



**PALM BEACH COUNTY
 PLANNING, ZONING AND BUILDING DEPARTMENT
 ZONING DIVISION
 POLICY AND PROCEDURE**

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**PPM # ZO-O-037
 Issued: 05/19/08
 Effective: 05/19/08**

SUBJECT: **Courtesy Notices, Posting of Properties and Legal Ad for Postponed Items**

AUTHORITY: Article 2.A.1.J

PURPOSE: Clarification of procedures not addressed pursuant to ULDC within Article 2.A.1.J

BACKGROUND: To establish procedures for public notification of Zoning public hearing applications that are postponed by the Zoning Commission (ZC) and Zoning Board of County Commissioners (BCC). These procedures are to clarify when various forms of public notices have to be carried out by the applicant. The intent of new Public Notices is to ensure effected parties are informed of changes to original hearing date. The ULDC, Article 2, establishes three forms of notices for public hearing: courtesy notices, posting on site, and legal Ad to newspaper. The applicant shall pay the cost associated with all 3 forms of notices.

These procedures apply to both, the ZC and the BCC. When an application is postponed by either the applicant, the ZC, or the BCC for either 90 days or a total of 3 hearings, the following forms of notices shall be resent.

PROCEDURES: **A. Courtesy Notices:**

1. New notices shall be mailed in accordance with Article 2.A.1.J.2.

B. Posting of Property:

1. The applicant is responsible for updating the Posted Sign with the new date of hearing and any changes to original requestand place (if applicable).
2. The applicant shall photograph the posting confirming that the update has been done in accordance with these procedures.

C. Legal Advertisement (Ad) in Local Newspaper:

1. A new Legal Ad shall be placed in the local newspaper with the new hearing date.



 Director