

**TIME EXTENSION APPLICATION INSTRUCTIONS
UNIFIED LAND DEVELOPMENT CODE ARTICLE 2, CHAPTER E
COMMENCEMENT OF DEVELOPMENT or PLAT RECORDATION**

1. Submit the completed application and application fee **prior to 5:00 pm** on the deadline date for compliance with the time requirement.
2. Provide written authorization if the applicant is not the property owner, or if the applicant or property owner is a corporation or other business entity. Signatures must be in blue or red ink (black ink is not acceptable).
3. **The filing fee for this application is \$205.05 for each Commencement, or \$76 for Plat Recordation.** Each Resolution or Variance to be extended is a separate fee. Submit a check for that amount, made payable to the Palm Beach County Board of County Commissioners, with this application. All checks must include the current **address and phone number** of the applicant and the **Control Number** of the approval under review.
4. The application fee must be included with the completed application, along with a **traffic study that meets Traffic Performance Standards**; and the required **Traffic Impact Study Review Fee**. **The Study should demonstrate compliance with Article 12 of the Unified Land Development Code (ULDC). The fee consists of \$0.80 per new daily trip, with a minimum fee of \$150 to defray the cost of processing the Review.** If you have questions regarding the Traffic Impact Study Review or the required fee, please contact Stephen Bohovsky, at 561-684-4030.

The check for the Traffic Impact Study Review Fee MUST BE SEPARATE FROM OTHER FEES

5. Return the completed application and fee(s) to the Planning, Zoning and Building Department's **Monitoring Section, located on the second floor in the Planning Division at 2300 North Jog Road, West Palm Beach, FL 33411**. Contact Monitoring Section staff at (561) 233-5593, if there are questions

WHO MAY APPLY FOR AN ADMINISTRATIVE TIME EXTENSION

The owner of record, the current agent, or mortgagee demonstrating a secured interest in the property which is not being protected by the owner may apply for an administrative time extension.

CRITERIA FOR APPROVAL OF ADMINISTRATIVE TIME EXTENSIONS

- The development order must:
 - 1) Be consistent with the Comprehensive Plan;
 - 2) Be consistent with the ULDC, including but not limited to:
 - meeting Traffic Performance Standards.
 - having a valid utility capacity reservation from PBCWUD, Seacoast, Boynton Beach, Jupiter or ENCON.

- There must be no outstanding liens, fines or code violations on the affected properties. **Attach Liens and Fines Form and check - (\$47.50 per property control number)**.

MAXIMUM LENGTH OF TIME FOR ADMINISTRATIVE TIME EXTENSIONS

- Commencement of Development: 24 months
- Plat Recordation: 12 months

The property owner will be notified in writing of the approval or denial of the time extension request. Extensions commence upon the expiration of the date to comply with the time requirement.

CORPORATE AUTHORIZATION

SIGNATURES ON BEHALF OF A CORPORATION AUTHORIZING THE FILING OF AN APPLICATION AND AFFIRMING AND CERTIFYING STATEMENTS

Applications for time extensions, as authorized by the Palm Beach County ULDC, Article 2, Chapter E, contain a page for signature(s) authorizing the filing of the application and affirming and certifying certain statements. If the applicant is a corporation, a person authorized by the corporation must sign the application (the president, vice president, or any other person as permitted by a resolution of the corporation).

IF EXTENSION APPLICATION IS SIGNED BY PRESIDENT OR VICE PRESIDENT:

No additional documentation is required. Identity of office holder may be verified through the Florida Department of State, Division of Corporations.

IF SIGNED BY SOMEONE WHO IS AUTHORIZED BY CORPORATE RESOLUTION:

- Secretary of the Corporation must provide documentation (corporate annual report, minutes, resolution) that the applicant is the person who is authorized by the resolution;
- Secretary must provide a signed statement that he/she is the secretary of the corporation; and
- Secretary must place a corporate seal on the statement.