

**PUBLIC OWNERSHIP (PO) ZONING DISTRICT DEVIATION(S)
APPLICATION / AGENDA REQUEST**

Pursuant to ULDC Article 2.B.7.G, Public Ownership (PO) Deviations, in which deviations are permitted for development supporting government facilities within the Public Ownership (PO) Zoning District, subject to approval by the Board of County Commissioners (BCC). The completed forms #92 and #92a serves as the official application to initiate placement on the BCC Zoning Hearing Agenda for qualifying deviation requests.

1. PROPOSED DEVIATION(S)

Application/Project Name: _____
(same as the accompanying report, Form 92a):

- 1. Article 4 – Location and Separation, for a Homeless Resource Center
- 2. Article 5 – Supplementary Standards
- 3. Article 6 – Parking, Loading, and Circulation
- 4. Article 7 – Landscaping

2. DEVIATION INFORMATION

Complete the chart below to identify each proposed deviation. In the event of more than five (5) deviations are proposed, a separate sheet shall be attached to identify the additional deviation proposals.

Code Section(s)	Required	Proposed	Deviation(s)

3. ADDITIONAL INSTRUCTIONS

PO Deviation(s) applications shall be submitted to the Zoning Division on the Application Submittal Date in accordance with the [Zoning Annual Calendar](#), and be prepared in accordance with ULDC Art.2.B.7.G, Public Ownership (PO) Deviations. The Zoning Division is only responsible for ensuring that the deviation(s) being requested are allowable and correct in accordance with the Code, then placing the application on the BCC Zoning Agenda for a decision, Art.2.B.4.A. Contact Zoning Division at 561-233-5575 to set a Pre-Application Appointment (PAA) or to submit the completed application with the supporting documents. PO Deviations requests related to Article 11, shall be submitted directly to the County Engineer for review. Refer to Zoning [PPM ZO-O-063](#) on [Zoning Web page](#), for additional procedural information if the requesting Agency is a Palm Beach County Department.

This application Form # 92 must be accompanied by a [PO Deviation Report \(Form #92a\)](#) BCC Staff Report, which shall be prepared by the Director or designee of the requesting PBC Department or Government Agency. All documents shall be submitted as one file in PDF format, be ADA compliant, and submitted on a CD disc or emails. All reports will be published in the exact form and manner in which they were received.

The PO Deviation Staff Report (Form #92a) shall be prepared in the following manner:

- a. on legal size paper;
- b. bear the official seal of the requesting government entity atop the cover page of the report;
- c. present the affiliation of the requesting entity (i.e. Palm Beach County, State of Florida, etc.) and/or department or agency title, as applicable, immediately below the official seal;
- d. date of the request;
- e. be addressed to the current Mayor and members of the Palm Beach County Board of County Commissioners;
- f. be addressed from, and initialed by, the Director or designated appointee of the requesting department/entity (same as signature below with authority);
- g. identify the purpose of the report as “Public Ownership (PO) Zoning District Deviation(s)”, including identification of the project name;
- h. include in the data table, a listing of each deviation with the following data:

1. the referenced ULDC section(s) from which each deviation is allowed, indicate what is required by Code; what is being proposed and the extent of the proposed deviation(s);
 2. situs address applicable to the site for which a deviation is proposed;
 3. general location of the subject site;
 4. Parcel Control Number (PCN) of the subject site;
 5. BCC district applicable to the subject site;
 6. Zoning District applicable to the subject site;
 7. Future Land Use (FLU) designation assigned to the subject site;
 8. PZB Control Number that corresponds to the subject site, if applicable (Control Number);
 9. lot area (acreage) of the subject site;
 10. lot dimensions of the subject site;
 11. construction status (i.e. existing, pending, proposed, etc.) of the subject site; and,
 12. any additional information deemed relevant to the subject site and deviation proposal.
- i. include a descriptive section entitled "SUMMARY" to consist of a narrative description of the subject site; site history; adjacent uses; purpose/objective of each proposed deviation; and any other information deemed important and appropriate to describe, explain, and provide support for each proposed deviation(s);
 - j. include a descriptive section entitled "ANALYSIS" whereby each applicable ULDC standard A through F (refer to Article 2.B.7.G.3, for the list of Deviation Standards) shall be stated in full, followed by an assessment/response to demonstrate compliance with each standard and to serve as support for the proposed deviation(s);
 - k. include a descriptive section entitled "CONCLUSION" to consist of a statement of recommended action on the proposed deviation and summary of prevailing circumstances or merits that warrant the proposed deviation(s);
 - l. provide a Project Manager/Contact information (if different from the person in heading); name, address, email address, telephone #, etc.) who will act as the contact person for this application, to receive all notification responses and provide all supporting documents, as applicable; and,
 - m. attach all other supporting documents, such as, but not limited to; a vicinity map to depict the general site location; an aerial photo of the site and general surroundings; Zoning and/or Future Land Use maps that apply to the subject site; photos of the site and/or surroundings; survey or plat corresponding to the site; approved/proposed site plan, landscape plan, architectural elevations plan, or other relevant graphic; any correspondence(s) related to each proposed deviation; any proposed Conditions of Approvals, and/or any other miscellaneous materials to assist and support the review, analysis, and help with the ability to understand and relate to each proposed deviation. All attachments shall be listed at the conclusion of the report and in the sequence in which they appear.
 - n. All forms and supporting documents shall be submitted as one file in PDF format and be ADA compliant and shall be submitted on CD disc or email to Zoning.
 - o. In a separate document submit a "Title", "Description of Project", and a "Motion" to be added to the BCC Agenda. Contact staff at 561-233-5575, if questions on format.

Upon completion of this application, sign, date and notarize below then submit along with the PO Deviation Report (BCC Staff Report Form#92a) and all supporting documents to the Zoning Division in accordance with the Zoning Calendar submittal dates. This application will serve as authorization for placement on a BCC Zoning Hearing Agenda to receive action by the Board.

Name and Title (type, stamp or print clearly)

Date

Signature

NOTARY OF PUBLIC

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing signature was acknowledged before me by means of [] physical presence or [] online notarization, this ____ day of _____, 20__ by _____ (name of person acknowledging). This person is personally known to me or has produced _____ (type of identification) as identification and did/did not take an oath (circle correct response).

Name (type, stamp or print clearly)

Signature

My Commission Expires on: _____

NOTARY'S SEAL OR STAMP