



DEVELOPMENT REVIEW OFFICER (DRO) APPLICATION INSTRUCTIONS

Palm Beach County Zoning Division

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

INTRODUCTION

Pursuant to the Unified Land Development Code (ULDC), Article 2.A.2.C Application Types and Authorities, the Development Review Officer (DRO) shall make final decisions on Applications listed in Table 2.C.3.A, Processes for Administrative Requests.

ZONING ADMINISTRATIVE APPLICATIONS ISSUING A DEVELOPMENT ORDER

The complete list of Zoning Administrative applications are noted in [Article 2.C, Administrative Processes](#) of the ULDC. The instructions within this document are for the following types of administrative Zoning applications. Contact the Zoning Division Development Review Section at 561-233-5200 or email PZB-ZoningIntake@pzb.gov for assistance following the review of these instructions.

- Finalization of Board of County Commissioners (BCC) or Zoning Commission (ZC) Approved plans as Development Review Officer Expedited (DROE) applications
- Use approvals subject to Art. 4.A.7.C.2, Development Review Officer (DRO)
- Administrative Modifications to prior Development Order (DO) in accordance with Table 2.C.5.C, Administrative Modifications to Prior DOs
- Administrative Waivers (W)
- Abandonment (ABN) of an DO previously approved by the DRO

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 \(pbc.gov\)](#).

1. **Registration:** Register as an Agent or Log in at [Register/Log in Portal](#)
2. **Pre-Application Review (PAR):** 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 \(pbc.gov\)](#). 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 \(pbcgov.org\)](#)

DRO Application Submittal Requirements
The following document are required at intake for all DRO type applications with the exception of DROE submitted within two months of a Public Hearing approval. <u>Application Forms/Documents:</u> A. Form 1 - General Application (Word format) B. Form 2 - Affidavit of Completeness and Accuracy C. Form 3 - Consent Form, with attached Sunbiz Information or Articles of Incorporation D. Warranty Deed(s) E. Legal Description (in Word format with acreage that matches the Survey for each request) F. Liens and Fines Report – via PZB - Administration Division Fine/Lien, Open Permit and Code Enforcement Open Violation Searches G. 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.). a. Form 31 - Concurrency Supplement with required documents I. Abstracted Survey (must be abstracted with benefit of title, within one year, signed and digitally sealed by professional surveyor) if indicated in PAR Response letter <u>Miscellaneous:</u> J. Additional forms and documents pursuant to the individual request(s) K. Westgate Community Redevelopment Area (WCRA) letter if in the WCRA Overlay L. Palm Beach County School District for School Capacity Availability Determination (SCAD) if the application proposes an increase in residential density <u>Plans:</u> Required Plans and format are detailed in the Technical Manual.

5. **Application Processing:**

- 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. Sufficiency review is not required for DROE within two months of public hearing approval.
- 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 \(pbcgov.org\)](#) The Fee Schedule can be found at [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.
 - 1) **DRO Review Agency Comments and Certification Issues:** DRO Review Agencies enter comments and certification issues into the ePZB system. If the reviewing agencies have comments or issues on the application, then the Applicant has 10-days to respond through a resubmittal. Zoning Staff will also review the proposed use and site plan to determine whether requests meet the requirements pursuant to the established procedures and standards in the Unified Land Development Code (ULDC).
 - 2) **Application Resubmittal:** Applicants respond to DRO Review Agency comments and issues through resubmitting documents and plans through the ePZB online portal. Resubmittals for DRO applications are accepted twice a month as noted in the Zoning Calendar. The Applicant uploads new documents and plans to supersede prior versions. Applicants must request a resubmittal appointment by emailing PZB-ZoningIntake@pbc.gov no later than noon on the Thursday prior the resubmittal date. Following each resubmittal, DRO Review Agencies have 10 working days to review to determine if the issues have been addressed or if the proposed corrections generate new issues. This process continues through the review process.
- d. **Time Extensions:** Applications must be reviewed and completed (approved or denied) within 120 days of sufficiency. An applicant may request a Time Extension by letter, emailed to the Zoning Project Manager with copy to the Zoning Director. The request should provide a summary of delay and indicate the amount of additional months are needed to complete the application utilizing dates in the Zoning Calendar.
- e. **Conditions of approval:** The DRO Review Agencies may add Conditions of Approval to ensure consistency with the ULDC and pursuant to ULDC Art. 2.C.6. Review Agencies are expected to coordinate directly with Applicants prior to entering Conditions of Approval into ePZB. Typically DROE applications do not include conditions of approval.
- 6. **Result letter and Development Order:** Upon the completion of the review by DRO Review Agency Staff, the DRO may approve or deny the application. The DRO makes a final decision on administrative applications twice per month. Upon approval of the request, the Zoning Division shall issue an approval letter and DRO Development Order, including any Conditions of Approval. See Zoning Calendar for specific dates.
 - a. **Approved Plans:** Following Approval, the Zoning Division posts approve plans to the Zoning Division web page at [ePZB Admin](#) under the applicable Control Number of the application. Approved Plans are typically available online by the following Friday of the approval date. Plans are posted in pdf.

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