



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200
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PRE-APPLICATION APPOINTMENT (PAA) - CHECKLIST

- PRE-SUBMITTAL APPOINTMENT DATE: SITE PLANNER:
CONTROL #: PCN No-Application #: Proposed Intake Date:
Agent/Firm Name: Phone #:
A. Application Name: BCC District:
B. PCN(s):
C. ADDRESS:
D. ZONING DISTRICT: E. LAND USE:
F. TIER: [] U/S [] R/EX [] AGR [] GLADES G. OVERLAY/SPECIAL STUDY AREA:
H. Is the Zoning District consistent with the Future Land Use designation? Yes [] No []
I. Is the Property located within the Urban Redevelopment Area (URA)? Yes [] No []
J. Is your property within a Primary Redevelopment Area? Yes [] No [] (Use the PRAO Checklist Form #106)
K. URA OPT OUT? Yes [] No [] (If yes, a separate mandatory meeting with Zoning and Planning staff is required)
L. Does this proposal require removal of vegetation (ERM staff may be included in PAA): Yes [] No []

Appointment to discuss the following (enter a brief description of the specific proposal/request(s)):

[Empty box for appointment description]

Prior Approval Yes [] No [] Prior Use: Revoke: Yes [] No []
Prior Resolution #(s): R R

DRO ADMINISTRATIVE PROCESSES:

- [] DRO (Uses indicated with a "D" in ULDC)
[] Revision to an Approved Site/Master Plan or Subdivision Plan
[] Type 1 Waiver(s)
[] Final Plan Approval (Off-the-Board within 2 months-DROE)

PUBLIC HEARING PROCESSES:

- [] Rezoning (Standard Zoning District): from to
[] PDD (Planned Development District): from to
[] Class A Conditional Use
[] Class B Conditional Use
[] Development Order Amendment:
Reconfigure Master/ Site/ Subdivision Plans: Yes [] No []
Add/delete land area: Yes [] No [] Acreage:
Add Units: Yes [] No [] Number/Type: WFH: TDR:
Workforce Housing pre-application approval: Yes [] No []
Add square footage: Yes [] No [] SQ.FT.
Add access point: Yes [] No [] Where:
Addition of (children/adults; pumps, seats, etc): Yes [] No [] Number:
Modification of condition(s): Yes [] No []
Resolution(s) #: R-
Condition heading / #
Condition heading / #
Condition heading / #

(Agent must provide the status of all current Conditions of Approval on separate sheet)

- [] Development Order Abandonment
[] Expedited Application Consideration: Yes [] No [] Change:
[] Type 2 Waiver(s):
[] Type 2 Zoning Variance: [] Concurrent [] Standalone
[] Subdivision Variance: [] Concurrent [] Standalone
[] Other:

PROPOSED DOCUMENT APPROVAL

- Site Plan _____
- Architectural Elevations: Yes No
- Condition Amendment or Time Extension _____
- Master Plan _____
- Phasing Plan _____
- Regulating Plan (*if applicable*) _____
- Other _____
- Alternative Landscape Plan _____
- Subdivision Plan _____
- 10% Expansion of Nonconformity _____
- Master Sign Plan _____
- Re-approval of Plan (Subject to Sec. 2.E, Monitoring) _____

POSSIBLE REQUIRED DOCUMENTS (not an inclusive list)

- Base Building Line Waiver
- Consent Forms
- Cost of Improvements (Article 1)
- Cross Access Agreement
- Cross Parking Agreement
- Developer/Development Agreement
- Drainage Statement
- Easement/deed restrictions
- Elevations
- Internal Traffic Study
- Parking Demand Study (for parking Variances)
- Propagation Study
- Landscape Plan (for Landscape Variances)
- Other: _____
- Removal Agreement
- Shared Parking Study
- Survey Abstracted within one year: Yes No
- TDR Documents
- Tree Survey
- Traffic Statement/Study
- Unity of Control
- Unity of Title
- Westgate CRA approval
- Workforce Housing pre-application approval
- Visual Impact Analysis
- Restrictive Covenants
- Settlement Agreement

ULDC Articles Addressed (Notes):

ARTICLE 1

Previous Approval Threshold; Non-conforming Structure; Non-conforming Use; Non-conforming Elements (such as parking, landscape and signage), Non-conforming Lot, etc.

ARTICLE 2

Questions regarding Processes affected by the proposal: _____

ARTICLE 3

Overlay District (Setbacks, Uses, Parking, and Landscaping); Property Development Regulations (Setbacks, FAR,) Townhouse and/or ZLL requirements; District Specific Regulations (RM and MR-5, Hours of Operation, Enclosed Uses); PDD/TDD Districts (Land use vs. PDD; Uses; Setbacks; Parking; Design Objectives; Cul-de-sac waivers; Cross Access; Frontage; Landscaping and easements, exemplary designs)

ARTICLE 4

Specific Use Regulations:
