

- All projects with Code imposed time requirements for commencement of development and plat recordation
- Compliance with development order conditions of approval (those due prior to issuance of a building permit or certificate of occupancy or prior to a specific date)
- Developments of Regional Impact (DRIs) conditions
- Compliance with Type I and Type II variance conditions
- Compliance with report requirements of Community Development Districts
- Compliance with conditions of approval in Land Use Amendment Ordinances

Monitoring the above items may include conferring with other agency staff regarding enforcement and completion of conditions of approval. Monitoring staff send email alerts to developers, letter to owners, and have meetings with owners/agents/ to discuss the status of conditions of approval. Monitoring staff coordinate closely with staff within Planning and from Zoning and Building Divisions, with the Engineering, Parks and Recreation, Health, and PREM Departments. Monitoring also coordinates with the Planning Department of the Palm Beach County School District.

**Monitor Time Extensions:** Project Monitoring staff also maintain commencement and conditions data to ensure that projects meet relevant deadlines. If the deadlines are not met, staff processes administrative time extension requests or prepares status reports for review by the Zoning Commission or Board of County Commissioners.

**Status Reports:** are prepared for the Zoning Commission or Board of County Commissioners when development orders need to have a condition amended, or a use or a zoning district revoked.

**Legislative Affairs:** Review pending Florida legislation prior to and during the legislative session, and distribute information about those bills to PZB and other staff. After the session, update staff on status of adopted bills.

**Capital Improvement Element:** Maintain the Capital Improvement Element in the Comprehensive Plan, including the 5-Year Capital Improvement Tables Update.

**5-Year Capital Improvement Tables Update:** The County's proposed capital projects are reviewed annually to ensure consistency with the Comprehensive Plan. The 5-Year Capital Improvement Tables Update to the Capital Improvements Element are coordinated annually through the Office of Financial Management and Budget. The update includes the latest version of the 5-year road program.

## **Transportation Section**

The Transportation Section coordinates with transportation agencies, including the Metropolitan Planning Organization (MPO), Treasure Coast Regional Planning Council, the Department of Transportation, the Department of Economic Opportunity, and the County's Engineering Department on Transportation Planning issues. Generally, the work involves the following:

**Transportation Amendments:** These are the major activities of the section and are generally initiated by the BCC, staff, and other municipalities. These also include updates required by the statutes. The Plan amendments generally consist of CRALLS, TCEA, TIM and 2020 Map, and General Text Amendments. Processing requests for incorporation of (Multi-Modal Transportation Districts (MMTD) into the Plan. Preparation of ORC responses, which are quite usual for the transportation related amendments. Coordination with outside agencies FDOT, DCA, and other municipalities are also part of these amendments. Occasionally, complex mediations and negotiations are needed to reach Settlement Agreements and process Remedial Plan Amendments.

**Transportation Planning Agency (TPA) Technical Advisory Committee (TAC) Member:** The BCC appoints a Planning Division representative to this committee. The Committee coordinates development of MPO's long range transportation plans and recommends prioritization for MPO's 5 Year Transportation Improvement Program.

**Transportation Planning Agency (TPA):** Bicycle/Greenways/Pedestrian Advisory Committee Member – The Planning Director appoints a Planning staff representative to this committee which scores and prioritizes projects applying for Transportation Enhancement Grants. Committee guides policies and implementation of many multimodal projects including, NENA, SENA, & the Palm Beach County Greenways Plan.

**Special Projects:** This section is currently participating in development/implementation of special projects such as SR 7 Transit Supportive Land Use Study, SR 7 Common Vision, and Southeast Florida Climate Change Compact.

## **Intergovernmental Section**

The primary responsibilities of the Intergovernmental Section are to generate and maintain data and maps, including population allocation, for assistance to County departments and agencies and to coordinate with the County's 39 municipalities.

**Intergovernmental Liaison:** The Division serves as the County's liaison to the Intergovernmental Plan Amendment Review Committee (IPARC). The Division receives proposed municipal amendments through the IPARC process, and completes a review of the proposed changes for any impacts to the County. Comments or objections are relayed to the applicable municipality through the IPARC process. Staff has taken a lead role in establishing ongoing, positive relations with municipal planning directors through planning related meetings. Planning Staff actively coordinates key intergovernmental projects such as the annexation and redevelopment of the Lake Worth Park of Commerce.

**Annexation Review and Assistance:** The Division coordinates the County's Annexation Review Process. Upon receipt of an annexation notice or identification of a proposed annexation in a newspaper, staff notifies the District Commissioner and County departments for review and comment. If no inconsistencies with Chapter 171, F.S., the State Statute governing annexations, are identified, division staff provides a letter to the annexing municipality with any comments. If inconsistencies are identified, such as the creation of an enclave or pocket, the letter advises the municipality that the Division will present the annexation to the BCC with a request for direction on an objection to the proposed annexation. The County has an Annexation Incentive Program, by which residents can obtain infrastructure improvements (water, sewer, paving and drainage) for at a reduced or no cost concurrent with annexing. The Program is limited to urban areas of the County, and provides for the 1/3 cost share of the improvements between the County, annexing municipality, and the affected residents. Planning staff assists the Engineering Department with the Annexation Incentive Program as needed. Although the Program has lacked funding in recent years, it remains a potential benefit for future efforts.

**Development and Parcel Data:** The Division maintains an approved and built information inventory and map for residential projects in Unincorporated County, and is working with School District staff to build and maintain the same for municipal residential projects. The Division maintains a parcel specific existing land use database that identifies existing land use, future land use designations, and additional data from the Property Appraiser's Office (including acreage, ownership, dwelling units, square footage, etc.)

**Population Modeling:** The development database is used to provide input for the Planning Division's Population Allocation Model. The Model was developed to distribute countywide population projections from the Bureau of Economic and Business Research, University of Florida, to sub-areas based on Traffic Analysis Zones. The Model results are used for planning purposes and are provided to other departments, outside agencies, other jurisdictions and the general public. The Division also retains historical 1980, 1990, and 2000 census information. Staff assists the general public and municipalities with utilizing the U.S. Census Bureau's web page to gather information as needed.

**Geographic Information Systems (GIS):** The Intergovernmental Section serves all aspects of Planning with GIS products and services by bringing together accurate geographic information in an easy to use format to increase the efficiency of the Division. The Section maintains the Comprehensive Plan Map Series, including the conversion of hard copy future land use maps into digital format. The Section also promotes collaboration and sharing of GIS data to produce maps, graphs, tables, images, presentations, posters and applications using GIS data to support Planning functions. Staff provides support to other GIS users in the Division, and provides an essential link between the Division Planners and the County's GIS enterprise data.



# Palm Beach County Planning Division

## Comprehensive Plan Amendment Process

Palm Beach County processes several rounds of amendments to the Comprehensive Plan per year; generally a minimum of two large scale amendment rounds with text and map series amendments and site specific amendments to the FLUA, and four small scale amendment rounds limited to only small scale amendments (and associated text amendments if applicable). This document summarizes the County's Amendment Process which is further detailed on the Planning Division's website ([www.pbcgov.org/pzb](http://www.pbcgov.org/pzb))

### Privately Initiated FLUA Amendments

Property owners, and/or their designated agent, may request a FLU change by requesting a site-specific amendment to the FLUA by submitting an application. Amendments to the FLUA are legislative in nature. Submittal of the FLUA Amendment application and fees does not convey any entitlements to the subject parcel(s), and does not guarantee the approval of the amendment by the BCC. When a proposed FLUA amendment has been denied by the BCC, the same parcel(s) may not be heard for the amendment request for a period of two years unless otherwise specified by the BCC. Additionally, pursuant to BCC direction on July 15, 2008 and reaffirmed on October 11, 2011, proposed FLUA amendments determined to be inconsistent with a prohibitive provision of the Comprehensive Plan will not be processed without a concurrent text amendment.

**FLUA Amendment with Associated Text Amendments.** Pursuant to BCC direction on February 23, 2012, property owners may submit an application to request a Text Amendment to the Comprehensive Plan, and this was added to the Comprehensive Plan on April 29, 2015. These requests must be made in conjunction with a site specific FLUA Amendment or Development Order and requested in order to alleviate an inconsistency with a prohibitive policy of the Comprehensive Plan. Amendments are legislative; submittal of an application and fees does not convey any entitlements to the subject parcel(s), does not guarantee that the BCC will consent to the request to initiate the review of the amendment, and does not imply that the BCC will ultimately approve the amendment.

**FLUA Amendment with Concurrent Zoning Application.** At the request of an applicant, the County shall consider an application for zoning changes that would be required to properly enact any proposed plan amendment transmitted pursuant to F.S. § 163.3184(12). Zoning changes approved by the County are contingent upon the comprehensive plan or plan amendment transmitted becoming effective. Small Scale Amendments must be processed concurrently with a rezoning, if applicable. Article 2.C.1.D.3.a, of the ULDC requires that: *"If a small scale land use amendment requires a rezoning, conditional use, development order amendment or abandonment application(s), the two applications shall be reviewed and considered by the BCC concurrently. The applicant shall submit a site plan or conceptual site plan as part of the zoning application(s). The complete zoning application must be submitted at a scheduled zoning application intake within 90 calendar days of receipt of the small scale land use amendment application. If a complete zoning application is not submitted, the small scale land use amendment shall be administratively withdrawn immediately."*

## Types of Privately Initiated FLUA Amendments

- **Large Scale Amendments:** A Large Scale Amendment application may be submitted for a FLUA change only, or a FLUA and Tier Change, or a Tier Change only.
- **Large Scale Amendment with Tier Amendment:** Palm Beach County adopted the Managed Growth Tier System in 1999 to develop and implement strategies to protect viable existing neighborhoods and communities and to direct the location and timing of future development within five geographically specific regions of the County. A property owner may request an amendment to change their site from one Tier to another through the Amendment process. An amendment request that includes a Tier amendment are subject to the following:
  - **Criteria.** Tier amendments are governed by FLUE Policy 1.1-b that contains the re-designation criteria and Policy 1.1-d requires a determination that the request does not constitute urban sprawl. These policies are “shall not” or prohibitive policies. Therefore, if the request does not meet the requirement of these policies, the application may be processed and/or the amendment may not be approved.
  - **Concurrent FLUA Application.** Proposed Tier amendments may require a concurrent Future Land Use Atlas amendment since not all Future Land Use designations are allowed in all Tiers. Applications for a Tier amendment without a necessary FLU amendment will be found insufficient for processing. If a proposed Tier amendment requires and/or includes a concurrent FLUA amendment, the entire FLUA Amendment application must be completely submitted. If the Tier amendment does not require and/or does not include a concurrent FLUA amendment, Section VIII. Public Facilities, is not required to be submitted as part of the application. A proposed Tier Boundary Change requires an additional fee.
  - **Study.** The County shall conduct a study to address the proposed Tier amendment and, depending on the Tier amendment proposed, the County may require additional data and analysis from the applicant during the amendment process.
- **Small Scale Amendments:** In order to be processed as a Small Scale amendment (SCA), must be processed concurrently with an associated Zoning application (if applicable) and must meet the following criteria:
  - **SCA Criteria in the Introduction & Administration Element:**
    - b. The parcel consists of a lot (or lots) which do not exceed a total of 10 acres in size (including all land necessary to support the proposed use including land necessary for drainage);
    - c. The parcel is located within the Urban Service Area Boundary;
    - d. The request is not to move the boundary of any tier.
  - **SCA Criteria pursuant to F.S. § 163.3187(1):**
    - f. The proposed amendment involves a use of 10 acres or fewer;
    - g. The cumulative annual effect of the acreage for all small scale development amendments adopted by the local government does not exceed a maximum of 120 acres in a calendar year;
    - h. The proposed amendment does not involve a text change to the goals, policies, and objectives of the local government’s comprehensive plan, but only proposes a land use change to the future land use map for a site-specific small scale development activity. However, text changes that relate directly to, and are adopted simultaneously with, the small scale future land use map amendment shall be permissible; and
    - i. The property that is the subject of the proposed amendment is not located within an area of critical state concern.

## **Amendment Review Process**

**Private FLUA Amendment Intake:** The Planning Division accepts privately initiated FLUA Amendment applications six times per year. Upon intake, Planning staff review the application for sufficiency (see FLUA Amendment Application, Sufficiency).

**County Review Process:** Once proposed FLUA amendments are found sufficient for processing, the Planning Division prepares a staff report that examines data, performs an analysis of consistency with the Comprehensive Plan, and provides a recommendation. The County reviews each proposed FLUA amendment for consistency with the goals, objectives and policies of the County's Comprehensive Plan.

**Public Hearing Notices:** Proposed FLUA Amendments sites are posted with **Public Notice signs** during the amendment process and property owners within 500 feet (1,000 feet within the Exurban and Rural Tiers) receive a notification by mail within 30 days of the first public hearing.

**Public Hearings - Agendas & Staff Reports:** Each proposed small scale amendment is subject to two public hearings: Planning Commission (PLC) public hearing and Board of County Commissioners (BCC) Adoption public hearing. Large Scale amendments are subject to three public hearings: PLC public hearing, BCC transmittal public hearing, and BCC Adoption public hearing. Agendas and staff reports are published online one week prior to each public hearing.

**Large Scale Transmittal State Agency Review:** All transmitted amendments are reviewed by State-mandated reviewing agencies, including Treasure Coast Regional Planning Council (TCRPC) for consistency with State plans and regulations. State Review Agencies must provide comments to the County within 30 days of receipt of the transmitted amendments.

**BCC Adoption Hearing:** The Planning Division presents the amendment staff reports to the BCC at an Adoption Public Hearing. For Large Scale amendments, the staff reports will address any comments or objections issued by the State Land Planning Agency and State Review Agencies. At the hearing, the Board makes a determination on each amendment whether to adopt the amendment by ordinance or to deny. Adopted amendments, along with the response to State comments, are submitted to the State Land Planning Agency and other state departments.

**Effective Date:** Adopted amendments become effective according to State Statute regulations. Challenged amendments enter an administrative hearing process.

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## 2021 Comprehensive Plan Amendment Schedules

### Small Scale Amendment Intake

| Activity                       | 21-A  | 21-A2                 | 21-B                 | 21-B2                |
|--------------------------------|---|-----------------------|----------------------|----------------------|
| Pre-Application Meeting        | Prior to April 3, 2020                                    | Prior to July 8, 2020 | Prior to Oct 9, 2020 | Prior to Jan 4, 2021 |
| Traffic Study Intake           | Option 1: April 3, 2020<br>Option 2: May 13, 2020*        | July 8, 2020          | Oct 9, 2020          | Jan 4, 2021          |
| <b>FLUA Application Intake</b> | <b>Option 1: May 6, 2020<br/>Option 2: June 10, 2020*</b> | <b>Aug 12, 2020</b>   | <b>Nov 10, 2020</b>  | <b>Feb 10, 2021</b>  |
| Zoning Application Intake      | by June 19, 2020  | by Aug 12, 2020       | by Dec 23, 2020      | by Feb 10, 2021      |

### Large Scale Amendment Rounds

| Activity                       | 21-A  | 21-A2                   | 21-B                     | 21-B2                   |
|--------------------------------|---|-------------------------|--------------------------|-------------------------|
| Pre-Application Meeting        | Prior to April 3, 2020  | --                      | Prior to October 9, 2020 | --                      |
| Traffic Study Intake           | Option 1: April 3, 2020<br>Option 2: May 13, 2020*  | --                      | October 9, 2020          | --                      |
| <b>FLUA Application Intake</b> | <b>Option 1: May 6, 2020<br/>Option 2: June 10, 2020*<br/>Option 3: July 1, 2020*<br/>June 29th Initiate Only</b> | --                      | <b>November 10, 2020</b> | --                      |
| PLC Public Hearing 1           | August 14, 2020   | November 13, 2020       | February 12, 2021        | May 14, 2021            |
| PLC Public Hearing 2           | September 18, 2020  | December 11, 2020       | March 12, 2021           | June 11, 2021           |
| PLC Public Hearing 3           | October 9, 2020   | January 8, 2021         | April 9, 2021            | July 9, 2021            |
| <b>BCC Transmittal Hearing</b> | <b>October 28, 2020</b>   | <b>January 25, 2021</b> | <b>May 5, 2021</b>       | <b>July 28, 2021</b>    |
| <b>BCC Adoption Hearing</b>    | <b>January 25, 2021</b>   | <b>May 5, 2021</b>      | <b>July 28, 2021</b>     | <b>November 3, 2021</b> |
| Anticipated Effective Date     | March 2021  | July 2021               | September 2021           | January 2022            |

*\*Note: Traffic and FLUA Application Intake dates extended due to COVID-19  
With the exception of the intake dates, all dates are tentative*

For more information on proposed amendments, visit the [Active Amendments page](#).

## 2021 Comprehensive Plan Amendment Schedules

### Small Scale Amendment Intake

| Activity                       | 22-A                   | 22-A2                 | 22-B                     | 22-B2                    |
|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|
| Pre-Application Meeting        | Prior to April 5, 2021 | Prior to July 1, 2021 | Prior to October 1, 2021 | Prior to January 3, 2022 |
| Traffic Study Intake           | April 5, 2021          | July 1, 2021          | October 1, 2021          | January 3, 2022          |
| <b>FLUA Application Intake</b> | <b>May 12, 2021</b>    | August 11, 2021       | <b>November 10, 2021</b> | February 9, 2022         |
| Zoning Application Intake      | by June 25, 2021       | by September 24, 2021 | by December 22, 2021     | by February 25, 2022     |

### Large Scale Amendment Rounds

| Activity                       | 22-A                    | 22-A2                | 22-B                     | 22-B2               |
|--------------------------------|-------------------------|----------------------|--------------------------|---------------------|
| Pre-Application Meeting        | Prior to April 5, 2021  | --                   | Prior to October 1, 2021 | --                  |
| Traffic Study Intake           | April 5, 2021           | --                   | October 1, 2021          | --                  |
| <b>FLUA Application Intake</b> | <b>May 12, 2021</b>     | --                   | <b>November 10, 2021</b> | --                  |
| PLC Public Hearing 1           | August 13, 2021         | November 12, 2021    | February 11, 2022        | May 13, 2022        |
| PLC Public Hearing 2           | September 10, 2021      | December 10, 2021    | March 11, 2022           | June 10, 2022       |
| PLC Public Hearing 3           | October 8, 2021         | January 4, 2022      | April 8, 2022            | July 8, 2022        |
| <b>BCC Transmittal Hearing</b> | <b>November 3, 2021</b> | <b>February 2022</b> | <b>May 2022</b>          | <b>July 2022</b>    |
| <b>BCC Adoption Hearing</b>    | <b>January 2022</b>     | <b>May 2022</b>      | <b>July 2022</b>         | <b>October 2022</b> |
| Anticipated Effective Date     | March 2022              | June 2022            | September 2022           | December 2022       |

For more information on proposed amendments, visit the [Active Amendments page](#).

# Development Approval Process

## Large Scale Comp Plan Amendment

- Lead Agency: Planning
- Planning Commission
- BCC Transmittal Hearing
- BCC Adoption Hearing
- Statutory option to include concurrent Zoning
- **Timeframe: 8-12 months**

## Rezoning

- Lead Agency: Zoning
- Preliminary DRO Review
- Zoning Commission
- BCC Hearing
- **Timeframe: 6-9 Months**

## Final DRO

- Lead Agency: Zoning
- Final review of BCC approved items
- Option to include concurrent review of Plat/Permit
- **Timeframe: 2-6 months**

## Platting

- Lead Agency: Land Development
- Boundary/Subdivision Plat(s)
- Land Development Permits dovetail w/subdivision plat
- **Timeframe: 6-12 months**

## Permitting

- Lead Agency: Building
- Building Permit Review
- **Timeframe: 1-6 months**

# Planning Division 2021

