

Palm Beach County Zoning Division

2300 N. Jog Road
 West Palm Beach, Florida 33411
 Phone: (561) 233-5200
 Fax: 561-233-5165



**PRE-APPLICATION CONFERENCE (PAC)
 SUBMITTAL REQUIREMENTS**

INSTRUCTIONS: The following documents/information shall be provided by the Applicant at the time of application submittal.

- General Pre-Application Conference (All agencies)**
- DRO Type 2 – Concurrent Review (Zoning & Land Development)**
- DRO Type 2 – Concurrent Review (Zoning & Building)**
- DRO Type 3 – Concurrent Review (Zoning, Land Development and Building)**

1. Pursuant to ULDC Art.2.A.5.A, the applicant shall provide an overview letter with detailed description/information of the request. Identify the proposed uses as defined in Art.4, Use Regulations; identify the requested processes; and, identify the application of the various Code requirements specific to the uses of the subject property.
2. The applicant shall also submit a list of relevant questions that are specific to the proposal/request(s) and identify which Agency shall be required to provide responses.
3. If the application pertains to IRO or PRA overlays, the applicant shall provide a conceptual plan to be reviewed.
4. Applicant/owner will designate an Applicant Project Manager (APM) who will serve as a contact with the assigned Zoning Project Manager (PM) and other county staff. The APM will be responsible for attending PAC meeting, submitting applications, attend all subsequent meetings, resolving agency's comments and issues, resubmitting documents to zoning staff and adding approved Final DRO plans and other approved documents to the Building permit and Land Development application processes.
5. Provide sufficient information and documentation to evaluate and analyze the request and to respond to the specific questions submitted.
6. Provide all applicable plan documents necessary to evaluate the request, such as; the completed General Application (Form #1), site plan, master plan, subdivision plan, regulating plan, etc.
7. Provide all additional documents; such as, traffic report, drainage statement, survey, aerial, landscaping plans, etc. which are necessary to provide sufficient analysis of the proposal.
8. All Fees shall be paid prior to the review of the application, refer to Zoning Fee Schedule or contact the Zoning Technician for fee amount.
9. All information/documents shall be submitted on a disc in the correct file format indicated in the Naming Convention for Application Documents. Refer to the Naming Convention on the Zoning Web site at:

http://discover.pbcgov.org/pzb/PDF/Naming_Convention_for_Zoning_Application_Documents.pdf

The pre-application request will be placed on the next available DRO meeting agenda. Within 10 days of the DRO meeting the applicant will receive a Result Letter from the DRO with formal responses, including responses to the questions submitted.

If you have any questions regarding the application requirements, please contact PZB – Zoning, Community Development Section - Site Plan Technician at 561-233-5575.