



**Department of Planning,
Zoning & Building**

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**INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING**

To: DRO Agencies & Agents,
Interested Parties & Zoning Division Staff

From: Jon MacGillis, ASLA, Zoning Director 

Date: Revised December 13, 2012

Re: **Full DRO & Administrative DRO (Zoning/Agency)
Comments/Response-Lock vs. Open**

The following memo is to provide both Agent's and our Applicants the calendar for when ePZB comments are open/closed to staff/applicants. This information is critical so you know when you can enter comments or responses in ePZB.

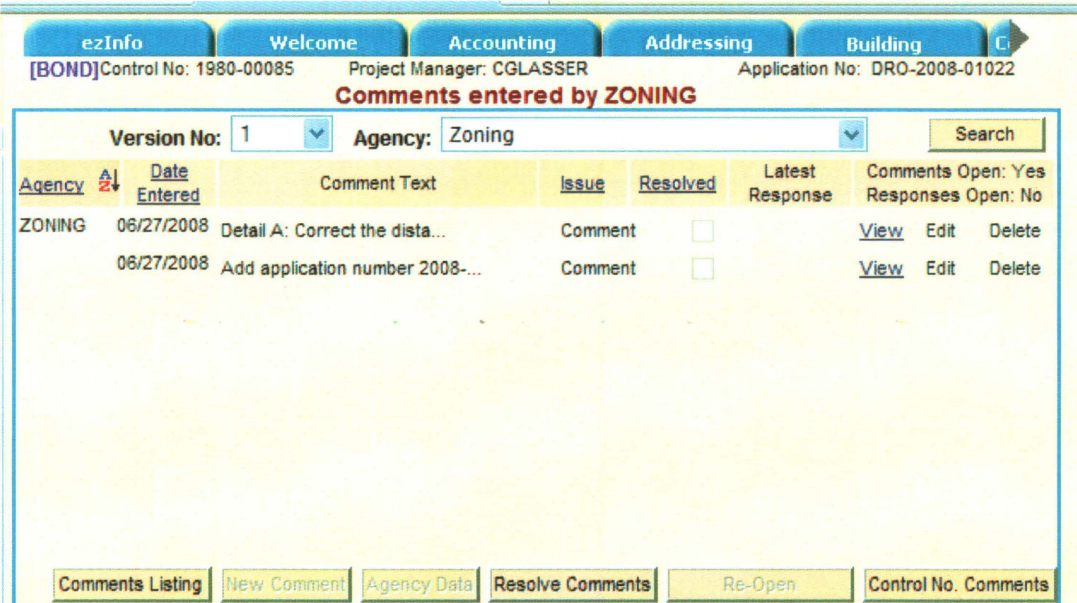
If you have any questions, contact Wanda Sanders, Site Plan Technician at (561) 233-5575 for DRO Applications or Ann Deveaux, Zoning Technician at (561) 233-5330-5302 for Administrative Review.

Community Development

INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY
Planning, Zoning and Building Department

To: DRO Agencies & Agents
From: Jon MacGillis, ASLA, Zoning Director 
Date: October 22, 2012
Re: DRO Comments/Response – Lock vs. Open

The system allows **ONLY** one entity, County Staff or Applicant, to insert comments or response at given time. When **COMMENTS** are open, County Agencies can insert comments into ePZB on an application. When **RESPONSES** are open the applicant can insert responses to each comment or certification issue. On the ePZB screen shot below (under SEARCH tab) you will note Comments Open=Yes, meaning County Staff can insert comment and Applicant cannot enter responses. It should be noted on the Thursday prior to the DRO meeting the comments/responses are **locked** to both staff and applicant.



The screenshot shows the ePZB system interface. At the top, there are navigation tabs: ezInfo, Welcome, Accounting, Addressing, and Building. Below these, the system displays control and application information: [BOND] Control No: 1980-00085, Project Manager: CGLASSER, and Application No: DRO-2008-01022. The main heading is "Comments entered by ZONING". Below this, there are dropdown menus for "Version No: 1" and "Agency: Zoning", along with a "Search" button. The main content is a table with columns: Agency, Date Entered, Comment Text, Issue, Resolved, Latest Response, and Comments Open: Yes / Responses Open: No. The table contains two entries for ZONING, both dated 06/27/2008. The first entry has the comment "Detail A: Correct the dista..." and the second has "Add application number 2008-...". Both entries have "Comment" as the issue and a checkbox for "Resolved". At the bottom of the interface, there are buttons for "Comments Listing", "New Comment", "Agency Data", "Resolve Comments", "Re-Open", and "Control No. Comments".

Agency	Date Entered	Comment Text	Issue	Resolved	Latest Response	Comments Open: Yes Responses Open: No
ZONING	06/27/2008	Detail A: Correct the dista...	Comment	<input type="checkbox"/>		View Edit Delete
ZONING	06/27/2008	Add application number 2008-...	Comment	<input type="checkbox"/>		View Edit Delete

**Community Development Lock/Open Calendar
December 2012 – January 2014**

DRO Meeting /Re-submittal date	Locked all	Response Open	Response locked	Comments open	Comments locked
12/12/12 (M)	12/07/12 – 12/12/12	12/12/12	12/13/12	12/13/12	12/19/12
12/21/12 (Re-sub)		12/19/11	12/21/12	12/21/13	
01/09/13 (M)	01/03/13 – 01/09/13	01/09/13	01/10/13	01/10/13	01/16/13
01/28/13 (re-sub)		01/16/13	01/28/13	01/28/13	
02/13/13 (M)	02/07/13 – 02/13/13	02/13/13	02/14/13	02/14/13	02/20/13
02/25/13 (re-sub)		02/20/13	02/25/13	02/25/13	
03/13/13 (M)	03/07/13 – 03/13/13	03/13/13	03/14/13	03/14/13	03/20/13
03/25/13 (re-sub)		03/20/13	03/25/13	03/25/13	
04/10/13 (M)	04/04/13 – 04/10/13	04/10/13	04/11/13	04/11/13	04/17/13
04/22/13 (re-sub)		04/17/13	04/22/13	04/22/13	
05/08/13 (M)	05/02/13 – 05/08/13	05/08/13	05/09/13	05/09/13	05/15/13
05/24/13 (re-sub)		04/17/13	04/22/13	04/22/13	
06/12/13 (M)	06/06/13 – 06/12/13	06/12/13	06/13/13	06/13/13	06/19/13
06/24/13 (re-sub)		06/19/13	06/24/13	06/24/13	
07/10/13 (M)	07/03/13 – 07/10/13	07/10/13	07/11/13	07/11/13	07/17/13
07/29/13 (re-sub)		07/17/13	07/29/13	07/29/13	

08/14/13 (M)	08/08/13 - 08/14/13	08/14/13	08/15/13	08/15/13	08/21/13
08/26/13 (re-sub)		08/21/13	08/26/13	08/26/13	
09/11/13 (M)	09/05/13 - 09/11/13	09/11/13	09/12/13	09/12/13	09/18/13
09/23/13 (re-sub)		09/18/13	09/23/13	09/23/13	
10/09/13 (M)	10/03/13 - 10/09/13	10/09/13	10/10/13	10/10/13	10/16/13
10/28/13 (re-sub)		10/16/13	10/28/13	10/28/13	
11/13/13 (M)	11/06/13 - 11/13/13	11/13/13	11/14/13	11/14/13	11/20/13
11/25/13 (re-sub)		11/20/13	11/25/13	11/25/13	
12/11/13 (M)	12/05/13 - 12/11/13	12/11/13	12/12/13	12/12/13	12/18/13
12/23/13 (re-sub)		12/18/13	12/23/13	12/23/13	
01/08/14 (M)	01/02/14 - 01/08/14	01/08/14	01/09/14	01/09/14	01/15/14
01/27/14 (re-sub)		01/15/14	01/27/14	01/27/14	

KEY:

(M) = DRO Meeting Date
(Re-sub) = Re-submittal Date
Locked all = Not open to agents or staff
Response = Agents
Comments = Staff

Please note each Applicant must provided Zoning with your correct email address so it can be entered into a secure dbase. You will also need to establish a password to log onto the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto to ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlinesubmittal/index.htm?p=hom>

Administrative Review

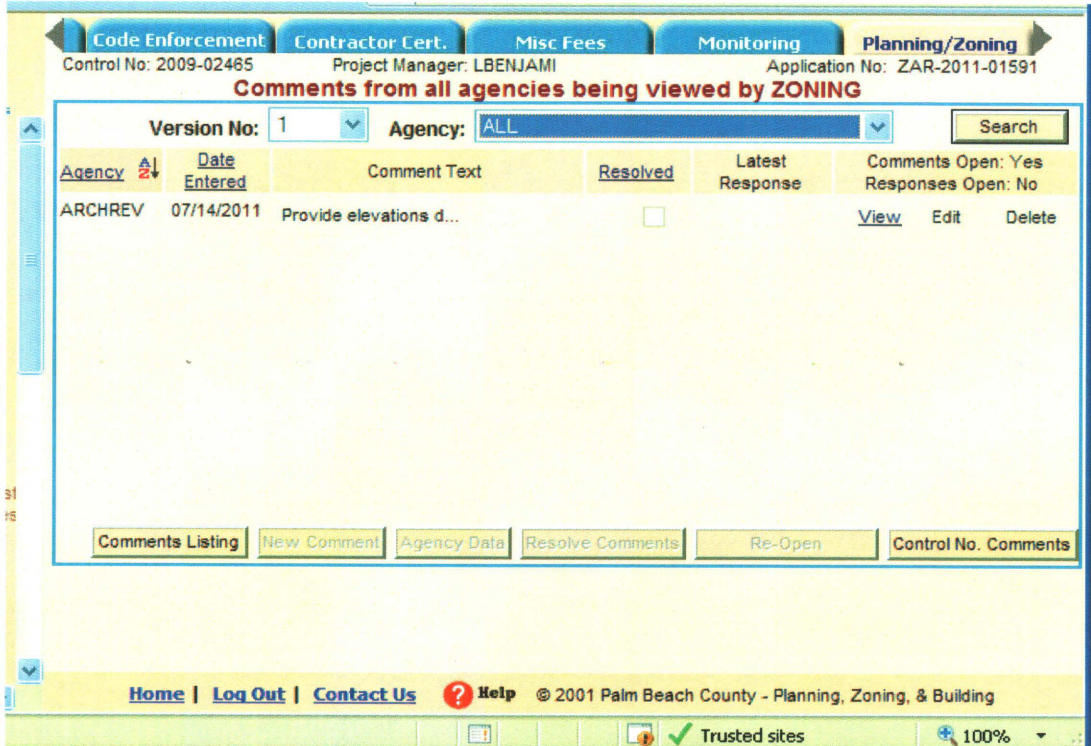
INTER-OFFICE COMMUNICATION PALM BEACH COUNTY Planning, Zoning and Building Department

To: DRO Agencies & Agents
From: Jon MacGillis, ASLA, Zoning Director 
Date: Revised December 13, 2012
Re: **ZAR Comments/Response – Lock vs. Open**

The following memo has been created to assist both DRO Agencies and Applicants understand when ZAR comments and or responses are open. The December 2012- December 2013 key dates are found on pages 2 through 5.

The system allows **ONLY** one entity, County Staff or Applicant, to insert comments or responses at given time. The applicant must respond to agency comments by a written response letter. When **COMMENTS** are open, County Agencies can insert comments into ePZB on an application. When **RESPONSES** are open the applicant shall forward their written response letter addressing all outstanding Agency comments to the Project Manager.

ePZB Comment Screen below:



The screenshot displays the ePZB Comment Screen interface. At the top, there are navigation tabs for Code Enforcement, Contractor Cert., Misc Fees, Monitoring, and Planning/Zoning. Below the tabs, the Control No. is 2009-02485, Project Manager is LBENJAMI, and Application No. is ZAR-2011-01591. The main heading is "Comments from all agencies being viewed by ZONING". The interface includes a search bar, a dropdown for Version No. (set to 1), and a dropdown for Agency (set to ALL). A table lists comments with columns for Agency, Date Entered, Comment Text, Resolved, Latest Response, and Comments Open/Responses Open status. A single comment is visible from ARCHREV dated 07/14/2011 with the text "Provide elevations d...". The Resolved column has a checkbox. Below the table are buttons for Comments Listing, New Comment, Agency Data, Resolve Comments, Re-Open, and Control No. Comments. The footer contains links for Home, Log Out, Contact Us, and Help, along with copyright information for Palm Beach County and a browser status bar showing "Trusted sites" and "100%".

Agency	Date Entered	Comment Text	Resolved	Latest Response	Comments Open: Yes Responses Open: No
ARCHREV	07/14/2011	Provide elevations d...	<input type="checkbox"/>		View Edit Delete

**Administrative Review Lock/Open Calendar
December 2012 –December 2013**

Intake Date	Comments Open	Comments Closed	Agent Responses Open	Agent Responses Closed
12/06/2012	12/10/2012	12/26/2012	12/27/2012	1/02/2013
12/11/2012	12/14/2012	01/02/13	1/03/2013	1/08/2013
12/13/2012	12/17/2012	01/02/13	1/03/2013	1/08/2013
12/18/2012	12/21/2012	01/07/2013	01/08/2013	01/14/2013
12/27/2012	01/02/2013	01/17/2013	01/18/2013	01/23/2013
1/03/2013	01/07/2013	01/22/2013	01/23/2013	01/28/2013
1/08/2013	01/11/2013	01/28/2013	01/29/2013	02/04/2013
1/10/2013	01/14/2013	01/29/2013	01/30/2013	02/04/2013
1/15/2013	01/18/2012	02/04/2013	02/05/2013	02/11/2013
1/22/2013	01/25/2013	02/11/2013	02/12/2013	02/19/2013
1/24/2013	01/28/2013	02/12/2013	02/13/2013	02/19/2013
1/29/2013	02/01/2013	02/19/2013	02/20/2013	02/25/2013
1/31/2013	02/04/2013	02/19/2013	02/20/2013	02/25/2013
2/07/2013	02/11/2013	02/26/2013	02/27/2013	03/04/2013
2/12/2013	02/15/2013	03/04/2013	03/05/2013	03/11/2013
2/14/2013	02/19/2013	03/06/2013	03/07/2013	03/12/2013
2/19/2013	02/22/2013	03/11/2013	03/12/2013	03/18/2013
2/21/2013	02/25/2013	03/12/2013	03/13/2013	03/18/2013
2/26/2013	03/01/2013	03/18/2013	03/19/2013	03/25/2013
2/28/2013	03/04/2013	03/19/2013	03/20/2013	03/25/2012
3/7/2013	03/11/2013	03/26/2013	03/27/2013	04/01/2013
3/12/2013	03/15/2013	04/01/2013	04/02/2013	04/08/2013
3/14/2013	03/18/2013	04/02/2013	04/03/2013	04/08/2013

**Administrative Review Lock/Open Calendar
December 2012 –December 2013**

3/19/2013	03/22/2013	04/08/2013	04/09/2013	04/15/2013
3/26/2013	03/29/2013	04/15/2013	04/16/2013	04/22/2013
3/28/2013	04/01/2013	04/16/2013	04/17/2013	04/22/2013
4/04/2013	04/08/2013	04/23/2013	04/24/2013	04/29/2013
4/09/2013	04/12/2013	04/29/2013	04/30/2013	05/06/2013
4/11/2013	04/15/2013	04/30/2013	05/01/2013	05/06/2013
4/16/2013	04/19/2013	05/06/2013	05/07/2013	05/13/2013
4/23/2013	04/26/2013	05/13/2013	05/14/2013	05/20/2013
4/25/2013	04/29/2013	05/14/2013	05/15/2013	05/20/2013
4/29/2013	05/02/2013	05/17/2013	05/20/2013	05/28/2013
5/02/2013	05/06/2013	05/21/2013	05/22/2013	05/28/2013
5/09/2013	05/13/2013	05/28/2013	05/29/2013	06/03/2013
5/14/2013	05/17/2013	06/03/2013	06/04/2013	06/10/2013
5/21/2013	05/24/2013	06/10/2013	06/11/2013	06/17/2013
5/23/2013	05/28/2013	06/12/2013	06/13/2013	06/18/2013
5/28/2013	05/31/2013	06/17/2013	06/18/2013	06/24/2013
5/30/2013	06/03/2013	06/18/2013	06/19/2013	06/24/2013
6/06/2013	06/10/2013	06/25/2013	06/26/2013	07/01/2013
6/11/2013	06/14/2013	07/01/2013	07/02/2013	07/08/2013
6/13/2013	06/17/2013	07/02/2013	07/03/2013	07/08/2013
6/18/2013	06/21/2013	07/08/2013	07/09/2013	07/15/2013
6/25/2013	06/28/2013	07/15/2013	07/16/2013	07/22/2013
6/27/2013	07/01/2013	07/16/2013	07/17/2013	07/22/2013
7/09/2013	07/12/2013	07/29/2013	07/30/2013	08/05/2013
7/11/2013	07/15/2013	07/30/2013	07/31/2013	08/05/2013

**Administrative Review Lock/Open Calendar
December 2012 –December 2013**

7/16/2013	07/19/2013	08/05/2013	08/06/2013	08/12/2013
7/23/2013	07/26/2013	08/12/2013	08/13/2013	08/19/2013
7/25/2013	07/29/2013	08/13/2013	08/14/2013	08/19/2013
7/30/2013	08/02/2013	08/19/2013	08/20/2013	08/26/2013
8/01/2013	08/05/2013	08/20/2013	08/21/2013	08/26/2013
8/08/2013	08/12/2013	08/27/2013	08/28/2013	09/03/2013
8/13/2013	08/16/2013	09/03/2013	09/04/2013	09/09/2013
8/20/2013	08/23/2013	09/09/2013	09/10/2013	09/16/2013
8/22/2013	08/26/2013	09/10/2013	09/11/2013	09/16/2013
9/05/2013	09/09/2013	09/24/2013	09/25/2013	09/30/2013
9/10/2013	09/13/2013	09/30/2013	10/01/2013	10/07/2013
9/12/2013	09/16/2013	10/01/2013	10/02/2013	10/07/2013
9/17/2013	09/20/2013	10/07/2013	10/08/2013	10/15/2013
9/24/2013	09/27/2013	10/15/2013	10/16/2013	10/21/2013
9/26/2013	09/30/2013	10/15/2013	10/16/2013	10/21/2013
10/03/2013	10/07/2013	10/22/2013	10/23/2013	10/28/2013
10/08/2013	10/11/2013	10/28/2013	10/29/2013	11/04/2013
10/10/2013	10/14/2013	10/29/2013	10/30/2013	11/04/2013
10/15/2013	10/18/2013	11/04/2013	11/05/2013	11/12/2013
10/22/2013	10/25/2013	11/12/2013	11/13/2013	11/18/2013
10/24/2013	10/28/2013	11/12/2013	11/13/2013	11/18/2013
10/29/2013	11/01/2013	11/18/2013	11/19/2013	11/25/2013
10/31/2013	11/04/2013	11/19/2013	11/20/2013	11/25/2013
11/07/2013	11/11/2013	11/26/2013	11/27/2013	12/02/2013
11/12/2013	11/15/2013	12/02/2013	12/03/2013	12/09/2013

**Administrative Review Lock/Open Calendar
December 2012 –December 2013**

11/14/2013	11/18/2013	12/03/2013	12/04/2013	12/09/2013
11/19/2013	11/22/2013	12/09/2013	12/10/2013	12/16/2013
11/26/2013	12/02/2013	12/17/2013	12/18/2013	12/23/2013
12/05/2013	12/09/2013	12/26/2013	12/27/2013	01/02/2014
12/10/2013	12/13/2013	12/30/2013	01/02/2014	01/07/2014
12/12/2013	12/16/2013	01/02/2014	01/03/2014	01/08/2014
12/17/2013	12/20/2013	01/06/2014	01/07/2014	01/13/2014
12/26/2013	12/30/2013	01/14/2014	01/15/2014	01/21/2014
12/31/2013	01/03/2014	01/21/2014	01/22/2014	01/27/2014

KEY:

Intake Date

Response= Agents

Comments= Staff

Please note each Applicant must provided Zoning with your correct email address so it can be entered into a secure dbase. You will also need to establish a password to log into the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto to ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlinesubmittal/>

If you have any questions, please contact Alan Seaman, Principal Site Planner at 561-233-5302 or me at 561-233-5234.