



CONCURRENCY SUPPLEMENTAL APPLICATION INSTRUCTIONS

Palm Beach County Zoning Division

2300 North Jog Road, WPB, FL 33411, (561) 233-5200

INTRODUCTION

ULDC Art. 2.F, Concurrency (Adequate Public Facility Standards), requires that that adequate potable water, sanitary sewer, solid waste, drainage, park, road and mass transit public facilities, and fire-rescue are available to accommodate development concurrent with the impact of development on such public facilities, consistent with the LOS standards for those public facilities adopted in the Plan. This objective is accomplished by (1) establishing a management and monitoring system to evaluate and coordinate the timing and provision of the necessary public facilities to service development; and (2) by establishing a regulatory program that ensures that each public facility is available to serve development concurrent with the impacts of development on public facilities. This authority is pursuant to Art. VIII, § 1, Fla. Const., the PBC Charter, F.S. § 125.01 et seq., F.S. § 163.3161(8), F.S. § 163.3177(10)(h), and F.S. § 163.3202(2)(g).

CONCURRENCY DOCUMENT REQUIREMENTS

All Public Hearing and Administrative Applications that impact public facilities require **Form 31, Concurrency Supplemental**, as an attachment with associated documents. Concurrency review can also be reviewed as a Separate Standalone Concurrency application. The following list of documents are required for any application requiring a Concurrency review, whether associated with another application or standalone/separate.

1. **Drainage Statement.** Proposed developments must have a legal right to convey stormwater to a point of legal positive outfall or meets the exemption provisions of Art. 5.E.3, Drainage. A Drainage Statement signed and sealed by a licensed Florida Professional Engineer is required and must meet the following requirements.
 - a. 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.
 - b. All drainage documents must be digitally signed and sealed and be capable of verification in conformance with Chapter 61G15-23, Seals, Florida Administrative Code and Florida Administrative Register. All digital signatures and seals shall be verifiable. <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61G15-23>
 - c. Email questions to: ENG-LD-ZONING@pbc.gov
2. **Traffic Study/Statement.** A traffic study is required for all applications increasing non-residential square footage and/or residential density. Proposed developments must comply with Art. 12, Traffic Performance Standards. Exceptions may be allowed pursuant to Traffic Engineering analysis, such as rezonings that do not have a proposed site plan. With each Public Hearing or Development Review Officer application intake, Applicants must either upload a Traffic Study/Statement or correspondence from Traffic Engineering stating that a Traffic Study/Statement is no necessary

a. **Traffic Study/Statement Requirements.**

- **Schools**, a traffic circulation and operating plan is required. This may be submitted as part of the traffic report.
- **Commercial Vehicle and/or large truck traffic** large truck traffics are expected and when a school bus enters a residential PUD for pick-up/drop-off, an auto-turn analysis will be required.

b. Traffic Study Review fee will be required.

c. 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 ULDC 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.

d. Digital Signature and Seal – All Traffic documents must be digitally signed and sealed and be capable of verification in conformance with Rule 61G15-23, Seals, Florida Administrative

e. Email questions to: Dom Simeus (DSimeus@pbc.gov) and Alberto Lopez Tagle (ALopezTagle@pbc.gov), with cc to Quazi Bari (QBari@pbc.gov).

f. The following table must be included in all Traffic Studies.

A. Traffic Analysis Table	
Existing Use	<i>Provide land use type and intensity</i>
Existing Max Trip Generator	<i>Provide the ITE Use Name & the trip generation rate</i>
Proposed Use	<i>Provide land use type and intensity</i>
Proposed Max Trip Generator	<i>Provide the ITE Use Name & the trip generation rate</i>
Net Existing Trips	Daily _____ AM _____ PM _____
Net Proposed Trips	Daily _____ AM _____ PM _____
Access	<i>Provide access connections and type (e.g., roadway name, full access, right-in/right-out, U-turn locations if needed, etc.)</i>
Build Out	<i>Provide build out year</i>
Future Land Use Information	<i>If applicable, provide development limitation conditions (land use, intensity, trips, etc.) and demonstrate how those limitations are being satisfied in the Zoning application</i>
How TPS is Met	
Intersection Analysis and Results	<i>List significant intersections analyzed and results (CMA, LOS) and whether they have background failures. Add any additional information, as necessary.</i>
Link Analysis and Results (Test 1 only)	<i>List <u>only significant links</u> that <u>do not meet</u> adopted LOS and identify if they have background failures Add any additional information, as necessary.</i>
Proportionate Share	<i>Specify amounts and required improvements</i>
Proposed Conditions	
Proposed Conditions (except Prop Share, which is covered above)	<i>List site related turn lanes required, signalization proposed, median modification needs, extension of turn lanes, off-site intersection and roadway improvements, etc. The standard language of the conditions for the resolution will be drafted by the County staff.</i>

3. **Water and Waste Water.** Zoning applications that require a Concurrency / Adequate Public Facilities analysis must include the following potable water and sanitary sewer documents:
- **Service Availability Letter.** At the time of submittal of the Zoning Application, the Applicant must provide a Service Availability Letter for the Application to be deemed sufficient. The Service Availability Letter is issued by the applicable water and waste water provider to the Applicant upon request. This letter does not determine whether or not they need a Concurrency Letter. The Service Availability Letter must be on letterhead of the utility provider, and must include the following information:
 - Confirmation that the subject site is located within the associated service area;
 - Confirmation that existing buildings within the subject site are or are not connected to potable water and/or sanitary sewer.
 - If connected, confirmation that the development proposal can continue connection to potable water and/or sanitary sewer.
 - Identification of the nearest point of connections to potable water and sanitary sewer, including diameter, distance, and location.
 - If the project lies within a mandatory reclaimed water area, that information should also be included.
 - Please note that the utility providers will typically requests a preliminary site plan for review prior to preparing the Service Availability Letter. However, it is ultimately up to the Applicant's Engineer to determine whether or not there will need to be an upgrade of the meter for existing structures.
 - **Development Review.** Please note that during the Development Review Process, the Applicant may be required to provide a preliminary Engineering Plan (preliminary Civil Plans) to ensure that the site design and layout is adequate for the ability to connect to water and waste water service. In some circumstances, this preliminary plan is necessary a clear finding that service is available within the site.
 - **Letter for Concurrency Reservation.** Following a finding that the Zoning Application is sufficient and during the Development Review Process, the Applicant will be required to obtain a Letter for Concurrency Reservation from the applicable utility provider. This letter is required prior to Certification of the Application.
 - Confirmation that the utility provider is willing and able to provide utility service to the property consistent with the proposed site plan, and that capacity is reserved.
 - For PBC WUD, this letter will be issued by the Contract Management Department to reserve capacity for the proposed development in Equivalent Residential Connections (ERCs). If there is any uncertainty about whether the project requires increased ERCs (e.g., increasing meter size or adding a new meter), the Applicant must contact Contract Management directly to clarify the utility concurrency requirements.
 - **Exception.** In some instances, such as Zoning Applications that do not require a site plan (Master Plans, rezoning), a Letter for Concurrency Reservation may not be required.

APPLICATION INSTRUCTIONS - CONCURRENCY– SEPARATE REVIEW (CONR)

The following guidelines provide instructions for the completion of the application as a Separate or Standalone Application processed by the Permit Review Section. 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. **Pre-Application Review:** A Pre-Application Review (PAR) is required for Zoning Applications to confirm application type and request(s). The PAR instructions and forms are available via the Zoning Website at: [PZB - Zoning Division \(pbc.gov\)](http://PZB - Zoning Division (pbc.gov)). Following the review, Zoning Staff will issue a formal PAR Response with instructions on the next steps.
3. **Intake Appointment Inquiry:** Email Zoning Staff at PZB-ZoningIntake@pbc.gov to request a reference number for Online submittal. Include in the email, the complete Form 1, General Application, and the PAR Response. Intake requests must be submitted approximately 4 days prior to each Intake Date. See the Zoning Calendar for the application intake dates and intake appointment deadlines. Upon receipt of the request, Zoning Intake staff will provide a Reference Number for online submittal of the complete application through the Online Portal.
4. **Application Intake**
 - a. **Intake:** The intake of applications occurs typically by noon on the third Wednesday of each month as established by the [Zoning Calendar](#). Incomplete or insufficient applications may need to resubmit with the proper documentation.
 - b. **Online submittal:** Upload Application with all documents and plans through the Online Portal using the Reference Number provided by Zoning Intake Staff and in accordance with the Zoning Calendar. See below for application requirements. Submit at the following link: <https://www.pbcgov.org/ePZB.Admin.WebSPA/#/login>. Forms can be found at [PZB - Zoning Division Applications Forms \(pbcgov.org\)](http://PZB - Zoning Division Applications Forms (pbcgov.org))

Concurrency Reservation – Separate Review (CONR) Application Submittal Requirements
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<u>Application Forms/Documents:</u>
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| <ol style="list-style-type: none">A. Form 1 – General Application (Word format)B. Form 2 – Affidavit of Completeness and AccuracyC. Form 3 – Consent Form, with attached Sunbiz Information or Articles of IncorporationD. Warranty Deed(s)E. Legal Description (in Word format with acreage that matches survey);F. Liens and Fines Report – via PZB - Administration Division Fine/Lien, Open Permit and Code Enforcement Open Violation SearchesG. Justification Statement providing a complete project narrative including what is being requested, the location and size of the property, and an analysis addressing each of the Standards per Art. 2.B.7. of the ULDC based on particular requests.H. Concurrency Documents are required if the request is increasing density (dwelling units) or intensity (square footage, seats, fueling positions, etc.).<ol style="list-style-type: none">a. Form 31 - Concurrency Supplemental with required documentsI. Abstracted Survey (must be abstracted with benefit of title, within one year, signed and digitally sealed by professional surveyor) if required by PAR Response |
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<u>Plans:</u>

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| <ol style="list-style-type: none">J. Site Plan – development plan of proposed uses and required parking |
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5. Application Review

- a. **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.
- b. **Fees:** Zoning Staff shall issue a Fee Invoice to the Applicant upon the finding that the application is Sufficient for processing, and prior to Agency review. 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)).
- c. **Application Review:** Following payment of the Fee Invoice, Zoning Staff will review the application will be reviewed by the applicable Development Review Officer (DRO) agencies pursuant to ULDC Art. 2. If the reviewing agencies have comments or issues on the application, then the Applicant has 10-days to respond until all issues have been resolved.
 - i. If all agency review comments are not resolved within associated timeframe, the application will go into a 90-day Negotiation period in which the applicant must work directly with the reviewing concurrency providers to gain necessary approvals. After the 90-day period the application will either be approved or administratively withdrawn.

6. **Issuance of Certificate of Concurrency Reservation:** If it is determined by the Service Providers that adequate public facilities are available, and all application comments are all resolved, the Zoning Division shall issue a Certificate for Concurrency Reservation/Equivalency.

Should you have any questions regarding the Standalone Concurrency Application, you may contact the Zoning Division at 561-233-5200 or via PZB-ZoningPermits@pbc.gov for assistance.