

INSTRUCTIONS for
STATE OF EMERGENCY TIME EXTENSION APPLICATION
Monitoring Division

Palm Beach County Unified Land Development Code - Article 2, Chapter E

State of Emergency Time Extensions apply to:

- Commencement
- Conditions of Approval
- Traffic Performance Standards (TPS)

The processing fee for each Time Extension Application is **\$326**.

Please confirm fees with staff prior to paying.

Written authorization must be provided if the applicant is not the property owner, and if the applicant or property owner is a corporation or other business entity.

To submit an application via regular mail please include,

- a completed Time Extension Application
- a check for the processing fee of \$326, payable to Palm Beach County Board of County Commissioners
- mail the completed application and fee to:

PBC PZ&B, Monitoring Section
2300 North Jog Road
West Palm Beach, FL 33411

To submit an application via e-mail please,

- e-mail a completed Time Extension Application (in pdf format) to the Monitoring Section at mmichael@pbcgov.org or shack@pbcgov.org
- staff will review the application and then contact you with an invoice number and instructions to pay online

Once an application has been processed and approved staff will send an approval letter to the property owner/agent.

If you have any questions please contact Monitoring Section staff at 561-233-5364 or 561-233-5310.