



COMMUNITY RESIDENCE, RECOVERY COMMUNITY OR CONGREGATE LIVING FACILITY (CLF) CONFIRMATION APPLICATION INSTRUCTIONS

Palm Beach County Zoning Division

2300 North Jog Road, West Palm Beach, FL 33411, (561) 233-5200

INTRODUCTION

Pursuant to Unified Land Development Code, Article 2.C.8.A.2.d, Confirmation for Community Residence, Recovery Community or Congregate Living Facility, an Applicant shall provide documentation on how the Community Residence, Recovery Community or Congregate Living Facility will comply with the Location, Maximum Number of Residents, and Licensing/Certification or Charter requirements.

COMMUNITY RESIDENTIAL USES - ZONING CONFIRMATION LETTERS

These instructions are for a Zoning application for a Zoning Confirmation Letter for Community Residential Housing. Should the proposed use not meet the requirements of Article 2.C.8.A.4.c, a Public Hearing approval such as Type 2 Waiver or Class A Conditional Use approval will be required. An Applicant seeking a Zoning Confirmation Letter for Community Residential Housing can email inquire with documentation to PZB-ZoningCRH@pbc.gov to discuss the process and submittal requirements further described within these instructions.

COMMUNITY RESIDENTIAL HOUSING USE TYPES

Refer to [Art. 4, Use Regulations](#), which include the Use Matrix, supplementary use standards and requirements of each of the listed uses below for completing the "Proposed Use (per ULDC)". Below are the general descriptions of the Community Residential Housing uses:

Family Community Residence

- Licensed under F.S. 419 – 5 to 14 residents; meets separation of 660 feet or 7 lots, whichever is greater; permitted in Zoning District.
- Not licensed under F.S.419 – 5 to 10 residents; meets separation of 660 feet or 7 lots, whichever is greater; permitted in Zoning District.

Transitional Community Residence

- Defined in F.S.419 – maximum 6 residents; meets separation of 660 feet or 7 lots whichever is greater (maybe exempt from separation if licensed under F.S.419, with max 6 residents); permitted in Single Family Zoning District only.
- Not defined or licensed in F.S.4195 – maximum 10 residents (if); meets separation of 660 feet or 7 lots, whichever is greater; permitted in Multifamily Residential Zoning District; a Type 2 Waiver may be required if not defined in F.S.419 and located in Single Family Zoning Districts.

Recovery Community

- Multiple dwelling units, Townhouse, Multifamily, or a group of Single Family or other detached dwellings; licensed or certified under one license by a State approved entity, meets separation of 1200 feet or 10 lots, whichever is greater; permitted in Multifamily Residential Zoning Districts.

Congregate Living Facility

- 14 or fewer residents; meets separation of 660 feet or 7 lots, whichever is greater; permitted in Multifamily Residential Zoning Districts.

APPLICATION INSTRUCTIONS

The following guidelines provide instructions for the completion of the application. The blank application and forms are available via the Zoning Website at: [PZB - Zoning Division \(pbc.gov\)](http://PZB - Zoning Division (pbc.gov)).

1. **Registration:** Register as an Agent or Log in at [Register/Log in Portal](#)

2. Application Intake

- Intake:** The intake of CRH applications is ongoing and can be submitted at any time.
- Online submittal:** Upload Application with all documents and plans through the Online Portal using the drop down menu for “CRH – Community Residential Housing”. See below for application requirements.

Zoning Confirmation Letter for Community Residential Housing Application Submittal Requirements

The following document are required at intake:

Application Forms/Documents:

- Form 132 - Confirmation for Community Residence Form (Word format)
- Form 2 - Affidavit of Completeness and Accuracy
- Form 3 - Consent Form
- Warranty Deed
- Justification Statement
 - A summary of the request. (*What are you asking for?*)
 - Summary of activities on site. (*What is going to be happening on site? This should match your business plan submitted to the state*)
 - Summary of total of residents and staff that will be living on site, and if the owner will be living on site (*Note: The owner is considered staff*)
 - Add information/justification on how this site meets the use definition and how it is in compliance with the code.
 - If there are any prior approvals or changes in use.
 - Any other information related to the property or use.
- Sunbiz Registration Information or Articles of Incorporation for the facility
- Facility Lease Agreement/ Resident Contract (*Only applies to Family Community Residence*) please provide a copy of a blank lease agreement or contract provided to the residents of the facility with the language of their 1 year residency in accordance with the definition of the use.

Plans:

- A Floor Plan for every dwelling unit- The floor plan needs to show:
 - Difference in line weight between interior and exterior walls
 - Access into the home
 - Each bedroom indicate the following:
 - Window and closet location.
 - Label each room with an identifying number (Example #1, #2, #3 etc.)

- Dimension every room, excluding closets.

Note: The floor plan must be consistent with the building permit records for the structure. Building permit records are available through the following:

1. Contact Building Division Records at (561) 233-5160 to request copies of the plans related to your property.
2. Compare those plans to your proposed or existing floor plan.
3. If **the plans are consistent** with your proposed or existing floor plan, you may include the floor plan(s) with the application submittal.
4. If **the plans are inconsistent**, your application will not be accepted. Contact the Building Division to determine what would be necessary for consistency between the current building layout and the building records.
5. Once the Certificate of Occupancy has been issued, and all other submittal requirements have been completed, you can submit your Community Residential Housing "CLF" application online.

Note: In accordance with Palm Beach County, Florida Code of Ordinance / Chapter 14-44 every habitable room used for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor area, and every room occupied for sleeping purposes by more than one (1) person shall contain at least fifty (50) square feet of floor area for each occupant thereof.

Note - Site Inspection: The Zoning Division does not perform inspections for this application type. However, the state agency may request approvals from other departments, which may require inspections or additional permits. The applicant is responsible for contacting the state agency and obtaining approvals from any applicable departments. The approval process for these departments may take more than six months.

1. Application Processing:

- Sufficiency Review:** Upon receipt, Zoning Staff will complete a Sufficiency Review within 10 working days. Applications found sufficient will be processed. Applications found Insufficient will be directed to modify the application or documents and re-submit. See ULDC Art. 2.C.2.A, Sufficiency Review.
- Fees:** Zoning Staff shall issue a Fee Invoice to the Applicant upon the finding that the application is Sufficient for processing. Fees can be paid online at [ePZB Admin \(pbcgov.org\)](https://ePZB.Admin(pbcgov.org)) The Fee Schedule can be found at [Fees.pdf \(pbcgov.org\)](https://Fees.pdf(pbcgov.org))
- Application Review:** Following payment of the Fee Invoice, Zoning Staff will review the application and submitted documentation to ensure the proposal meets the requirements of ULDC Art.4.B.1 Residential Uses.

2. Issuance of ZCL (Provisional):

If the documentation demonstrates compliance with the ULDC, the Zoning Division shall issue a Provisional Zoning Confirmation Letter that provides the Applicant a 6 month time frame to submit a copy of the license, certification, or charter to the Zoning Division.

3. Zoning Confirmation Letter (Final):

Upon submittal of the license, certification, or charter by the appropriate State Agency, or an Oxford House Charter, to the Zoning Division within the allotted 6 month time frame, the Zoning Division will issue the Zoning Confirmation Letter (Final). The Applicant may request that the Zoning Division issue a Time Extension to provide more time for submittal of this documentation.

- a. **Potential Type 2 Waiver:** If a license, certification, or charter is not granted by the appropriate State Agency, or an Oxford House Charter, and provided to the Zoning Division within the allotted 6 month time frame, and another Community Residence, Recovery Community or Congregate Living Facility is approved within the minimum separation requirements, a Type 2 Waiver will be required for the proposed use. A Type 2 Waiver is subject to approval by the Board of County Commissioners.
4. **Change of Occupancy:** At time of building permit, the Building Division may require a Change of Occupancy permit in order to complete the structural modifications needed for the licensure. Please submit the Provision Letter with the permit application submitted via the [Building Division ePZB Portal](#).

Should you have any questions regarding the above instructions you may contact the Zoning Division at 561-233-5200 or PZB-ZoningCRH@pbc.gov via for assistance.