



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

January 22nd, 2021 @ 2 – 4 PM

PZ&B - ZONING DIVISION

ZOOM Video Conference

AGENDA

1) Review Minutes – Gladys

November 6th, 2020 Minutes (*Attachment 1*)

2) Member Items:

- a. Contemporary PDRs to meet the current residential development trends (*Attachment 2 – Inquiry from Don Hearing, from Coteleur & Hearing*)
- b. ZAR Applications – we are still experiencing issues associated with PCNs.
- c. Are trees to remain are to be shown on the P/FSP or just the Disposition Plan? There have been differences between Zoning reviewers.
- d. Is Form 130 required when there are no modifications to buildings? Clients are questioning purpose.
- e. Is pavement striping and signage required to be shown on PSP/FSP. Land Development has asked us to show in some instances. Zoning has asked us to remove symbols and use labels instead. What's the protocol?

3) Staff Items:

- a. DRAC 2021 Task List (*Attachment 3*) – **Jon**
 - o Dumpster Setbacks (open) – Being reviewed and discussed for February LDRAB
 - o Landscape Buffers and Walls (closed) – Final Q&A summary sent to DRAC members. Scheduled for May LDRAB
- b. ULDC Updates – **Jeff**
 - o Initiation of 2021-01 (*Attachment 4, will be sent separately*)
 - o Summary of 2020-02 (*Attachment 5*)
 - o Subcommittee Updates (see [Code webpage](#) for current status)
 - EVC
 - Medical Uses (CLF, Community Residential Housing)
 - o Medical Use Consultant – 2021 Amendments
- c. Final Site Plan Approval Process Ord. 2020-020 Amendments - **Monica/Bill**
- d. Insufficiency/Sufficiency Revisions Effective January 2021 – **Bill**
- e. Tech Manual Update (*Attachment 6*) – **Jon/Meredith**
 - o Table of Contents updates, corrections, and formatting
 - o Miscellaneous grammatical, syntax, spelling and formatting corrections throughout all Titles, updates to links
 - o Title 1:
 - Added Title and Table 1.A.3 DRO Agencies Required for Site Plan Amendments through ZAR
 - Updated Title 1.A. regarding electronic submission of PH and Full DRO applications – now permanent
 - o Title 2:
 - Updates to Table 2.B.4.A and B - Required Site Data for Plans (Administrative and PH Processes) – replace Project Number with Application Number
 - o Title 3:
 - Updates to ULDC Art. 7 reference titles

- f. Introduction of new Zoning staff – **Wendy**
 - o Brett Goldberg, Zoning Technician, Community Development
 - o Darlene Perez, Zoning Technician, Code Revision
 - o Santiago Zamora, Zoning Technician, Public Information

4) **General:**

- a. Topics for next meeting (5/14/2021) – **Gladys**
- b. ADJOURN



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
November 6, 2020 (2:00 p.m. – 4:00 p.m.)

PZ&B – VISTA CENTER, 2300 NORTH JOG ROAD
WEST PALM BEACH, FL 33411
Zoom Conference Call

MINUTES

CALL TO ORDER: At 2:05 p.m.

ATTENDANCE:

Members Present: Gladys DiGirolamo, Lauren McClellan, Bradley Miller, Kevin McGinley, Collene Walter, Pat Lentini, Yoan Machado, Anne Perry

Interested Parties: Evelyn Pacheco from GL Homes, Michelle Duchene from Schmidt Nichols Landscape, Architecture and Urban Planning

County Staff: Zoning Division: Jon MacGillis, William Cross, Monica E. Cantor, Barbara Pinkston, Jeff Gagnon, Ryan Vandenburg, Meredith S. Leigh, Timothy Haynes, Carlos Torres, Albert Jacob, Lindsey Walter, Vismary Dorta, Juanita James, Matthew Boyd, Marie De Rose, Miriam De Santiago, Alex Biray, Zubida Persaud, Joyce Lawrence, **Land Development:** Scott Cantor, **Planning Division:** Patricia Behn, Kevin Fisher, **ERM:** Deborah Drum, John Reiser, Roberta Dusky, Robert Kraus, Mark Meyer, Michael Stahl, Bonnie Finneran.

AGENDA

1) Review Minutes – Gladys

Gladys DiGirolamo opened the meeting at 2:05 p.m. and asked members if they had any changes to the minutes which was attachment 1 in the agenda. The minutes were approved with no modifications by Pat Lentini and seconded by Collene Walter.

2) Member Items:

a. Off the Board applications – agents believe that sufficiency review for OTB applications should not be mandatory.

- **When submitting OTB application, typically Resolution has not been posted. Is it acceptable for agents use Staff Report to prepare status of conditions?**

Monica Cantor reminded participants about the recent Code amendment in Ordinance 2020-20 that allows applications to be exempted from Sufficiency review as noted in Art. 2.C. She noted that those applications looking to address conditions required to be addressed prior DRO approval, include a Type 2 Variance or Waiver table, or just simply to obtain the final DRO when there are no changes to the plans are to be exempted. She also indicated that it is hard to use the staff report to address status of conditions as they may change at the Public Hearing.

- **Also, on OTB applications with a variance, the need for a Resolution Number creates a need for a resubmittal because we don't have the variance resolution to put on the variance chart. Can the Variance application number suffice? The Resolution Number will be added in the stamp box. This will avoid a resubmittal if that is the only issue.**

Monica Cantor indicated that all applications are required to submit to the DRO for a final approval per Art. 2.C.3.A.1. The number assigned to a Variance resolution is done by Zoning so that number may be provided to the applicant to be added to the Variance table. Vismary Dorta noted that she can be contacted to provide this number.

- **Remove requirement for Resolution Number in the Site Data as the Resolution Number is included in the stamped approval box. This will eliminate a resubmittal fee when the Resolution Number is not available.**

Monica Cantor noted that the Resolution number is not required to be included in the Site Data as it is not noted in the Tech Manual (TM) Table 2.B.4.A. Jon MacGillis suggested the resolution number may not be necessary in the Variance table for which Bradly Miller and Gladys DiGirolamo indicated that they find that information useful as it facilitates future identification of the resolution number when needed.

b. DRO Review – certification issues should be based on ULDC requirement or Tech Manual.

- **Agents are experiencing certification issues that staff's preference instead of requirement.**

Jon MacGillis noted that Principals in the Administrative Review and Community Development Sections should be checking from time to time how staff are entering the issues and comments in applications. He stated he hopes this ongoing DRAC Member concern is going to be brought to DRO staff's attention to ensure issues and comments are pertaining to Code and Tech Manual related topics. Ryan Vandenburg clarified that sometimes it is hard to link an issue to a specific Code or Tech Manual requirement. He noted couple examples where issues note are related to documents provided with erroneous data or the justification is missing critical information. DRAC members suggested to preferably place that as a comment and keep communication with the agent open to address the missing information instead of making it a certification issue. William Cross requested to get a list of the applications that have been subject to this agenda item. He asked agents to bring that issue to his attention when this happens so staff can work to resolve this ongoing DRAC concern.

- **Is possible for PBC IT to change the staff entry system to require a code section be inserted before an "Issue" statement can be added into the system?**

Meredith Leigh noted including all references in ePZB that it is not possible, in terms of programming. Project Managers will try to do better to identify ULDC or TM requirement when appropriate, as stated, not all comments can be cited to specific Code or TM reference.

c. Tree Disposition Discussion – agents would like to discuss coordination with Zoning, Landscape and ERM

- **Agents would like an update on recent revisions.**

This topic was addressed under Staff Item f in the agenda. Albert addressed the process we are following in ERM/Zoning.

- According to ULDC Code, all sites with trees are reviewed by both ERM and Zoning/Landscape. This can also account as a required PAA meeting on site since both ERM and Landscape representatives will be on site.
- Staff, on site, will determine which trees fall under ERM and which trees fall under Landscape jurisdiction.
- Before we leave the site staff will make a decision on trees, clear to the Applicant so that they know which direction to take, as far as the design of the site is concerned.

d. ZAR and other on-line applications – can the system be set up to provide for the ability for anyone in the firm to amend and resubmit applications and not just the individual who submitted the initial application?

Monica Cantor indicated that resubmittal of ZAR applications should be accessible to any person in the applicant's office. She noted that resent issues pertaining to a specific application were due to a glitch in the ePZB dbase, but they were corrected immediately.

Staff clarified that ZAR process is the applicable procedure to include Type 1 Variance tables in the approved Site Plan.

e. Discuss Code provisions or policies that prohibit a ZAR site plan approval for a project with an approved site plan while a PH application for the same project is proceeding through the DRO certification process for PH approval.

Jon MacGillis noted that the agent/applicant needs to talk to the application Section Head(s) on what they are proposing. If 2 more applications are in the process by the same or different Agent's firms Zoning concern is the plans, data is consistent on all drawings as they move through the various processes. If Staff and Agenda confirm all applications are consistent and then they can proceed concurrently. If a Section Head does have concerns with the various applications being processed concurrently they can seek guidance from the Zoning Director or Deputy Zoning Director to get direction. Monica pointed out that is it critical when the Agents for applications are different that you are coordinating amongst yourselves to ensure everything is consistent in all applications to avoid possible delays and errors.

3) Staff Items:

a. Introduction of new Zoning staff and internal promotions – Jon

Jon MacGillis introduced new staff in the Zoning Division as follows:

- Jeff Gagnon, Principal Site Planner, Code Revision
- Alex Biray, promoted to Site Planner I, Code Revision
- Vismary Dorta, promoted to Site Plan Technician, Community Development
- Marie DeRose, Site Planner II, Public Information
- Matthew Boyd, Site Planner I, Public Information
- Juanita James, promoted to Site Planner I, Public Information
- Mercy Trujillo, Zoning Technician, Administration

Jon introduced new staff and staff who have been recently promoted within the Zoning Division.

b. ULDC 2020-01 Round-Supplement 28 – Jeff

- Published to Web 10-11-20
- Training with Interested Parties
- Hard Copies of ULDC

Jeff Gagnon, Principal Site Planner, stated he is new to the Code Section having only been here for little over a month. He stated Supplement 28 is now on the Zoning Web Page for anyone wanting to view or print it. He also stated that the Zoning Division Code Web Page has been recently enhanced by consolidating information for ease of finding critical information by the user. Jeff welcomed constructive criticism on the new web page format and content from the DRAC.

c. ULDC 2020-02 Round-Highlights of Key Dates – **Jeff**

- Key topic in this Round
- Nov 17- LDRAB Meetings-finished in November
- Nov 23- Permission to Advertise
- Dec 22- 1st Reading
- Jan 28 Adoption

Jeff indicated that the November LDRAB Meeting was canceled and the next will be held on December 16th. Did not cover each heading specifically but Jeff stated all information is on the Zoning Web Code Page and to contact him with specific questions.

d. DRAC 2020 Task List (**Attachment 2**) – **Jon**

Jon referred to the DRAC 2020 Task List. He stated there are only two items open items: Landscape Buffers and Walls and Dumpster Setbacks

Dumpster Setbacks-Pertaining to dumpster's DRAC inquiry with recently adopted amendments to setback in Supplement 27, Jon MacGillis stated he directed Code staff to work on a 2021-01 amendment to address the issue. Staff proposed to maintain the 25' setback from Residential Zoning Districts, but allow flexibility when adjacent to non-residential, basically to be outside of the required landscape buffers. Collene Walter requested to consider in the amendment a provision to exempt dumpsters from planting around the enclosure when the dumpster enclosure was integral of the dumpster area as one side was part of the screen wall. She suggested that perhaps a Type 1 Waiver could be an option. Jon MacGillis stated that staff will consider this recommendation and indicated that once the Draft Amendment is available, it will be provided to DRAC members for review and comments.

e. COVID-19 Updates – General Procedures (**Attachment 3**) – **Jon**

- Appointments (Zoom, Webex, in person)

Jon MacGillis noted that in-person meetings are now allowed but encouraged the use of Video Conference through Webex or Zoom. He noted that in the event that you need an in-person meeting that is limited to 3 participants in person while other interested parties can attend via Zoom Conference call. Let staff know when scheduling appointment how many will be attending in person and via by Video Conferencing so we ensure the room that will be used has the capabilities for video conference.

f. Landscape Buffer Widths – Follow-up from last DRAC Meeting – **Melissa**

Previous requests to look at Article 7 incompatibility widths when wall/fences are included.

Albert introduced the process of how we are approaching this issue and touched upon the following points.

- A task Team was formed with CD and Landscape Staff to address the Buffer width issue.
- The Team has created a chart that looks at Code requirements for all Buffer Types, and its history requirements from 1973, to the Article 7 rewrite comparison of Supplement 22 and 24. Providing an overall analysis of the different steps the Code has followed to address Buffers
- This Team has prepared sketches that look at the increasing Buffer widths when a wall or fence is added to the Buffer. In addition, the effects of setback distances of 7 ½' and 10' applied to the walls and fences.
- We will also recommend minor Code amendments affecting the Buffers that would be rolled into 2021-01 Round.
- Staff has met a number of times, and will have a Meeting with interested DRAC Members on December 9th, 2020.

g. 2021 Calendar Changes for Sufficiency – **Bill**

- No changes to Insufficiency, will continue to process within 21 days ensuring option to resubmit for following month.
- If not Insufficient, may presume to be Sufficient and letter will be sent on 30th day (in accordance with F.S.). This will serve to minimize confusion with 180 day limits occurring just short of a BCC Hearing date, thus reducing excessive need for Time Extensions (in some cases).
- Public Hearing applications will no longer have a 120 day limit (this is not required by F.S.), but will simply be subject to the last available resubmittal (and/or Certification date that gets an application to Public Hearing within 180-days. Staff will note differences for ABN and EAC versus other application types.

h. ULDC Table 2.B.5.C, Courtesy Notice Requirements: Applicant needs to anticipate “adjacent” property under common ownership at time of application submittal, and ensure that the resulting mail out boundaries are resolved prior to Certification. Have had several that have created delays in ability for Staff to finalize mailing fees, and risks postponement. – **Bill**

i. ULDC Art. 2.B.5.D, Signs: Requests for Alternative Sign Posting needs to be included with application submittal and resolved prior to certification, not requested after certification. – **Bill**

j. New Off the Board Sufficiency Review Exception. Review advance notice memo, and affidavit – **Bill**

k. ZAR Related – **Monica**

- Applications required to submit Form 130
Monica Cantor noted that Building Division is no longer a DRO agency reviewing Zoning applications. As a result, all applications including Zoning Agency Review (ZAR) are required to submit Form 130 to ensure that the proposed application or changes to an existing application are done in compliance with the Building Division minimum requirements.
- Reminder about ZAR applications schedule and Agents requests to sign off early.
Monica Cantor reminded agents that ZAR applications are also subject to the same review period of DRO applications. She indicated that due to the on-line submittal and Zoning staff to review ZAR applications within 10 days of submittal, there is an impression that these applications are required to be addressed faster. She requested agents to avoid asking for early responses from the PMs or rushing review of ZAR applications unless there is a real emergency. She brought to participant's attention the fact that the Administrative Review section does not have a Senior Planner yet and also has new staff going through the learning curve.

Monica Cantor also pointed out that DRO meetings are now through video conference which is to be implemented in November. She noted that interested applicants/agents can participate by asking the Zoning Project Manager to provide the meeting link.

She also noted that staff is working on a new e-mail address to be used by applicants to request the appointments to submit or resubmit applications, instead of sending an email to individual staff in the Zoning Division. The change will be announced via news release and posted in the Zoning web page. The change is expected to take place in December.

l. **Zoning Application Forms Updated – Bill**

The following application forms have been updated due to the recent ULDC Amendments, applicants are responsible for downloading the most current forms from the Zoning Web page, <https://discover.pbcgov.org/pzb/zoning/Pages/Applications-Forms.aspx>

Form #3 – Consent

Form #16 – TDR Supplemental

Form #94 – PAA Checklist

Form #96 – Reasonable Accommodation

4) **General:**

a. **DRAC Meeting Calendar 2021 Meetings – (Attachment 4)**

Jon MacGillis presented the proposed dates for the meeting in 2021 to continue on Fridays as it has been convenient and working for most participants. He indicated the meeting dates in 2021 are January 22, May 14, August 13 and November 5.

No one had any comments on the 2021 Schedule of Meetings.

b. **Topics for next meeting – Gladys**

Lauren McClellan suggested discussing if it is truly necessary to include preliminary wall signage in the Master Sign Plan. Jon MacGillis indicated that ULDC Code amendment is being scheduled in 2021 Round to address this issue to submit Sign Plans at DRO instead of Public Hearing.

Gladys DiGirolamo indicated that there are no other items at the moment for the next meeting.

c. **ADJOURN**

Meeting adjourned at 3:45 p.m.

From: Don Hearing <dhearing@coteur-hearing.com>

Sent: Monday, January 11, 2021 7:30 PM

To: William Cross <wcross@pbcgov.org>

Cc: Ramsay Bulkeley <RBulkeley@pbcgov.org>

Subject: Lot Development Standards

***** Note: This email was sent from a source external to Palm Beach County. Links or attachments should not be accessed unless expected from a trusted source. *****

Bill a while ago we spoke about more contemporary PDRs to meet the current residential development trends. At the time (2014 &15) we were focusing on Minto and the use of 40' 50' and 60 lots with a 5' and 5' side yard setback as opposed to ZLL. Today, 2021 we utilize this PDR standard throughout the state.

Has the county implemented any new PDR's recognizing the Market Trend? How is the county dealing with similar requests? Thank you in advance for your continued leadership and assistance.

Don

Donaldson E. Hearing, PLA, ASLA, LEED

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Completed Pending

#	Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed/Comments
1	Dumpster Setback	Tentative review of dumpsters setback located in residential developments and adjacent to non-residential to	Code Section	Open	8/7/2020	DRAC Members	1/20/21 Being reviewed and discussed for February Land Development Review Advisory Board (LDRAB) 10/28/20 Code Revision staff still reviewing the recent ULDC amendments for dumpsters setbacks. Doing a survey of what other municipalities require for dumpsters setbacks. Currently the Code asks for 25 feet setback applicable to any PL. Suggestion is to make it only applicable when adjacent to residential only and reduce the setback when adjacent to non-residential use.
2	Landscape Buffers and Walls	Concern with recently adopted Code language for buffer widths when a wall is introduced.	Melissa Matos	CLOSED	8/19/2020	DRAC Members	1/13/21 Albert sent email with Q&A Summary from the Task Team & DRAC members meeting held on 12/9/2020. 10/28/20 per Melissa - Ongoing. Examine recently adopted Code for buffer widths when a wall is required or proposed. Buffer widths are expanding to accommodate wall and plant material on both sides. Task Team is working on a historical chart of buffer requirements, and buffer width sketches to discuss this item and if other Code amendments are necessary to address this. Task Team to meet with DRAC members on Dec.9 2020 to discuss further, with recommendations.



**UNIFIED LAND DEVELOPMENT CODE (ULDC)
AMENDMENT ROUND 2020-02
SUMMARY OF PROPOSED AMENDMENTS – SHORT FORM**

(UPDATED 1/18/2021)

BCC PUBLIC HEARINGS

NOVEMBER 23, 2020 REQUEST FOR PERMISSION TO ADVERTISE- POSTPONED

DECEMBER 22, 2020 – REQUEST FOR PERMISSION TO ADVERTISE

JANUARY 28, 2020 – FIRST READING

FEBRUARY 25, 2020 – ADOPTION

LAND DEVELOPMENT REGULATION ADVISORY BOARD (LDRAB) MEETINGS

AUGUST 26, 2020

SEPTEMBER 23, 2020

OCTOBER 28, 2020 (ALSO INCLUDES LDRC)

DECEMBER 16, 2020 (ALSO INCLUDES LDRC)

(12 EXHIBITS)

Exhibit A Article 2, Waiver Summary Tables

- Proposed are amendments to Article 2. B and 2.C, related to the processes and procedures for Waivers. The proposed amendment updates the Summary Tables for the Type 2 Waiver and the Administrative Type 1 Waiver to clarify which sections of the Code allow for waivers and include existing allowed waivers that were missing from these tables.

Exhibit B Articles 1 and 2, Release of Unity of Title

- Proposed amendment is to codify a Policy and Procedures memorandum Zoning Division had for application requirements and procedures for the Release of a Unity of Title. The original Unity of Title may have listed different authorities, i.e. Zoning Director, Zoning Commission or Board of County Commissioners, to release the unity.

Exhibit C Article 2, Monitoring Development Phases

- The proposed amendment is to modify and add language related to the phasing of development

Exhibit D Article 2 Removal of the Building Division from the DRO Agency Review

- The proposed amendment removes the Building Division from the review of applications processed by the Zoning Division. After discussion with the Directors it was determined that the building division has a more comprehensive review at time of permitting. They have processes in place that allow pre-review of permits in order for applicants to discuss project to ensure compliance.

Exhibit E Articles 1, 2, 3, and 4 Property Development and Density Bonus Regulations and Review procedures for the WCRAO

- Clarify the procedures for Applicants who development in the Westgate Overlay to provide Westgate/Belvedere Homes Redevelopment Agency's recommendation on a proposed application that will be submitted to Zoning and Building Divisions.
- Modify the Use Regulations Chart to add uses, and describe where the uses are allowed and prohibited within the subareas of the Overlay.
- Modify the Non-residential and mixed use Property Development Regulations table, to include more flexibility in the regulations, and in some cases make less restrictive that the standards zoning district in order to provide incentives for redevelopment, reduce needs for variances and address the existing construction and lot dimensions.
- Remove requirements for Sky Exposure Planes, setbacks and heights, in order to default to the height standards and setbacks of the specific sub area.
- Modify the requirements for the Westgate Density Bonus Programs to be consistent with Article 5.G, Workforce Housing Program, recently modified that includes design compliance and enforcement procedures. These modifications allowed for it to be monitored consistent with the WHP. Clarify that the pool may be allowed for both rental or for-sale projects.
- Revise the Westgate recommendation for density bonus procedures and provide standards an applicant must comply with to get the bonus.

- Correct the reference that the waivers for landscaping related density bonus are an administrative waiver, rather than a waiver approved by the BCC.

Exhibit F Articles 2, 3 and 5, Unity of Control

- Delete the requirements for Unified Control located under Article 3 for a Planned Development and relocate the requirements under Article 5, Chapter F, Legal Documents. Relocation consolidates the Unity of Control Requirements in one locations. It also provides clarification on the application documents that are required, the information that must be provided, and the forms that must be provided.

Exhibit G Articles 3 and 4, Multiple Use Planned Development Freestanding Buildings

- The proposed amendment deletes a performance standard for Multiple Use Planned Developments that had restrictions on the number of Freestanding Buildings that were allowed. The language was introduced in 1992 with the intention of ensuring visibility of the developments primary inline stores. The language was revised in 2003 to provide more criteria on what is a freestanding structure. The language has been ineffective in achieving the goals and has an impact on the design and circulation of these shopping centers, therefore it is proposed to be stricken from the Code.

Exhibit H Articles 4, Planning Determination for Infill Density Exemption

- The proposed modifications removes the requirement for a written letter of determination of density from the Planning Director. The determination impacted the density potential of smaller parcels and was changed in 2015. The amount of density for the RM/MR-5 would be determined by the Future Land Use and any applicable Density Bonus allowances implemented by the Plan and described in Article 5 Density Bonus Programs.

Exhibit I Articles 5, WCRA Workforce Housing Program Exemption

- Modify Article 5.G to clarify that residential development over 10 units in the WCRAO is not subject to the WHP, if density pool units are used in accordance with the Overlay requirements.

Exhibit J Articles 3 and 5, Recreation Areas and Amenities

- Add a cross reference from the PUD Table to Article 5 for Recreation Amenities to clarify the setbacks.
- Modify the setbacks for Recreation Amenities based on the lot size and the proximity to property lines that are adjacent to Residential or non-residential uses.

Exhibit K Article 4 Commercial Communication Tower Collocation Procedures

- Modify the Commercial Communication Tower procedures for Collocation.
- Clarify that the Applicant is responsible to send notice to potential users, and provide the results of that communication at time of application for a Tower.

Exhibit L Articles 1 and 4, Minimum Frontage, Access and Roads

- Proposed Amendment is Phase 1, to clarify the requirements for frontage, access, and location criteria for specific uses. Modifications were based on an analysis of each use, its history, allowance of the use in the zoning or FLU designations, and impacts on surrounding residential development.
- Modify the definitions for streets to remove language that is specific for Article 11, as streets apply to other sections of the ULDC.
- Modify 4 Commercial Uses: Green Market, Type 2 Kennel, Commercial Parking Lot and Vehicles Sales and Rental, Light, to remove or clarify the requirements or restrictions on access.
- Modify 2 Recreation uses- Arena, Stadium or Amphitheater and outdoor Entertainment to requiring access on a Major street, or prohibition on a residential type street.
- Modify 3 Institutional uses- Animal Shelter, Cemetery, College or University, to include language that prohibits access onto residential type streets and for cemetery and college to include location criteria for adjacency of a property line on Commercial or higher type roadway.
- Modify 4 Industrial uses- Equestrian Waste, Recycling Center, Recycling Plant, and Truck Stop to include location criteria for the adjacency of the use on Arterial or Collector streets and to prohibit access onto residential type roadways.

TECHNICAL MANUAL

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TITLE 1 – APPLICATION CHECKLIST, DOCUMENTS AND PUBLIC NOTIFICATION SIGNS

[Revised: 12/2/2020]

All revisions under this round are noted with [12/2020]

1.A ZONING APPLICATION SUBMITTAL CHECKLIST AND DOCUMENTS

1.A.1 Sufficiency Review

Pursuant to Art. 2.A.7, Sufficiency Review, of the Unified Land Development Code (ULDC), an application must contain sufficient and accurate information, which includes but is not limited to: application forms, plans and supporting documents for the Development Review Officer (DRO) and other County Agencies to commence review. In reviewing an application for sufficiency, the DRO will reference the Sufficiency Checklist. An application will be deemed insufficient if certain critical information is incomplete, missing or not accurate.

For Public Hearing, Administrative Review, and Administrative Modifications through Full DRO, see the Sufficiency Checklist for Public Hearing and Full DRO Application Process:

[http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/DRO_and PH Sufficiency Checklist.pdf](http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/DRO_and_PH_Sufficiency_Checklist.pdf)

For Administrative Modifications through Zoning Agency Review (ZAR) or Type 1 Variance(s), see the Sufficiency Checklist for ZAR or Type 1 Variance Process (application must be submitted electronically, aka online).

[http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/ZAR_and Type 1 Variance Sufficiency C hecklist.pdf](http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/ZAR_and_Type_1_Variance_Sufficiency_Checklist.pdf) [11/2020]

For Privately Initiated Amendments (PIA) (i.e. Amendments to the ULDC), see the [PIA Sufficiency Checklist](#). [11/2020]

1.A.1.A Application Submission

All Applications shall be submitted electronically for Public Hearing, Administrative Review and Administrative Modifications through Full DRO. See ShareFile Instructions here: [https://discover.pbcgov.org/pzb/zoning/PDF/Sharefile Insturctions.pdf](https://discover.pbcgov.org/pzb/zoning/PDF/Sharefile_Insturctions.pdf). [11/2020]

All Applications shall be submitted electronically for Administrative Modifications through ZAR or Type 1 Variance. Access ePZB Login here: <https://www.pbcgov.org/ePZB.Admin.WebSPA/#/login> [11/2020]

All Applications for PIAs shall be submitted in person or electronically by appointment only. Please Contact the Code Revision Section for assistance.

1.A.2 Documents Required by County Agencies (Zoning, Land Development, Survey and Traffic)

The following documents may be required as part of the Zoning application submittal. Examples of these documents and reference to websites are provided to assist the Applicants in the preparation of Zoning applications. For definitions and property development regulations, refer to the ULDC.

1.A.2.A Cross Access Agreement

A restrictive covenant requiring property owners to share access points between adjacent properties and all internal access ways in order to provide safe traffic circulation by eliminating the number of curb cuts on the street system through the establishment of a cross-access easement.

Example: [Cross Access Agreement Example.pdf](#)

1.A.2.B Drainage Study or Drainage Statement

A statement outlining how the stormwater runoff system will be designed for a proposed or existing project. It shall also list the Agencies responsible for the regulation and permitting of stormwater runoff for the site and identify the location of the legal positive outfall for the site.

Example 1 – [Drainage Statement Example 1.pdf](#)

Example 2 – [Drainage Statement Example 2.pdf](#)

Example 3 – [Drainage Statement Signature Example 3.pdf](#)

All Drainage documents must be digitally signed and sealed and be capable of verification in conformance with Rule Chapter 61G15-23 Seals, Florida Administrative Code & Florida Administrative Register. All digital signatures and seals shall be verifiable.

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61G15-23>

1.A.2.C Shared Parking Agreement and Study

1. Shared Parking Agreement - A restrictive covenant between Property Owners that allows the reduction of parking for multiple or mixed use development in close proximity to one another, and which have different peak parking demand and operating hours. The covenant is usually supported by a Shared Parking Study. See Shared Parking definition in the ULDC (Art. 1.H, Definitions and Acronyms). [11/2020]

Example - [Shared Parking Agreement](#)

2. Shared Parking Study - A study to allow for a reduction of parking spaces required for different uses located on the same or nearby parcels. The uses must have different peak parking demands and operating hours.

Example - [Shared Parking Study Example.pdf](#)

1.A.2.D Survey

All Zoning applications submitted for approval to the Survey Section must include a certified, signed and sealed Boundary Survey to support the Master Plan (initial), Site Plan or Plat and be prepared by a Florida Professional Surveyor and Mapper and be less than one year old. A Survey subject to the above requirements may be requested by the Zoning Division for the review of other types of applications, e.g. Building Permit review.

1. Boundary Surveys

- a. Residential and commercial Boundary Surveys submitted for approval to the Survey Section must be a certified, signed and sealed Boundary Survey prepared within one year by a Florida Professional Surveyor and Mapper.
- b. Boundary Survey must also conform to the most current Florida Standards of Practice and all Palm Beach County requirements in force at the time of application.
- c. Boundary Surveys for commercial properties must support a Zoning (Master, Site or Subdivision) Plan.

2. Title - A Title Policy, Title Commitment, Title Search/Exam, Opinion of Title or Property Information Report (options mandated by use) current to within one year must be shown on all surveys, including date, policy number, issuers name, address and the disposition of all schedule B-II encumbrances. Title information must be kept current to within one year throughout the entire approval process.

3. Digital Signature and Seal - All survey documents must be digitally signed and sealed and be capable of verification in conformance with Florida Surveying and Mapping Standards of Practice Rule [5J-17.062](#), Procedures for signing and sealing electronically transmitted plans, specification, reports or other documents. All digital signatures and seals shall be verifiable.

Example 1 – [Survey Identrust Digital Signature Example.pdf](#)

Example 2 – [Survey Report Example.pdf](#)

4. **Plat** - A recorded Plat may be submitted in lieu of a Boundary Survey when the Master Plan, Site Plan and Plat are identical and the Plat is less than one year old. A "Tree Survey", "As-Built" or "Record Survey" may be required as needed and as directed by the Survey Section.
5. **Modifications to Prior Approved Master Plans** - Applications with proposed internal modifications to a previously approved Master Plan, that propose no changes to the last approved Master Plan acreage, boundary or legal description shall not be required to submit a new legal description or survey of the subject property. The Applicant shall clearly indicate in the required Application documents (e.g. Forms, Justification Statement), that the modifications are only internal to the subject property, and the approved acreage, boundary/legal description will remain the same. **[12/2020]**

1.A.2.E Traffic Impact Study or Statement

A traffic study of links and intersections within the Test 1 Radius of Development Influence and Test 2 Radius of Development Influence of a proposed Project; and including the information, and prepared in accordance with the requirements, set forth in Art. 12.C.1.C.2, Traffic Generation. For the Transportation Element of the Plan, it is the "LOS Impact Statement" referred to in the Capital Improvement Element of the Plan.

Example 1 – [Traffic Statement Example 1.pdf](#)

Example 2 – [Traffic Statement Signature Report Example 2.pdf](#)

Example 3 – [Traffic Statement Signature Report Example 3.pdf](#)

1. **Digital Signature and Seal** - All Traffic documents must be digitally signed and sealed and be capable of verification in conformance with Rule Chapter 61G15-23 Seals, Florida Administrative Code & Florida Administrative Register. All digital signatures and seals shall be verifiable.

1.A.2.F Unity of Title

A document recorded in the office of the Clerk of the Circuit Court of PBC stipulating that a lot, lots or parcel of land shall be held under single ownership, shall not be eligible for further subdivision and shall not be transferred, conveyed, sold or divided in any unit other than in its entirety.

Example 1 – [Unity of Title Example 1.pdf](#)

Example 2 - [Unity of Title Example 2.pdf](#)

1.A.2.G Unity of Control

In accordance with ULDC Art. 5.F, Legal Documents and Art. 11, Subdivision, Platting, and Required Improvements and Art. 3.E.1.I, Unified Control, a covenant recorded in the office of the Clerk of the Circuit Court of PBC stipulating that a lot, lots, or project with different owners shall be developed according to a common site or master plan providing unified control and the combined lots shall meet land development requirements as if they are one lot.

Example 1 - [Unity of Control Example 1.pdf](#)

Example 2 - [Unity of Control Example 2.pdf](#)

1.A.3 DRO Agencies Required for Site Plan Amendments through Zoning Agency Review (ZAR)

The list below provides the most common requests to amend approved Zoning plans and the agency involved. This table is to be used to determine the total number of agencies required to review an application for an administrative modification through the ZAR pursuant to Art. 2.C.4.A.3, ZAR. This list is not intended to be exhaustive as the DRO may also determine an agency needs to review an application based on a reason not listed here, if so the Applicant or Agent will be informed of the reason(s). **[11/2020]**

Table 1.A.1 DRO Agencies Required for Site Plan Amendments through ZAR

AGENCY	REQUEST	AGENCY	REQUEST
ADDRESSING:	<ul style="list-style-type: none"> Changes in street names or new street names 	AIRPORTS:	<ul style="list-style-type: none"> Any modification to projects managed by airports Changes to building heights in airport overlays Addition of above ground storage tanks within airport overlays
COUNTY ATTORNEY:	<ul style="list-style-type: none"> Questionable legal documents of any kind Modified lease areas of communication towers 	ERM (ENVIRONMENTAL RESOURCE MANAGEMENT):	<ul style="list-style-type: none"> Modification to any preserve or conservation area Modification of trees under ERM's protection
FIRE RESCUE:	<ul style="list-style-type: none"> Modification of sidewalks leading to or from buildings Changes in pedestrian access points of a building Relocation or expansion of building adjacent to another building Relocation or addition of internal access points Any gates or fences that may impede access of fire trucks or personnel Any canopy, porte-cochere or other structure that extends over a main drive or vehicle access 	HEALTH DEPARTMENT:	<ul style="list-style-type: none"> Private wells, sewage tanks, lift stations Addition of swimming pools Uses: Hospitals, med clinic's, day cares, schools, personal services, Dry Cleaners, crematories, cement plants, Power plants, sugar mills, dry cleaners, crematories, cement batching plants, surface coating facilities, CLFs, restaurants, Lounges
LANDSCAPE:	<ul style="list-style-type: none"> Any changes to trees or required landscape areas within a project 	LAND DEVELOPMENT:	<ul style="list-style-type: none"> Increases or relocations in building SF Changes in drainage or detention/retention areas Any application that reduces permeable surfaces of a lot Any subdivision or combination of parcels Any changes related to plats Modification to any easements, tracts or property lines
LWDD (LAKE WORTH DRAINAGE DISTRICT):	<ul style="list-style-type: none"> Any modification to property or easements managed by LWDD 	PALM TRAN:	<ul style="list-style-type: none"> Any modification to easements managed by Palm Tran Any new use located on an Arterial or Collector ROW
PARKS & REC:	<ul style="list-style-type: none"> Any modifications to parks and recreation pods/areas or open space New uses such as CLF, Schools, Daycares 	PLANNING:	<ul style="list-style-type: none"> Any modification to projects within the AGR zoning district Any changes to Workforce Housing

			<ul style="list-style-type: none"> Any project that changes density Developments in the URAO
SCHOOL BOARD:	<ul style="list-style-type: none"> Any project that is managed by the school board, ie schools 	SURVEY:	<ul style="list-style-type: none"> Any project that requires a survey to be submitted
TRAFFIC:	<ul style="list-style-type: none"> Any modification to traffic circulation Any changes to parking All new or change of use Addition of Gates or fences in row's 	WATER UTILITIES:	<ul style="list-style-type: none"> Any modification made to a PBC utility. Any uses that require a grease trap, such as restaurants.
ZONING	<ul style="list-style-type: none"> All Requests 		

1.B PUBLIC NOTIFICATION SIGNS

Pursuant to ULDC Art. 2.B.5, Notification, the Applicant shall post Public Notification Signs on the subject property with information of the public hearing and/or public meeting. Public Notification Signs shall be prepared following these standards:

1.B.1 Sign Specifications and QR Code

- A. Sign Dimensions: 3' x 4';
- B. Sign Color: Yellow (Coroplast Yellow Corax);
- C. Material: Coroplast (water proof; 4mm), or similar material;
- D. Font: Arial;
- E. Font Color: Black;
- F. Font Size: Minimum 3", and must fit uniformly on the sign face area;
- G. The sign shall include the text listed below for all Applications that are subject to Public Hearings (See required format below):

**PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC HEARING
Visit County Web page at:**

<http://discover.pbcgov.org/pzb/Pages/Public-Hearing-Meeting-Notices.aspx>

Or call the Zoning Division at: 561-233-5200

**APPLICATION NUMBER
APPLICATION NAME**

- H. The sign shall include the text listed below for all Applications that are subject to Public Meetings (See required format below):

**PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC MEETING
Visit County Web page at:**

<https://discover.pbcgov.org/pzb/Pages/Public-Meeting-Notices-Variiances.aspx>

**(Which is now known as Type 1 Variance)
Or call the Zoning Division at: 561-233-5200**

**APPLICATION NUMBER
APPLICATION NAME**

1.B.2 Installation

A. The sign shall be supported and installed in the ground of the subject property using the following:

1. Three - metal dowels; OR,
2. Two - 2"x2" or 2"x4" wood post.

B. Signs shall not be allowed to be attached to trees, fences, walls, utility poles/boxes or any structures.

1.B.3 Proof of Installation

The Applicant shall submit to the Zoning Division the following:

- A. A complete [Affidavit of Installation of Notification Signs](#) (Form #28) must be submitted by the Applicant indicating that the signs were installed consistent with these requirements.
- B. A photograph of the sign(s) with the installation date stamped on the photograph. Submit the photograph to the Zoning Division to demonstrate compliance with the Notice Requirements pursuant to the ULDC; and,
- C. All required sign(s) shall be installed a minimum of 15 working days prior to the scheduled Public Hearing or Meeting. [11/2020]

Figure 1.B.1 - Example of Public Notification Sign with QR Code



1.B.4 QR Code

The QR code in this Manual is an **Example ONLY**, the most updated QR Code will be shown on the Result Letter by the Community Development or Public Information Section (for Type 1 Waiver) on each application. [11/2020]



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TITLE 2 – PLANS
[Revised 11/6/2020]

2.A PLAN REQUIREMENTS

2.A.1 Public Hearing Process

The following Table lists the types of Plans that are required to be submitted for Zoning applications. Each request is identified with a number in each column corresponding to a note below for clarification. For finalizing the “Preliminary” plans that are approved by the BCC or ZC, the Applicant shall submit plans to the DRO following this Table, and label them as Final ____ Plans. e.g. Final Site Plan.

2.A.2 Administrative Process

For processes subject to approval by the DRO, the Applicant shall prepare and label all plans as Final Plans. e.g. Final Site Plan.

Table 2.A.1 - Required Plans for BCC, ZC or DRO (Public Hearing/Administrative) Processes (1)

Preliminary or Final Plan		Rezoning or a DOA to:							Standard District with a COZ	Request or a DOA for:	Request for:	
		M H P D	M U P D	M X P D	P I P D	P U D	R V P D	T D D		Conditional Uses	Type 2 Variance	Type 1 & 2 Waivers
Master (PMP)	(FMP)	✓ 2	✓ 2	✓ 2	✓ 2	✓ 2	✓ 2	✓ 2	-	-	✓ 4	✓ 4
Site (PSP)	(FSP)	-	✓	✓	-	-	-	-	✓	✓	✓ 4	✓ 4
Subdivision (PSBP)	(FSBP)	-	✓ 3	✓ 3	✓ 3	-	-	-	✓ 3	✓ 3	✓ 4	✓ 4
Regulating (PRP)	(FRP)	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 4, 5	✓ 4, 5
Master Sign (PMSP)	(FMSP)	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 4, 6	✓ 4, 6
Alternative Sign (PASP)	(FASP)	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 4, 6	✓ 4, 6
Landscape (PLP)	(FLP)	-	-	-	-	-	-	-	-	-	✓ 4	✓ 4
Alternative Landscape (PALP)	(FALP)	-	-	-	-	-	-	-	-	-	✓ 4	✓ 4
Arch. Elevations (PAE)	(FAE)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7
Floor (PFP)	(FFP)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7
Roof (PRFP)	(FRFP)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7
Notes: For those plans that are not listed in the Table above, contact Zoning Division Staff for assistance.												
✓	Required Plan per Art. 2.A.6.B, Plan Requirements.											
1.	Submitted as Preliminary Plans for Public Hearing applications, and as Final Plans after BCC approval and submitted to the DRO for Final Approval.											
2.	Required for PDDs: PUD, RVPD, MHPD, PIPD, PDDs with an MLU or EDC FLU designation or PUDs in the Lion Country Safari. BCC may approve a PMP for a MUPD or MXPD that utilized more than one FLU designation in order to define location of uses and property development regulations.											

3.	Subdivision Plan shall replace Site Plan if a subdivision process is requested, unless exempt pursuant to Art.11, Subdivision, Platting and Required Improvements.
4.	For Standalone or Concurrent Variance and Waiver applications, the requests shall be identified and labelled on the applicable Master, Site or Subdivision Plans. May need to provide details to justify for the Variance or Waiver requests.
5.	Optional. If the Applicant chooses or recommended by staff to have design details, cross-sections to be approved by BCC or ZC.
6.	Shall be submitted at the time of the initial application, and subject to the same review and approval process as the development itself. See Art. 8, Signage.
7.	Only required if the Applicant chooses or as required by the ULDC to have Architectural Guidelines be approved by BCC or ZC. See Art. 5.C, Design Guidelines.

2.B APPLICATION REQUIREMENTS – PLANS

Pursuant to Art. 2.A.6.B, Plan Requirements of the ULDC, the Applicant is required to submit one or a combination of plans based on the request(s). All plans, whether they are submitted as Preliminary or Final, shall be prepared in compliance with the ULDC and the following additional requirements:

2.B.1 General Information and Drafting Standards

These standards are established to provide information pertaining to the graphic and format presentation of a plan. The following is required for all types of plans, except stated otherwise. Deviations from these requirements may be requested by contacting the DRO. The DRO may consider whether the plan was done by a prior consultant; the legibility of the text and graphic information; the request is limited to a small portion (affected area) of the subject property, and will determine to what extent the Applicant is required to update the plan for commencement of review. In addition, the Applicant may confer with the DRO to consider waiving certain requirements.

Table 2.B.1 - Plan Layout Requirements

2.B.1.B	Plan Size
2.B.1.B.1	All plans and elevations shall be limited to a plan size of 24" x 36".
2.B.1.B.2	Architectural Elevations – Must be submitted in both color and black and white plans.
2.B.1.C	Electronic Plan Format - All digital (CAD) plans shall be submitted as follows:
2.B.1.C.1	Applications for the Public Hearing, Administrative Review, and Type 1 Variance processes - in .DWF formats;
2.B.1.C.2	All Plans shall be labeled consistent with the Plan Requirements of Art. 2.A.6.B, Plan Requirements and the Application Checklist and Naming Guide from the Zoning Website http://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx
2.B.1.D	Scale
	All plans shall be drawn at an Engineering scale ranging from 1" = 20'; 30'; 40'; 50'; 60' or at a scale permitted by the DRO, with the following exceptions:
2.B.1.D.1	Master Plan or Overall Site Plan may be drawn at 1" = 100', or at a scale permitted by the DRO.
2.B.1.D.2	Regulating and Master Sign Plans may be drawn at Architectural Scale. Scale for each detail may vary.
2.B.1.D.3	Architectural Plans and elevations shall be drawn at an Architectural scale of 3/32", 3/16", 1/8", 1/4", or 3/8" = 1'.
2.B.1.E	Plan Views
	All drawings, except elevations and renderings, shall be prepared in two dimensional plan views.
2.B.1.F	Font Style and Size
	Any legible font style. Zoning Division prefers Arial font style, and font size shall be no less than 10 point.
2.B.1.G	Line Weight

	Line weight and line type hierarchy on all plans shall be consistent with the American National Standards Institute (ANSI) drafting standards.
2.B.1.H	Signature and Professional Seal
2.B.1.H.1	Required for Architectural, Landscape, Lighting/Photometric Plans or related submittal documents. For Drainage, Traffic Statement or Study, and Survey/Plat, refer to Title 1 for digital signature and seal.
2.B.1.I	Rounding Decimals
	All numerical references shall be rounded to a maximum of two decimal points.
2.B.1.J	Match Lines
	Match lines shall be clearly labeled to relate drawing segments (This requirement is not applicable to Regulating Plan or Sign Plan).

2.B.1.A Deviations

For those parcels of land that may not be able to be shown on one plan without losing legibility because of the size or configuration, the Applicant may show the entire parcel of land (*the Site*) on one plan, i.e. the Master Plan with all the required information in accordance with the requirements of this Title, e.g. Location Map, Site Data Table containing all the site's information, and match lines.

- *The Site* shall be split with one or more match lines to be shown on separate Site Plans at an appropriate scale as indicated in **2.B.1.D, Scale**.
- The reference to other Site Plans of each use shall also be labelled on the Master Plan, e.g. see Site Plan (SP) 1 for the Type 1 Restaurant; and SP 2 for the Type 3 CLF, etc.
- Each use shall be shown on a Site Plan where dimensions, labels and any other critical information for that specific use(s)/structure(s)/site elements are clearly shown.
- Each Plan shall be labelled accordingly as MP, SP1, SP2, etc.

2.B.2 Title Block Information

The following information shall be located on the right side (portrait orientation) or at the lower portion (landscape orientation) of a plan. Such information is required for ALL plans, unless otherwise stated herein.

Table 2.B.2 - Title Block Information

2.B.2.A	Consultants
	Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable).
2.B.2.B	Control/Application Name
	If the Application Name is different from the Control Name, the Applicant shall list both names.
2.B.2.C	Type of Plan
	Label in accordance with Art. 2.A related to Plan Requirements of the ULDC, and the Application Checklist and Naming Guide on the Zoning Website. http://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx
2.B.2.D	North Arrow
	Required for Master, Site, Subdivision, Landscape Plan(s) and Survey, and may be noted on other types of Zoning Plans, where applicable. The North Arrow should be pointed to the top.
2.B.2.E	Graphic Scale
	Prefer to be placed adjacent to the North Arrow or in a location of the Plan where it is easily seen.
2.B.2.F	Revision Dates
	Each revision/resubmittal date must be identified in a chart.

2.B.2.G	Page Numbering
	If the submitted plans have more than one page, label with the acronym consistent with Art. 1.H.3, Abbreviations and Acronyms of the ULDC, and the page number. Example: PSP-Page 1 of 2.

2.B.3 Other Required Plan Information

The following information shall be provided on ALL plans unless otherwise indicated herein.

Table 2.B.3 - Other Required Plan Information

2.B.3.A	Location Map
	A Location Map of the subject property (site) pertaining to the application shall be prepared and shown on the applicable Plan (not required on Regulating Plan), as follows:
2.B.3.A.1	Minimum Map size – shall be placed in a 2.5" x 2.5" box;
2.B.3.A.2	Site Location – shows the intersection of two nearest major streets with street names identified; and,
2.B.3.A.3	Street names – identify the streets on which the site fronts.
2.B.3.B	Site Data Table
	See Title 2.B.4.A and 2.B.4.B of this Chapter for information.
2.B.3.C	Legend
	If symbols and acronyms are used on the Plan. A chart must be prepared to identify all symbols and acronyms and define what they represent.
2.B.3.D	Zoning Stamp
	A 4" x 4" box. The Zoning Stamp Box must be placed on applicable Plans.
2.B.3.E	Amendment Stamp (next to Zoning Stamp box)
	A 4" x 4" box, and should be placed next to the Zoning Stamp box. The Amendment Stamp Box must be placed on applicable Plans.

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2.B.4 Site Data Table

The Site Data Table shall be provided on all Plans and shall include the following applicable information, and in this order. For Conceptual Plan, the Applicant may opt to provide all of the information as if the application is prepared for the submittal of a Preliminary Plan:

Table 2.B.4.A - Required Site Data for Preliminary Plans (Public Hearing Processes)

	Site Data	PMP (Preliminary Master Plan)	PSP (Preliminary Site Plan)	PSBP (Preliminary Subdivision Plan)	PRP (Preliminary Regulating Plan)	PMSP (Preliminary Master Sign Plan)	PASP (Preliminary Alternative Sign Plan)	PLP (preliminary Landscape Plan)	PALP (Preliminary Alternative Landscape Plan)	PAE (Preliminary Architectural Elevations)	PFP (Preliminary Floor Plan)	PRFP (Preliminary Roof Plan)
1	Application Name (FKA names, if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Control Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Application Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Last ZC/BCC Approval Date	✓	✓	✓								
5	Tier	✓	✓	✓	-	-	-	-	-	-	-	-
6	Existing Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
7	Proposed Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
8	Existing Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
9	Proposed Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
10	Overlay(s)	✓	✓	✓	-	-	-	-	-	-	-	-
11	Property Control Number(s)	✓	✓	✓	-	-	-	-	-	-	-	-
12	Existing Uses	✓	✓	✓	-	-	-	-	-	-	-	-
13	Proposed Uses as contained in Art. 4	✓	✓	✓	-	-	-	-	-	-	-	-
14	Required/Proposed Gross Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
15	Required/ Proposed Net Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
16	Existing/Approved/Proposed Density (Housing types and number of units)	✓	✓	✓	-	-	-	-	-	-	-	-
17	Existing/Approved/Proposed Density bonus program; (e.g. TDR, WHP, AHP)	✓	✓	✓	-	-	-	-	-	-	-	-
18	Existing/Approved/Proposed Intensity; (Gross Floor Area)	✓	✓	✓	-	-	-	-	-	-	-	-
19	Required/Existing/Proposed Parking	✓	✓	✓	-	-	-	-	-	-	-	-
20	Required/Existing/Proposed Accessible Parking	✓	✓	✓	-	-	-	-	-	-	-	-
21	Required/Existing/Proposed Loading	✓	✓	✓	-	-	-	-	-	-	-	-
22	Required/Existing/Proposed Building Height and number of stories (in feet)	✓	✓	✓	-	-	-	-	-	-	-	-
23	Required/Existing/Proposed Recreation	✓	✓	✓	-	-	-	-	-	-	-	-
24	Required/Existing/Proposed Civic	✓	✓	✓	-	-	-	-	-	-	-	-
25	Traffic Analysis Zone (TAZ)	✓	✓	✓	-	-	-	-	-	-	-	-
Notes:												
✓	Required Information											
-	Not applicable											

Table 2.B.4.B - Required Site Data for Final Plans (Administrative Processes)

	Site Data	FMP (Final Master Plan)	FSP (Final Site Plan)	FSBP (Final Subdivision Plan)	FRP (Final Regulating Plan)	FMSP (Final Master Sign Plan)	FASP (Final Alternative Sign Plan)	FLP (Final Landscape Plan)	FALP (Final Alternative Landscape Plan)	FAE (Final Architectural Elevations)	FFP (Final Floor Plan)	FRFP (Final Roof Plan)
1	Application Name (FKA names, if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Control Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Application Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Last ZC/BCC Approval Date	✓	✓	✓	-	-	-	-	-	-	-	-
5	Tier	✓	✓	✓	-	-	-	-	-	-	-	-
6	Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
7	Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
8	Overlay(s)	✓	✓	✓	-	-	-	-	-	-	-	-
9	Property Control Number(s)	✓	✓	✓	-	-	-	-	-	-	-	-
10	Existing Uses	✓	✓	✓	-	-	-	-	-	-	-	-
11	Proposed Uses	✓	✓	✓	-	-	-	-	-	-	-	-
12	Required/Proposed Gross Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
13	Required/ Proposed Net Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
14	Existing/Approved/Proposed Density (Housing types and number of units)	✓	✓	✓	-	-	-	-	-	-	-	-
15	Existing/Approved/Proposed Density bonus program; (e.g. TDR, WHP, AHP)	✓	✓	✓	-	-	-	-	-	-	-	-
16	Existing/Approved/Proposed Intensity; (Gross Floor Area)	✓	✓	✓	-	-	-	-	-	-	-	-
17	Required/Existing/Proposed Parking	✓	✓	✓	-	-	-	-	-	-	-	-
18	Required/Existing/Proposed Accessible Parking	✓	✓	✓	-	-	-	-	-	-	-	-
19	Required/Existing/Proposed Loading	✓	✓	✓	-	-	-	-	-	-	-	-
20	Required/Existing/Proposed Building Height and number of stories (in feet)	✓	✓	✓	-	-	-	-	-	-	-	-
21	Required/Existing/Proposed Recreation	✓	✓	✓	-	-	-	-	-	-	-	-
22	Required/Existing/Proposed Civic	✓	✓	✓	-	-	-	-	-	-	-	-
23	Traffic Analysis Zone (TAZ)	✓	✓	✓	-	-	-	-	-	-	-	-
✓	Required Information											
-	Not applicable											

2.B.5 Concurrency Table

The Applicant shall prepare a Concurrency Table indicating the concurrency for the proposed uses, and shall be consistent with what is represented on the graphic portion of the Plan.

Table 2.B.5 - Concurrency Reservation or Approved Concurrency (Examples)

Use (Pursuant to Art. 4, Use Regulations)	Intensity/Density (square feet/seats/students/gas pumps, etc.)
Congregate Living Facility	No. of beds for Zoning No. of units for Engineering - Traffic
Daycare	square feet/no. of persons
Gas and Fuel Sales, Retail (with Convenience Store)	square feet/no. of fueling positions
Medical Office	square feet
Retail Sales, General	square feet
School	square feet/ no. of students
Types 1 and 2 Restaurants	square feet/no. of seats

2.B.6 Site Elements and Graphic Data

Site elements are specific to a subject property and application requests, and shall be shown graphically on a Master, Site or Subdivision Plan, for either the Public Hearing or Administrative Processes. These graphics shall be supported by text, labeling, and dimensional information (width, length, depth) for each of these site elements on the plan, if applicable. Phase lines and affected areas shall also be delineated and defined clearly on the Master, Site, or the Subdivision plan(s). The Applicant may choose to submit a Regulating Plan – Phasing of Development to demonstrate the proposed phases.

2.B.6.A General Checklist for Plan Preparation

Other site improvements or elements that are not included in this table may be required to be shown by the DRO at the time of review of the application. Items included in this Checklist are organized in an alphabetical order, and not in the order of drafting a plan.

2.B.7 Residential Elements

For residential projects, the Applicant shall provide the following information.

Table 2.B.7 - Residential Elements

Site Elements	Description
Residential	Density Bonus programs: WHP, AFH, TDR Housing types in each pod, number of units
	Overall density, acreage
	Net and gross density of each pod and acreage
	Pods/Parcels – residential, recreational, civic, and commercial, identify each pod or parcel with a number or a letter
	Gross density of adjacent residential properties

2.B.8 Property Development Regulations (PDRs)

The Applicant shall provide the following chart on the Master, Site or Subdivision plan, and add rows/columns as necessary:

Table 2.B.8 - Property Development Regulations

Zoning District or Pod	Minimum Lot Dimensions				Density/GFA	FAR	Bldg. Cover	Setbacks/Separation			
	Size	Width	Frontage	Depth				Front	Side	Street	Rear
Required											
Proposed											

2.B.9 Planned Development Tabular Data

For Planned Development District, the Applicant shall provide the following chart (Example) on plan, and add rows/columns as necessary:

Table 2.B.9.A - Residential Planned Development Tabular Data (Example)

	Last BCC Approved					Proposed					
	Pod No. or (alpha)	Pod Type	Acre(s)	No. of units in each Pod	Net Density in each Pod Du/ac	Pod No. or (alpha)	Pod Type	Acre(s)	No. of units in each Pod	Net Density in each Pod	Housing Type/Unit/Net Density Change Between Approved and Proposed
Total:	-	-	#	#	-	-	-	#	#	-	# of units

Table 2.B.9.B - Non-Residential Planned Development Tabular Data (Example)

	Last BCC Approved					Proposed				
	Art. 4 Use Classification	Approved Use	Square footage	Parking		Art. 4 Use Classification	Proposed Use	Square Footage	Parking	
				Req'd	Provided				Req'd	Prop'd
Total:	-	-	#	#	#	-	-	#	#	#

Note: Table 2.B.9.B may not be required to be submitted as part of the Administrative Modification or DOA application review, subject to the determination by the DRO.

2.B.10 Variances or Waivers

The Applicant shall provide details of the proposed variance(s) or waiver(s) on the plan using the following Chart. For applications that have prior approved variances or waivers, the previously approved variances or waivers that are not the same as the current proposed requests must also be shown on the plan.

Table 2.B.10 - Variance or Waiver Chart

ULDC Code Reference Article/Section	Required	Provided	Variance or Waiver	Approval Date/Resolution No.

2.C REGULATING PLAN

If the Applicant chooses to submit Regulating Plans, the Plans shall be prepared following these requirements. The Plan(s) may include site elements that could be shown in graphic presentations, with construction details, text, and dimensions to demonstrate the design and visual appearance of each of these elements. At review time, Staff will determine which details are required to be shown on the Regulating Plan, or on other types of plans, or could be submitted in manufacturers' cut sheets.

2.C.1 Residential

The following information may be shown on a Regulating Plan if the Site or Subdivision Plan does not have sufficient area to show the details:

Table 2.C.1 - Residential Housing Types

Zero Lot Line (Fee Simple Ownership)	Townhouse (Fee Simple Ownership)	Multi-family (Condominium Ownership)
Dimension and label Zero Lot Line side	Dimension and label Lot lines	Dimension and label building footprints
Dimension and label overhang easements	Dimension and label parking and garage (Garage allowed when on dedicated R-O-W; garage with back out onto parking tract not permitted)	Label number of units per building
Dimension minimum length of home along Zero Lot Line sides	NA	Label parking and provide breakdown by number of units/bedrooms (can be shown in Site Data)
Dimension and label side street homes (a.k.a. floaters)	NA	Dimension, label and provide numbers of guest parking; covered parking areas
NA	NA	Label and provide size of RV/boat storage areas
NA	NA	Label and provide size of bike rack areas; gang mailboxes

2.C.2 Phasing

Phasing may be shown on a Regulating Plan, and shall be labeled as "Regulating Plan – Development Phasing". A Phasing Table shall be included on the Plan to clearly define the following:

- A.** Number of Phases for the overall development;
- B.** Phasing Timeline – Commencement of each phase. If an "interim" use is being approved by the BCC or ZC, the date of the discontinuance of the interim use must be shown;
- C.** Proposed Uses for each phase;
- D.** No. of buildings and square footage affiliated with each use;
- E.** Acres and Percentages – breakdown of percentage of land area associated with each phase. It must comply with the minimum percentage of the land area for each phase of the development as referenced in Art. 2.E, Monitoring.

Table 2.C.2 - Development Phasing Table

Phase	Phasing Timeline	Proposed Uses	No. of buildings and S.F. or Units	Acres & Percentages of Land Area for each Phase
#	Date			

2.D TEMPORARY USE

The Applicant shall use the most recently approved Plan, if applicable, as part of the Application requirements. If no site plan is available, an as-built survey must be provided to show the location and use approval.

2.E DIGITAL PLAN FORMAT (AKA EPLANS)

For online submission of applications through the County's ePZB website, all digital plans and documents shall be submitted in the format identified in the "Zoning Applications Checklist and Naming Guide".
<http://discover.pbcgov.org/pzb/zoning/Pages/Applications-Forms.aspx>

2.F COTTAGE HOMES

The following graphics clarify the two types of Cottage homes, an individual detached unit on an individual lot as shown in Figure 2.F.1, and multiple detached units on a single lot as shown on Figure 2.F.2.

Figure 2.F.1 Cottage Home – Single unit on a Single lot

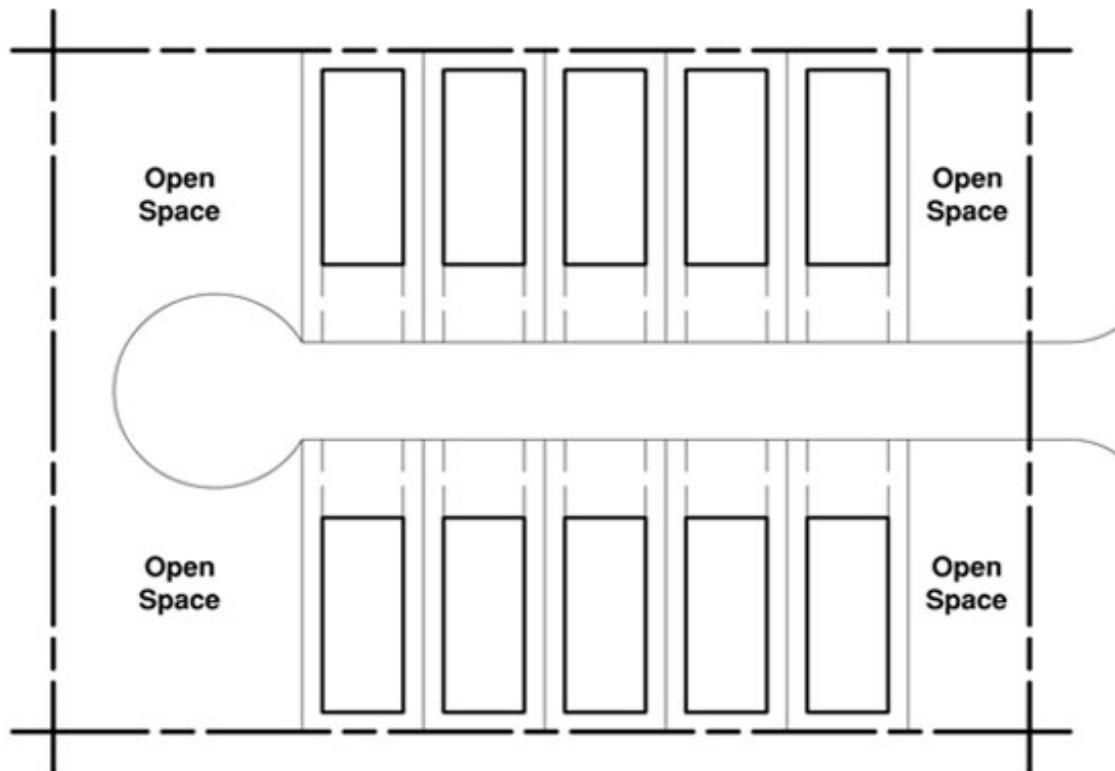


Figure 2.F.2 - Cottage Home – Multiple Units on a Single Lot

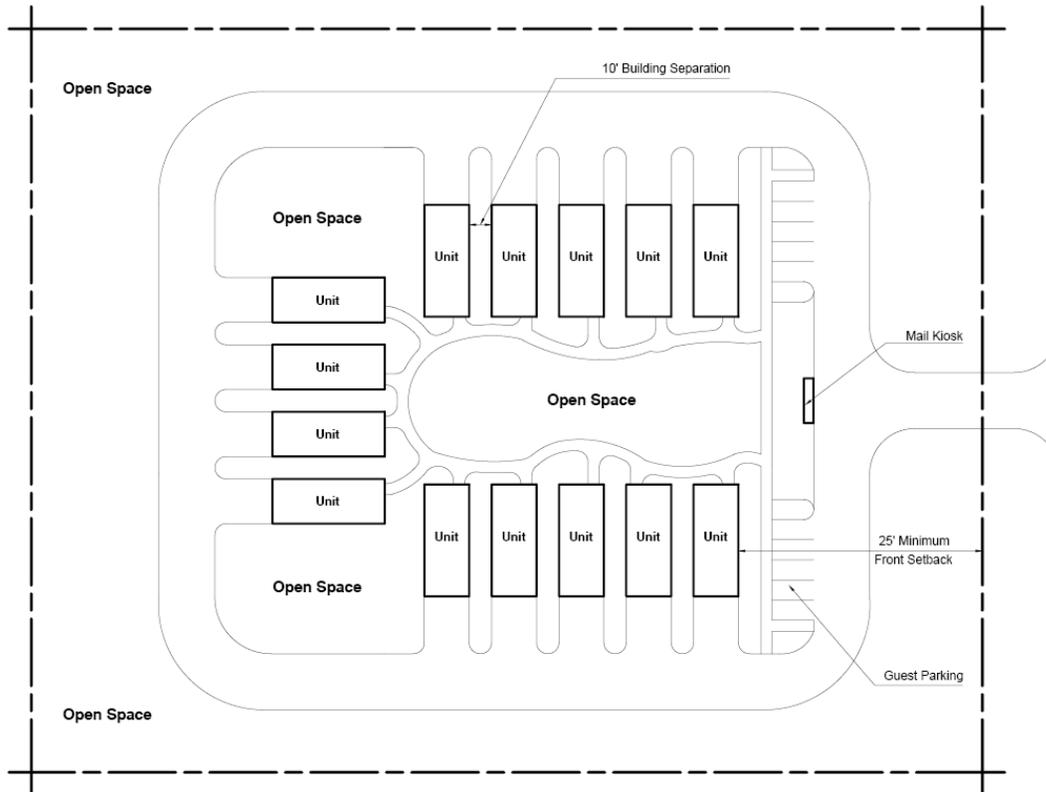
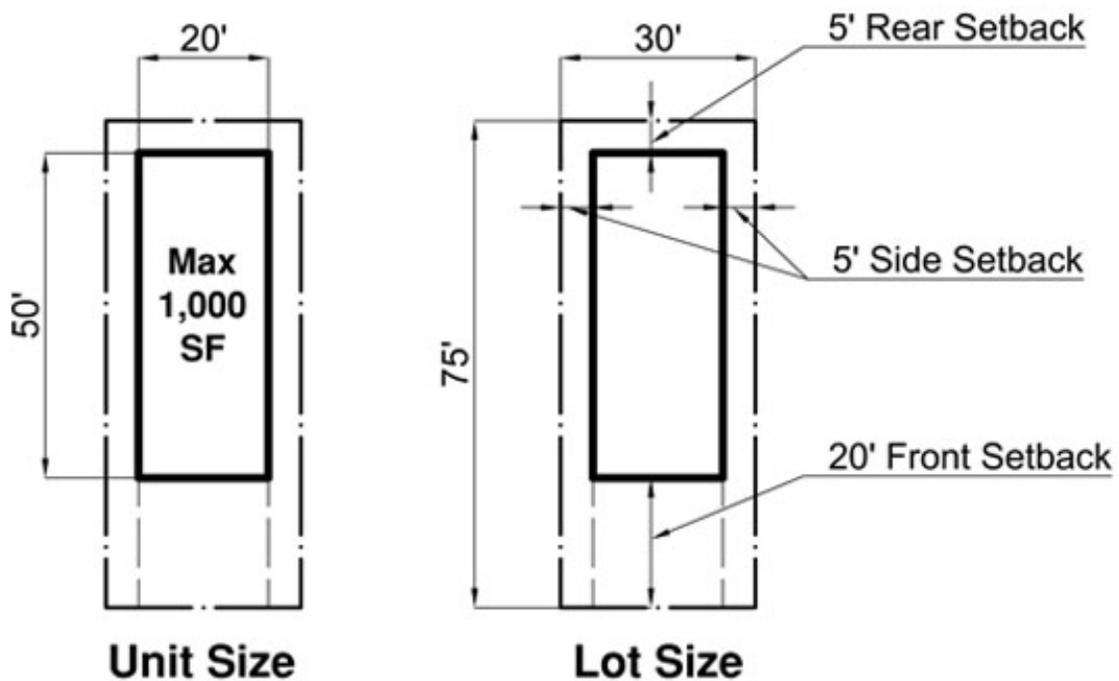


Figure 2.F.3 - Cottage Home Dimensions



TITLE 3 - LANDSCAPE

[Revised 3/31/2020]

All revisions under this round are noted with [3/2020]

3.A LANDSCAPE RELATED PLANS

The types of plans include: Planting Plan, Landscape Plan, and Alternative Landscape Plan. The Applicant shall submit the applicable plans based on the type of request. These plans shall be prepared pursuant to the requirements of the ULDC and the Technical Manual, [Title 2, Plans](#), where applicable.

3.A.1 Landscape Related Plans

The following information shall be provided to graphically illustrate the design of the proposed planting scheme and to demonstrate compliance with the ULDC. The approved Zoning Plan shall serve as the base for the creation of the Planting, Landscape or Alternative Landscape Plan(s) to ensure the approved layout of site or design elements (including but not limited to buildings, amenities, easements, outdoor lighting, parking, vegetative preserves, sign, etc.) are consistent.

Table 3.A.1.A - Design and Utility Elements

	Elements	Description
a.	Easements	Identify all overhead and underground utilities, retention and detention areas, fire hydrants, ex-filtration trenches, water/sewer components and drainage structures and easements, where planting may be impacted by these elements.
b.	Fences and Walls	Dimension (height) and label types of wall (concrete block or panel) or fence (wood, chain link).
c.	Foundation Planting	Define, dimension (length and width) and label applicable foundation planting.
d.	Gradients	Identify existing and proposed gradients around vegetation preserve areas. Add contour lines and spot grades for berms.
e.	Interior Landscaping	Define, dimension (length and width) and label applicable interior landscaping (Landscape Island, median, screening for equipment/loading, dumpster) or any area designated for planting.
f.	Pedestrian Amenities	Label and dimension planting around amenities, where applicable.
g.	Perimeter Buffers	Define, dimension (width) and label applicable buffers (R-O-W, Compatibility and Incompatibility)
h.	Planting Notes	Provide applicable Planting Notes in accordance with Section 5 of this Title.
i.	Preservation of Upland or Wetland	Define graphically the boundary of the required vegetation preserve areas.
j.	Recreation	Define, dimension and label planting around all recreation areas, tot lots and neighborhood parks
k.	Trees, palms and shrubs	The symbols that are used to show existing and proposed plant materials on the plan must be consistent with those indicated on the Plant List Table or on the Legend.
l.	Screening	Identify ground mounted mechanical, air conditioning, and electrical equipment
m.	Signs	Define, dimension (width and length) and label planting around base of signs

3.A.1.B Plant Legend

The Plant Legend shall be depicted in table format listing the proposed and existing vegetation, where applicable, and shall include the following:

1. Graphic symbol or Acronym of Botanical Name;
2. Quantity;
3. Native or Non-native;

4. Botanical Name;
5. Common Name; and,
6. Height; Clear Trunk or Gray wood, Container size.

3.A.1.C Notes on Landscape Related Plans

All Planting notes and specifications shall be in compliance with the Florida Grades and Standards for Nursery Plants, as amended.

Table 3.A.1.B - Standard Notes on Landscape Related Plans

	Elements	Description
a.	Mulch	All planted areas shall contain a three (3) inch layer of shredded mulch.
b.	Final Grade	All existing asphalt and compacted base materials shall be removed from the planting areas and replaced with clean top soil prior to planting. The final grade within the planting areas shall be two (2) inches below the adjacent paved areas or top of curb.
c.	Drainage	All planting beds shall be shaped and sloped to provide proper drainage;
d.	Pruning	All plant material shall be pruned, if needed, to achieve the shape and form characteristic to their design intent. Pruning shall be in strict accordance with ISA standards;
e.	Groundcover	All sod or seed shall be certified (if applicable), and weed and insect free;
f.	Groundcover	Landscape and/or sod shall be placed to the edge of pavement from vehicular areas, adjacent canal banks, lakes or other landscape areas;
g.	Planting Pit	All planting areas shall be excavated to a depth of thirty (30) inches minimum and backfilled with a soil mix consisting of 1/3 native soil, 1/3 clean sand and 1/3 composted cow manure or comparable composted organic material;
h.	Root Barrier	Root barriers shall be installed where required by local utility company or other regulating agencies;
i.	Root Barrier	Where Ficus Species are used, appropriate setbacks and safeguards (Root barriers) shall be required;
j.	Utilities	Contractor shall be responsible for locating existing utilities or other obstructions which may interfere with plant installation;
k.	Utilities	Call Sunshine One Call service for underground utility locations 48 hours prior to any excavation or digging 1-800-432-4770.

3.B GUIDELINES

3.B.1 [Palm Beach County Pruning Guidelines](#)

3.B.2 FPL Guidelines “Right Tree, Right Place”

FPL website is found on: http://www.pbcgov.com/techmanual/pdf/FPL_Plant_The_Right_Tree.pdf

3.B.3 Environmental Resources Management – Best Management Practices

ERM website is found on: <http://discover.pbcgov.org/erm/Pages/Permitting-Regulation.aspx>

3.C EXISTING NATIVE VEGETATION - PRESERVATION

This Title of the Technical Manual corresponds to ULDC Art. 7.E, Existing Native Vegetation, Prohibited, and Controlled Plant Species. For the purpose of this Title, trees, palms, pines or any types of vegetation that are subject to preservation, mitigation, relocation on-site, relocation off-site and removal are referred to as **Vegetation**. The Applicant is recommended to review the Environmental Resources Management Department’s Best Management Practices (see above link) and Article 14.C, Vegetation Preservation and Protection for applicable requirements or guidelines. **[12/2020]**

For Variance and Waiver applications that are related to Landscaping, the Applicant shall submit an Alternative Landscape Plan (ALP). The Applicant may provide the Vegetation Disposition Chart on the ALP, if applicable. For all other applications, the Applicant may provide the Chart on the Regulating Plan. [3/2020]

3.C.1 Vegetation Survey

The Vegetation Survey shall show all existing native vegetation on the subject property, and shall include a Vegetation Disposition Chart with information indicated in 3.C.2 listed below. Where applicable, Staff may also require the same for non-native specimen or champion trees. The Survey and Chart shall be signed and sealed by either a Florida State Licensed Landscape Architect or an Arborist certified by the International Society of Arboriculture (ISA) to ensure accurate information is included for submittal of Zoning applications. [12/2020]

3.C.1.A Vegetation Survey Alternatives

Alternatively, the DRO may allow the surveyed vegetation be identified and consolidated on a Zoning Plan (Site or Subdivision) with the Vegetation Disposition Chart instead of submitting a separate Vegetation Survey, if the quantity of existing vegetation is de Minimis, and can be clearly shown on the Site or Subdivision Plan. [3/2020]

3.C.1.B Prior Approved Landscape Plan(s)

When a property has a previously approved Landscape Plan, and the Applicant is proposing a new request to modify the approved Site/Subdivision Plan, the DRO may allow the Applicant to submit a revised Landscape Plan, and not a Vegetation Survey with a Vegetation Disposition Chart, and shall amend the Landscape Plan to show the proposed revisions. [3/2020]

3.C.2 Vegetation Disposition Chart

The Disposition Chart is prepared based on the information from a Vegetation Survey. The Disposition Chart shall include the following information for each existing native or non-prohibited Tree, Pine or Palm:

- A.** Tag # - Assign a number to each tree, palm or pine;
- B.** Species – common or botanical name;
- C.** Size
 1. Trees and Pines shall be measured using Diameter at Breast Height (DBH) in inches (DBH is measured at 4.5 feet above grade); and,
 2. Palms shall be measured by height of trunk in feet, either Clear Trunk or Grey wood depends on the species of the palm.
- D.** ERM Vegetation – that are under the jurisdiction of ERM pursuant to Art. 14.C, Vegetation Preservation and Protection;
- E.** Zoning Vegetation – that are under the jurisdiction of Zoning pursuant to Art. 7.E, Existing Native Vegetation, Prohibited, and Controlled Plant Species;
- F.** Disposition
 1. Preserve (could be ERM and/or Zoning Trees. Credit for preservation is calculated using ULDC Table 7.E.3.C, Vegetation Credit and Replacement);
 2. Relocate on site (Vegetation to remain but to be relocated within site, could be ERM and/or Zoning Trees);
 3. Relocate off site (Vegetation to be relocated to a site designated by ERM, could be ERM Vegetation);
 4. Mitigate on site (ERM Vegetation. Vegetation is to be removed and Vegetation is mitigated on the site using ULDC Table 7.E.3.C, Vegetation Credit and Replacement);
 5. Mitigate off-site (ERM Vegetation. Vegetation are to be removed and Vegetation are mitigated off site using ULDC Table 7.E.3.C, Vegetation Credit and Replacement. ERM must designate a location for the off-site mitigated Vegetation);
 6. Replace on site (Zoning Vegetation. Vegetation is to be removed and Vegetation. Vegetation is replaced on the site using ULDC Table 7.E.3.C, Vegetation Credit and Replacement).

Table 3.C.2 - Example of Vegetation Disposition Chart

Tag#	Species	Size *	ERM	Zoning	Proposed Disposition	ERM Mitigation	Zoning Replacement	Credit	Notes
						Calculated per Table 7.D.2.E – Tree Credit and Replacement			
1	Live Oak	6"	Yes	NA	Preserve	NA	NA		Tree barricade (See Landscape Note 6)
2	Royal Palm	12'	NA	Yes	Relocate on-site	NA	1 palm		Area TBD at Final DRO
3	Sabal Palm	16'	Yes	NA	Relocate on-site	NA	NA		Area TBD at Final DRO
4	Pine	4"	Yes	NA	Mitigate on-site	2 trees	NA		Mitigated with different species
5	Pine	6"	Yes	NA	Mitigate on-site	3 trees	NA		Mitigated with different species
6	Pine	8"	Yes	NA	Mitigated on-site	3 trees	NA		Mitigated with different species
Notes:									
*	Canopy Tree or Pine – Use DBH Palms - use clear trunk or grey wood depends on species								

3.C.3 Vegetation Calculation

The Applicant shall use the following table to demonstrate the quantity of Vegetation by listing the applicable items. This Table only applies to those sites where existing vegetation are subject to preservation. [3/2020]

Table 3.C.3 - Vegetation Calculation (Example)

	Requirements	Quantity
a	Total existing Vegetation on Site (surveyed and tagged)	100
b	Total existing Vegetation to be preserved and remained in their original location	25
c	Total existing Vegetation to be relocated on site	38
d	Total existing Vegetation to be mitigated	37
e	Total mitigated Vegetation to be replaced per Table 7.D.2.E – Tree Credit and Replacement	56
f	Total proposed Vegetation required by Art.7 (e.g. Perimeter buffers and Interior Landscaping)	45
g	Total No. of Vegetation to be preserved/relocated/mitigated and Art.7. (= b+c+e+f)	164

3.C.4 Vegetation Tagging

- A. All Vegetation shall be tagged using either a plastic ribbon tying around the trunk or a tag that is attached to the trunk. The numbers shown on each tag shall correspond to the number identified on the Vegetation Disposition Tabular and/or Vegetation Survey.
- B. Prior to site clearing and tree removal, Vegetation to be preserved, mitigated, relocated on-site, relocated off-site or removed shall be identified using different color plastic ribbon or tag.
- C. For sites with clear access to Vegetation to be preserved, Staff will accept plastic ribbon fixed to survey stakes to delineate larger groupings of Vegetation to be preserved. This is usually performed by the environmental consultant or landscape architect. [3/2020]

3.C.5 Vegetation Barricades

- A. Vegetation to be preserved shall be barricaded with a 3-foot high plastic mesh (orange OSHA) supported by 5-foot long rebar or 2" x 2" wood stakes or equivalent. **[3/2020]**
- B. Vegetation to be preserved at a lower final grade may be protected with a 24-inch high silt fence around the preserve area or Vegetation with the addition of the 3-foot high plastic mesh, if needed.
- C. If hand clearing is necessary within the preserve area or under the Vegetation canopy, Vegetation to be preserved can initially be delineated by plastic ribbon affixed to survey stakes (to avoid putting up and taking down fencing) and then protected with either plastic mesh and/or the silt fence.
- D. Vegetation to be relocated can usually be delineated by plastic ribbon affixed to survey stakes unless their relocation is delayed due to root pruning. If root pruning is required, the Vegetation shall be protected with either plastic mesh and/or silt fence. **[3/2020]**

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TITLE 4 - ARCHITECTURAL

4.A GENERAL PLAN STANDARDS

For preparation of Architectural Elevations, the Applicant shall refer to Title 2, Plans for Format and other drafting standards.

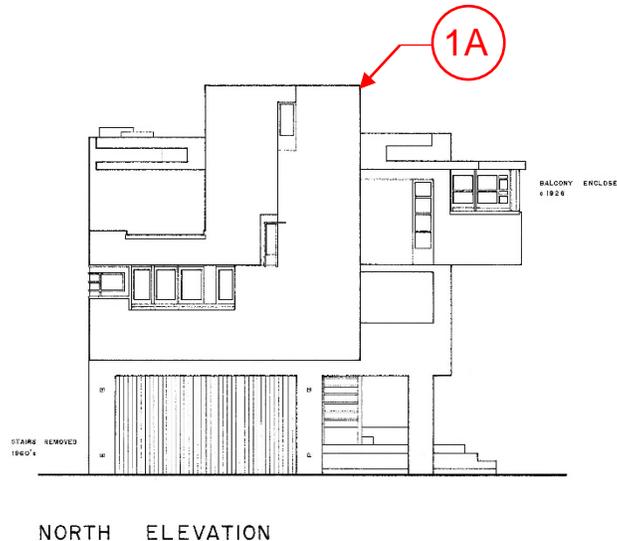
In addition to the above, the following shall also be identified on the Plan or Elevation.

1. Location key showing footprint of building and elevation orientation; and,
2. Projects with multiple buildings shall provide separate pages and elevations for each building.

4.A.1 Non-Residential Design Elements

The following Table(s) shall be used as a template and shown on the Architectural Elevations to demonstrate how the project is in compliance with Article 5.C, Design Standards. On each Table, Column 1 references the Code section, and Column 4 lists the related required design elements. Columns 2 and 3 are Keys to assist the Applicant and Staff in efficiently identifying where on the elevations the requirements have been met.

Example: The Applicant should first identify the Primary Roofline Elements (Numbered 1 in the ID1 Column) and then which element is being used (A, B or C in the ID2 Column) and create a callout to label the elevation.



Next, in the Table under the columns for each façade, specify how the elements are provided.

Example:

ULDC Reference	ID 1	ID 2	Requirement Selection	Front North	Side	Rear	Side
				Indicate the North, South, East, or West façade orientation			
Primary Roofline pursuant to Table 5.C.1.H – Primary Roof Design Element							
One Required element per façade; or any combination of A, B, and C	1	A	Articulated parapet walls, 30% of roof line with 100' maximum spacing between articulation;	3 plane breaks provided			
		B	Pitched roof with min 12" overhanging eaves;				

			C	Two or more plane breaks/slopes per façade;				
Secondary Roofline pursuant to Table 5.C.1.H – Secondary Roof Design Element								
One element required per façade	2	A	Decorative roof details (i.e. cupolas, dormers, exposed rafter tails, balconies, etc.);	(list element(s) of conformity for elevation)				
		B	Cornices with decorative moldings;					
		C	Pediments, porticos, architectural features at entryways, or decorative towers.					

Table 4.A.1 - Non-Residential Elements

ULDC Reference	I D 1	I D 2	Requirement Selection	Front	Side	Side	Rear
				Indicate which elevation (North/South/East/West) for each façade of the building			
Primary Roofline pursuant to Table 5.C.1.H – Primary Roof Design Element							
One required element per façade; or any combination of A, B and C	1	A	Articulated parapet walls, 30% of roof line with 100' maximum spacing between articulation				
		B	Pitched roof with min 12" overhanging eaves				
		C	Two or more plane breaks/slopes per façade				
Secondary Roofline pursuant to Table 5.C.1.H – Secondary Roof Design Element							
One required element per façade	2	A	Decorative roof details (i.e. cupolas, dormers, exposed rafter tails, balconies, etc.);				
		B	Cornices with decorative moldings;				
		C	Pediments, porticos, architectural features at entryways, or decorative towers.				
Façade – Recesses/Projections, Walls and Storefronts pursuant to Art. 5.C.1.H.1.c.1.a) - c)							
All elements are required	3	A	Recesses/Projections: facades >50' shall provide recess/projection a minimum of 20% of total length of facade, maximum of 100' between recesses/projections, depth min. 12"	___ % of length; ___ " depth	___ % of length; ___ " depth	___ % of length; ___ " depth	___ % of length; ___ " depth
		B	Walls: No blank walls exceeding 10'w x 20'l, patterns to be 10' on center	List blank walls - dimensions	List blank walls - dimensions	List blank walls - dimensions	List blank walls - dimensions
		C	Storefronts: Display windows along 20% of facade length	Storefronts at ___% of length	Storefronts at ___% of length	Storefronts at ___% of length	Storefronts at ___% of length
Exterior Treatment and Fenestration Details pursuant to Art. 5.C.1.H.1.c.2.a) - b)							
One Additional Element required	4	A	Exterior Treatment: 80% maximum primary, 20% minimum secondary treatments	Fenestration along ___% of façade	Fenestration along ___% of façade	Fenestration along ___% of façade	Fenestration along ___% of façade
		B	Fenestration details: provided along a minimum of 60% of facade length				

Entries pursuant to Table 5.C.1.H – Primary Entry Feature Design Elements							
One design element required	5	A	canopies, porte-cochere or pórticos;				
		B	wall recess or projection (min. 12" depth);				
		C	covered arcades (min. 8' clear width);				
		D	peaked roof forms;				
		E	arches, columns or pilasters.				
Entries pursuant to Table 5.C.1.H – Secondary Decorative Treatment							
One design element is required per façade	6	A	Overhangs, cornices and eaves;				
		B	Decorative moldings or trims around windows and doors;				
		C	Covered public outdoor patio/plaza incorporated with entry area (not part of tenant space);				
		D	Special Pavers, bricks, decorative concrete, or other similar pavement treatment				
		E	Architectural detailing (i.e. tile work, moldings).				

4.A.1.A Colors

The Applicant shall utilize the Visual Impact Analysis to demonstrate compliance with Art. 5.C.1.H.1.e, Color.

4.A.2 Non-Residential Rural Design Elements

For Non-Residential projects in the Rural and Exurban Tiers, the Rural Design Elements in the following Table(s) shall be incorporated in addition to the elements in Table 4.A.1.

Table 4.A.2 - Non-Residential Rural Design Elements

ULDC Reference	I D 1	I D 2	Requirement Selection	Front	Side	Side	Rear
				Indicate which elevation (North/South/East/West) for each façade of the building			
Roof pursuant to Table 5.C.1.H – Rural Roof Design Element							
Roofline along each applicable elevation shall incorporate a minimum of one design feature (2)	1	A	Articulated parapet for each 200 linear feet with an attached hip roof (e.g. hip-on-deck), two or more plane breaks or slopes, and, minimum 12 inch overhanging eave;				
		B	Full pitched roof (e.g. hip, gable, mansard, gambrel, etc.) with two or more plane breaks or slopes;				
		C	Combination of items 1 and 2 above				
Roof pursuant to Table 5.C.1.H – Rural Decorative Roof Treatment							
Roofline along each applicable elevation shall incorporate a	2	A	Decorative roof details such as dormers, cupolas, rafter tails, balconies, terraces, or exposed beams				

minimum of one design feature		B	Cornices with decorative moldings;				
		C	Pediments, porticos, architectural features at entryways, or decorative towers.				
Roof Materials pursuant to Art. 5.C.1.H.1.g.1).a)							
Roof materials	3		Shall be limited to standing seam metal, corrugated, or 5V crimp made of copper, terne-coated stainless steel, galvalume or galvanized steel, slate, dimensional or architectural wood shingles, or metal shingles.	Indicate type of Roof materials from the List.			
Exterior Building Finishes pursuant to Art. 5.C.1.H.1.g.2)							
Exterior building and sign finishes shall be limited to	4	A	Columns or Pilaster				
		B	Brick or brick veneer				
		C	Stone				
		D	textured stucco				
		E	split face, pre-formed, or textured masonry block.				
Facades pursuant to Art. 5.C.1.H.1.g.3).a) – Single Story Buildings							
A minimum of three of the architectural details or other similar treatment shall be integrated into all applicable single story building facades. In addition selecting three details from A-H, apply I to all multi-story Buildings.	5	A	Columns or Pilaster				
		B	Decorative cornices				
		C	Horizontal banding				
		D	Arches				
		E	Decorative vents or louvers				
		F	Moldings and trims				
		G	Decorative shutters				
		H	Bay windows				
		I	Breaks such as canopy, balcony, overhang, or other horizontal projections.				
Porches and Entryways pursuant to Art. 5.C.1.H.1.g.4)							
	6	A	Porches along the entire front facades and 50% of the rear facades if contiguous to a public street or residential zoning district				
		B	Minimum unobstructed width of eight feet				
		C	Porches shall incorporate decorative railings with posts at a maximum of 12 feet on center along the entire length, excluding pedestrian access points.				
Windows and Doors pursuant to Art. 5.C.1.H.1.g.5)							
	6	A	All windows and doors shall have architectural details such as panels, transoms, crossbucks, shutters, decorative trims, or moldings. All glass areas shall appear to be multi-paned.				

4.A.3 Multifamily Residential Design Elements

For Multifamily projects the design elements shall comply with Tables 4.A.1 and 4.A.2 (if applicable) and the following:

Table 4.A.3 - Multifamily Residential Design Elements

ULDC Reference	I D 1	I D 2	Requirement Selection	Front	Side	Side	Rear
				Indicate which elevation (North/South/East/West) for each façade of the building			
Multifamily Residential Design Elements pursuant to Art. 5.C.1.H.2							
Master elevation to conform to Visual Impact Analysis			Balconies and Patios: Individual balconies and/or patios shall be provided for a minimum of 20 percent of the total number of units within each building.	20% of ___ units = ____ ; Total # of Units with balconies/patios= ____			

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TITLE 5 - SIGNAGE

5.A GENERAL PLAN STANDARDS

For preparation of any Sign related plans, the Applicant shall refer to Title 2, Plans for format and other drafting standards and provide a Location Key showing location of the signs.

5.A.1 Building Mounted - Wall Sign Standards

The following Table(s) shall be used as a template and shown on either the Master Sign Plan, Alternative Sign Plan, Site Plan or Regulating Plan, whichever is applicable to demonstrate how the project is in compliance with Article 8, Signage. On each Table, Columns 1 and 2 reference the Code section and requirements, and Column 4 lists the related dimensional requirements. Column 3 is for the Sign ID - alpha-numerical keys to assist the Applicant and Staff in efficiently identifying where on the sign elevations the requirements have been met.

Example: The Applicant should first identify the Sign Area (Numbered 1 in the ID Column) and then the proposed dimensions and create a callout to label the elevation.

Table 5.A.1 - Wall Signs in U/S Tier (Example illustrated in red)

U/S Tier						
ULDC Requirements per Table 8.G.1.A – Wall Sign Standards	Sign ID	Proposed Sign Dimensions, Separation between signs				
		Front (East)	Side	Side	Rear	
Maximum Sign Area (per linear ft. of the wall to which the sign is attached).	1.0 sq. ft. along any one side of the building	W1	50			
	0.5 sq. ft. along any of the remaining sides of the building or 0.25 sq. ft. for walls adjacent to a residential zoning district or use					
Minimum wall sign per tenant space	24 square feet					
Minimum Horizontal and Vertical Separation between Signs	3 ft.					
Maximum Projection from Surface of Building	24 in.					
Minimum Vertical Separation Between Sign and Roof Line	6 in.					
Minimum Horizontal Separation Between Sign and Roof Line	6 in.					

For Wall Signs, an elevation of the building shall be provided with the wall sign(s) fully dimensioned with ID Key callouts consistent the Wall Sign Table.

Figure 5.A.1 - Example of dimensioning wall sign

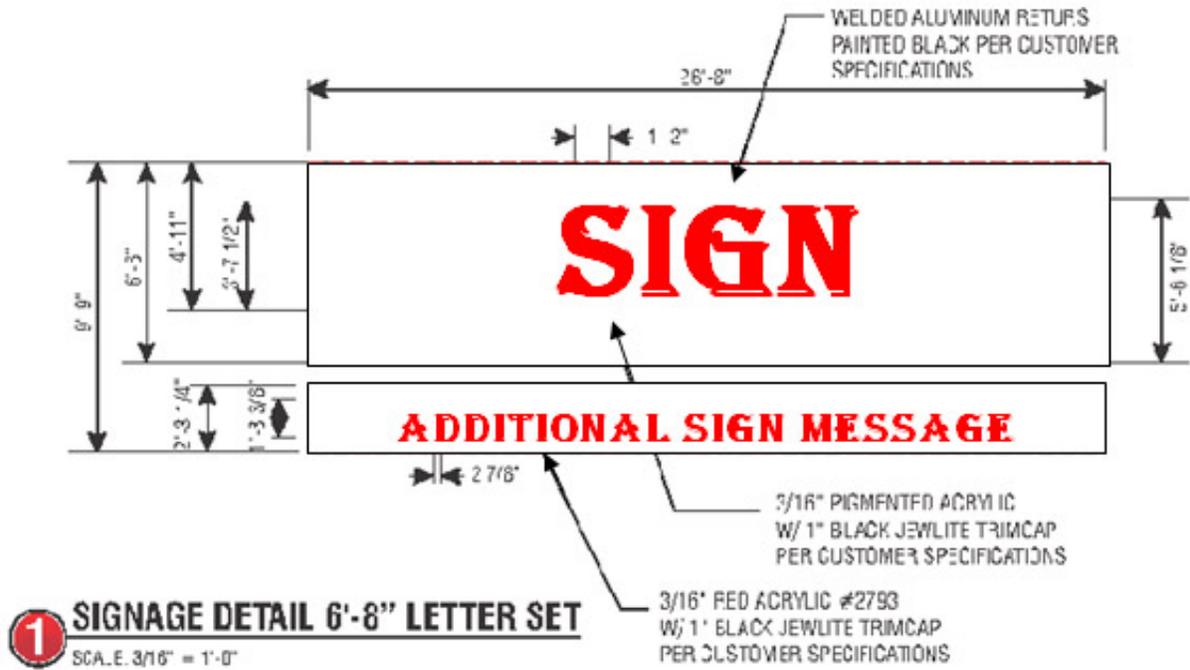
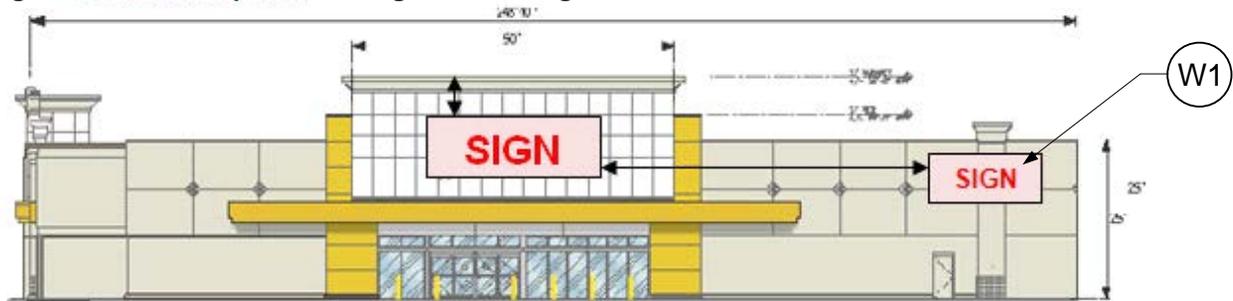


Figure 5.A.2 - Example of wall sign on building elevation



East Elevation

5.A.2 Ground Mounted – Freestanding Signs

The following Table(s) shall be used as a template and shown on either the Master Sign Plan, Alternative Sign Plan, Site Plan or Regulating Plan, whichever is applicable to demonstrate how the project is in compliance with Article 8, Signage. On each Table, Column 1 references the Code section and requirements, and the remaining Columns list the related required and proposed dimensional requirements. See example below:

Table 5.A.2 - Freestanding Signs in U/S Tier (Example)

Street Name/Length of frontage	Max. No. per Project Frontage		Max. Sign Area (1.0 sq. ft. per lineal ft. of frontage) and Max. Individual Sign Area		Max. Sign Height (4)		Min. Setback		Min. Separation	
	Allowed	Proposed	Allowed	Proposed	Allowed	Proposed	Allowed	Proposed	Allowed	Proposed
Freestanding Signs										
Okeechobee Blvd 1,200 lin. ft.	3	2	600 sq. ft.	350 sq. ft.	-	-	-	-	-	-
Sign A	-	-	-	200 sq. ft.	15'	12'	5'	7.5'	-	-
Sign B	-	-	-	150 sq. ft.	15'	8'	5'	7'	-	-
Haverhill Rd 600 lin. ft.	2	1	-	-	-	-	-	-	-	-
Sign C	-	-	-	200 sq. ft.	15'	8'	-	-	-	-
Freestanding Outparcel Identification Signs										
Okeechobee Blvd Sign D	1	1	20 sq. ft.	18 sq. ft.	6 ft.	6 ft.	5 ft.	5 ft.	30 ft.	NA
Haverhill Rd Sign E	1	1	20 sq. ft.	18.5 sq. ft.	6 ft.	4 ft.	5 ft.	6 ft.	30 ft.	NA

5.A.3 Sign Plan

For Ground Mounted signs (freestanding, outparcel identification, entrance, flags, flagpoles, on-site directional, project identification, off-site directional, etc.), each proposed sign must be graphically shown on a Sign related Plan (Sign Plan or Alternative Sign Plan). If more than one sign is proposed for the subject property, identify each sign with a reference "letter", e.g. Sign A, Sign B, Sign C, etc.

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TITLE 6 - QUICK LINK TO COUNTY AGENCIES WEBSITES

6.A REFERENCE TO MANUALS AND WEBSITES

6.A.1 Building

The Florida Building Codes are available online at:

<http://discover.pbcgov.org/pzb/building/Pages/Building-Code.aspx>

6.A.2 Environmental Resources Management (ERM)

ERM website is are found on:

<http://discover.pbcgov.org/erm/Pages/Permitting-Regulation.aspx>

6.A.3 Land Development

Land Development Design Standards Manual is available on the Department of Engineering website:

<http://discover.pbcgov.org/engineering/LandDevelopment/Design-Standards.aspx>

6.A.4 Palm Tran

Transit Design Manual found on PalmTran Website:

<http://discover.pbcgov.org/SearchCenter/Pages/results.aspx?k=transit%20design%20manual>

6.A.5 Parks and Recreation

Refer to ULDC, Art.5.D.

6.A.6 Palm Beach County Water Utilities - Water/Sewer

http://pbcwater.com/developer_requirements.htm#Design%20Standards

6.A.7 Schools

For Public Schools, which includes Charter Schools, see Interlocal Agreement for Coordinated Planning.

<http://discover.pbcgov.org/pzb/planning/PDF/Projects/School%20Board%20%20ILA%20BCC%20Approved.pdf>

For all others see <https://www.palmbeachschools.org/>

6.A.8 Survey

The Florida Standard of Practice (FSP) - <https://www.freshfromflorida.com/Business-Services/Surveyors-and-Mappers/Standards-of-Practice-MTS> Florida Standards of Practice (Chapter 472.027, Rule 5J-17.050-.052) for Boundary Survey. These are the "Minimum" standard for Surveys being submitted for approval (See Title 1.A for more specifics).