



INTER-OFFICE COMMUNICATION
Planning, Zoning and Building

To: DRO Agencies & Agents
Interested Parties

From: Jon MacGillis, ASLA, Zoning Director

Date: Revised December 3, 2010

Re: DRO Comments/Response-Lock vs. Open

Department of Planning,
Zoning & Building

2300 North Jog Road
West Palm Beach, FL 33411-2741

(561) 233-5000

Planning Division 233-5300

Zoning Division 233-5200

Building Division 233-5100

Code Enforcement 233-5500

Contractors Certification 233-5525

Administration Office 233-5005

Executive Office 233-5228

www.pbcgov.com/pzb

Palm Beach County
Board of County
Commissioners

Karen T. Marcus, Chair
Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

An Equal Opportunity
Affirmative Action Employer

The following memo has been updated to assist both DRO Agencies and Applicants understand when comments and or responses are open. The 2011-12 key dates are found on page 2 and 3.

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 Friday prior to the DRO meeting the comments/responses are locked to both staff and applicant.

ezInfo Welcome Accounting Addressing Building
[BOND]Control No: 1980-00085 Project Manager: CGLASSER Application No: DRO-2008-01022
Comments entered by ZONING
Version No: 1 Agency: Zoning Search
Agency Date Comment Text Issue Resolved Latest Comments Open: Yes
Responses Open: No
ZONING 06/27/2008 Detail A: Correct the dista... Comment
06/27/2008 Add application number 2008-... Comment
Comments Listing New Comment Agency Data Resolve Comments Re-Open Control No. Comments

Lock/Open Calendar from January 2011 –January 2012

DRO Meeting /Re-submittal date	Locked all	Response Open	Response locked	Comments open	Comments locked
12/08/10 (M)	12/04/10-12/08/10	12/08/10	12/13/10	12/13/10	12/15/10
12/28/10 (Re-sub)		12/15/10	12/28/10	12/28/10	
01/12/11 (M)	01/07/11-01/12/11	01/12/11	01/14/11	01/14/11	01/19/11
01/24/11(Re-sub)		01/19/11	01/24/11	01/24/11	
02/09/11 (M)	02/04-02/09	02/09/11	02/14/11	02/14/11	02/18/11
02/18/11 (Re-sub)		02/16/11	02/18/11	02/18/11	
03/09/11 (M)	03/04/11 – 03/09/11	03/09/11	03/14/11	03/14/11	03/16/11
03/28/11 (Re-sub)		03/16/11	03/28/11	03/28/11	
04/13/11 (M)	04/08/11 – 04/13/11	04/13/11	04/18/11	04/18/11	04/20/11
04/25/11 (Re-sub)		04/20/11	04/25/11	04/25/11	
05/11/11 (M)	05/06/11 – 05/11/11	05/11/11	05/16/11	05/16/11	05/18/11
05/23/11 (Re-sub)		05/18/11	05/23/11	05/23/11	
06/08/11 (M)	06/03/11-006/08/11	06/08/11	06/13/11	06/13/11	06/15/11
06/27/11 (Re-sub)		06/15/11	06/27/11	06/27/11	
07/13/11 (M)	07/08/11 – 07/13/11	07/13/11	07/18/11	07/18/11	07/20/11
07/25/11 (Re-sub)		07/20/11	07/25/11	07/25/11	
08/10/11 (M)	08/05/11 – 08/10/11	08/10/11	08/15/11	08/15/11	08/17/10
08/29/11 (Re-sub)		08/17/11	08/29/11	08/29/11	
09/14/11 (M)	09/09/11 – 09/14/11	09/14/11	09/19/11	09/19/11	09/21/11
09/26/11 (Re-sub)		09/21/11	09/26/11	09/26/11	
10/12/11 (M)	10/06/11 – 10/12/11	10/12/11	10/17/11	10/17/11	10/19/11
10/24/11 (Re-sub)		10/19/11	10/24/11	10/24/11	

11/09/11(M)	11/04/11 – 11/09/11	11/09/11	11/14/11	11/14/11	11/16/11
11/28/11 (Re-sub)		11/16/11	11/28/11	11/28/11	
12/14/11 (M)	12/09/11 – 12/14/11	12/14/11	12/19/11	12/19/11	12/21/11
12/22/11 (Re-sub)		12/21/11	12/22/11	12/22/11	
01/11/12 (M)	01/06/12 – 01/11/12	01/11/12	01/13/12	01/13/12	01/18/12
01/23/12 (re-sub)		01/18/12	01/23/12	01/23/12	

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/linesubmittal/>

If you have any questions, please contact Wendy Hernandez, Zoning Manager at 561-233-5042 or me at 561-233-5234.