

# **Palm Beach County**

**Targeted Business Facilitation Procedures**



# PALM BEACH COUNTY TARGETED BUSINESS FACILITATION PROCEDURES

## OVERVIEW

Palm Beach County encourages the development of economic activity centers throughout the unincorporated area. To encourage a variety of employment options and employers, the County has established procedures to facilitate coordination and communication between all departments and agencies involved in the land development permitting process. This process is aimed at those key industry clusters that meet general activity thresholds.

## PREDEVELOPMENT CONFERENCE

The following are general procedures to accommodate a request for a predevelopment conference. A predevelopment conference is optional prior to the submission of a development application and is not required for all projects. However, a predevelopment conference is encouraged for developments of regional impact and projects involving multiple agencies.

The applicant, Palm Beach County Economic Development Coordinator, County Administrator or the Business Development Board may request a predevelopment conference. The request should be submitted to the Executive Director of the Planning, Zoning and Building Department. The applicant may request a conceptual site plan review as part of the conference. The initial agency meeting is made up of representatives from all of the major departments and agencies involved in County's land development process. Representatives from other affected agencies also participate in the conference as necessary. At the conference, staff determines, in general, what code provisions and development review procedures apply to the proposed project. The applicant is provided a written summary of the conference within five working days. The summary is used as a tracking form to monitor the progress of the project through the development review process.

## Business Facilitation

- 1. General Overview.** An initial conference is optional prior to the submission of the initial application for a development permit. The purpose of the predevelopment conference is to familiarize the applicant and Palm Beach County with the applicable County regulations and required processes; identify major constraints; discuss options for resolution; timing; and needs of the business and other detail related to the proposed project.

**2. Useful information applicants should bring to the conference, if available, include:**

- b.** The name, address and telephone number of the land owner of record.
- c.** The name, address and telephone number of the applicant.
- d.** A list of all land use, environmental, economic, engineering, legal, or other professionals assisting in the application.
- e.** The property tag for the land subject to development, that includes the property control number, a legal description of the land, and the street address, if applicable.
- f.** A survey, legal sketch or tax map with the property highlighted, and conceptual site plan of the land proposed for development, including, but not limited to, the proposed use, square footage by use type, and lot layout. However, the square footage by use type and conceptual site plan are not required if the General Application submission occurs prior to a proposed application for development permit for an amendment to the Official Zoning Map.
- g.** A short description of the existing site conditions of the land, including its Future Land Use Atlas designation and Zoning district designation.
- h.** The date of the creation of the lot such as plat book and page number or deed, as applicable.
- i.** The existing utilities on the land, and any on-site sewage and water facilities.
- i.** A history of previous development orders approved for the land, including but not limited to, Site Specific (Future Land Use Atlas) Comprehensive Plan amendments, amendments to the Official Zoning Map, conditional uses, special exceptions, special uses, variances, site plans, final subdivision plans, plats, environmental permits, concurrency permits, building permits, and lot clearing permits.
- j.** A location map of the land showing its proximity or location with respect to municipal boundaries within one (1) mile of the proposed development and any municipal annexation areas within one-quarter (1/4) mile of the proposed development, the airport zone, any wellfield protection zones, any

flood zone, any drainage districts, any coastal zones and any overlay districts.

- k. A statement whether or not the applicant has any ownership interest in contiguous parcels.
- l. A statement of whether any Development of Regional Impact (DRI) binding letters have been requested or received on the proposal.
- m. Alternately, the applicant who does not have a specific site in mind, may visit to discuss any of the available sites the county has inventoried in its database or any other potential locations.

The predevelopment conference shall be scheduled with the applicant, and a Predevelopment Conference Committee established for the purpose of providing input at a predevelopment conference. The Predevelopment Conference Committee shall consist of the Executive Director of Planning, Zoning and Building, Zoning Director, Planning Director, Building Director, and representatives from the departments of Engineering and Public Works-Traffic and Land Development Divisions, Environmental Resources Management, Parks and Recreation, Property and Real Estate Management, and the Palm Beach County Public Health Unit, as applicable.

**3. Predevelopment conference issues.** At the conference, the applicant and the Predevelopment Conference Committee shall discuss the proposed development and, based upon the information provided by the applicant and the County's land development regulations in effect at the time of the predevelopment conference, determine in general what provisions of the regulations and development review procedures apply to the proposed development. Review time may vary based on the simplicity or the complexity of a proposed project. The County Engineer shall determine at the predevelopment conference if recordation of a boundary plat shall be required, pursuant to the procedures of Article 8, prior to the issuance of a building permit.

**4. Written Summary.** Within five (5) working days of the predevelopment conference, the Executive Director shall provide the applicant with a written summary of the predevelopment conference. The written summary shall identify, based upon the information and materials provided by the applicant and the issues discussed and agreed, the best course of action, applicable regulations and development review procedures that generally apply to the proposed development. Staff will use the summary of the predevelopment conference to create a tracking form which shall be used to monitor the proposed development through the development review process.

## Predevelopment Conference Committee

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