



INTER-OFFICE COMMUNICATION  
DEPARTMENT OF PLANNING, ZONING AND BUILDING  
ZONING DIVISION

To: DRO Agencies & Agents  
Interested Parties

From: Jon MacGillis, ASLA, Zoning Director

Date: September 21, 2009  
REVISED October 20, 2009

Re: **Revised DRO Procedures for Submitting Master/Site/Subdivision Plans to DRO after Board Approval (Off-The-Board)**

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](http://www.pbcgov.com/pzb)



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The Zoning Division is implementing new procedures for accepting final DRO Plans off the Zoning Commission (ZC) or Board of County Commissioner (BCC) Hearing. Historically, applications for final DRO plan approval could not be submitted until the application was approved by the ZC (Class B) or BCC. In an effort to continue to reduce application review time, the Zoning Division, in coordination with the Development Review Officer Advisory Committee (DROOC), made several recommended changes to the final DRO process. Many of these changes have already been implemented in 2008-09 (DRO comment on Web, DRO Consent Agenda, reduced submittal requirement, etc). The new expedited review process will allow final plans to be submitted early for final DRO approval.

The proposed changes to the final DRO submittal process are as follows:

**General**

- No final DRO application for expedited review is required for applications Off the Board if submitted within 2 months of the hearing. If more than 2 months have passed, the applicant will be required to submit a Full DRO Review Application and pay the applicable fees.
- The expedited review submittal shall be limited to: 1) address modifications required at the hearing and 2) comply with conditions of approval. If modifications exceed changes required to comply with Board requested changes or those changes necessary to implement the BCC conditions, a Full DRO application is required and applicable fees will be charged.
- The applicant is responsible for ensuring that any modifications made to the Plans or conditions of approval at the Hearings are included in the resubmittal documents on the dates according to the Zoning Calendar.

**Zoning Commission (ZC) Approval (Attachment for Example)**

If an application requires only ZC approval and is on the Consent Agenda or placed on Regular Agenda by staff, but there is no opposition at the ZC Hearing, the applicant will be placed on the next DRO Agenda by staff at the applicant's request.

**Board of County Commission (BCC) Approval (Attachment)**

If an applicant is on the BCC Consent Agenda or approved on the Regular Agenda with no opposition from residents or issues raised at BCC Hearing by staff or Commissioners, staff will schedule the application for the next available DRO meeting, at applicant's request, for final approval. The final DRO application cannot be approved until after BCC Hearing.

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



Attachment: Calendar with example of how process works on key dates

**ATTACHMENT**



**ZC application approval:** For an Application on the 9/3 ZC Agenda, they will be placed on the 9/9 DRO Agenda for Final Approval and will resubmit revision during follow up between 9/10-9/14.

**BCC application approval:** For an Application on the 9/3 ZC Agenda, they may submit Final Plan Documents on the 9/16/09 intake. The application will then move to the 9/29 BCC Agenda. After BCC, the item will be placed by staff on the 10/14 DRO Agenda for Final Approval. Revisions may be submitted in follow up between 10/15-10/19.

 <b>September 2009 Annual Zoning Calendar - Staff</b>				
Monday	Tuesday	Wednesday (2) (3)	Thursday	Friday
	1	2	3 <b>9:00 AM ZC</b>	4
7 <b>Holiday</b> 	8	9 <b>9:00 AM DRO Mtg</b>	10 * <b>DRO resubmittal OTB ZC</b>	11* <b>DRO resubmittal OTB ZC</b>
14 * <b>DRO resubmittal OTB ZC</b>	15	16 * <b>DRO resubmittal OTB BCC 10/14</b>	17	18
21	22	23	24	25
28	29 <b>9:30 AM BCC Hearing</b>	30		

 <b>October 2009 (1) Annual Zoning Calendar - Staff</b>				
Monday	Tuesday	Wednesday (2) (3)	Thursday	Friday
			1 <b>9:00 AM ZC</b>	2
5	6	7	8	9
12 <b>Holiday</b> 	13	14 <b>9:00 AM DRO Mtg</b>	15 * <b>DRO resubmittal OTB BCC</b>	16 * <b>DRO resubmittal OTB BCC</b>
19 * <b>DRO resubmittal OTB BCC</b>	20	21	22	23
26	27	28	29	30