



UNITY OF TITLE AND UNITY OF TITLE RELEASE APPLICATION INSTRUCTIONS

Palm Beach County Zoning Division

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

INTRODUCTION

Pursuant to Article 5.F.1.F.4., of the Unified Land Development Code, a Unity of Title (UoT) may be recorded to unify two or more adjacent lots, thereby allowing a Single Family dwelling and its accessory structures on separate individual lots. A recorded Unity of Title provides that properties are considered one lot and cannot be sold or transferred separately. The accessory structure on the individual lot is subject to the following:

- Must meet the property developments regulations of the individual lot;
- Must share the same utilities as the principal residential structure; and
- Must not be larger than the principal residential structure.

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://pbc.gov/PZB-Zoning-Division).

1. **Pre Application Review:** A Pre-Application Review (PAR) is required for all 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://pbc.gov/PZB-Zoning-Division). Following the review, Zoning Staff will issue a formal PAR Response with instructions on the next steps.
2. **Application Submittal 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. Forms can be found at [PZB - Zoning Division Applications Forms \(pbcgov.org\)](http://pbc.gov/PZB-Zoning-Division-Applications-Forms)

Unity of Title and Release of Unity of Title Application Submittal Requirements

Application Forms/Documents:

1. A request letter containing the following information:
 - a) Applicant or Agent contact information, including phone, address, and email.
 - b) Parcel Control Numbers for the lots subject to the Unity of Title
 - c) Description of the proposal,
2. Warranty Deeds for both lots.
3. Consent Form
4. Any plans or other pertinent documents.

3. Application Processing:

- a. **Registration.** Register as an Agent or Log in at [Register/Log in Portal](#)
- b. **Pre-Application Review.** Complete the PAR Online submittal; receive the Zoning PAR Response.

- c. **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 staff will provide a Reference Number for online submittal of the complete application through the Online Portal.
- d. **Online Submittal:** Upload Application with all documents and plans through the Online Portal using the reference number supplied by Zoning and in accordance with the Zoning Calendar.
- e. **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, Sufficiency Review.
- f. **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 \(pbcgov.org\)](http://ePZB Admin (pbcgov.org))
- g. **Application Review:** A review for sufficiency involves the review of the complete Unity of Title form prior to notarization and recordation with the Palm Beach County Clerk and Comptroller. A completed application includes a completely filled out Unity of Title (excluding notarization), the type of accessory structure being proposed, recorded lot information and legal descriptions. Sufficiency review is 10 days from submittal date.
 - 1) **Initial Review:** The Zoning and Land Development Divisions will review and provide comments on the UoT within 10 days of submittal. Zoning and Land Development Staff ensure the draft UoT is consistent with the Development Order approval, attachments are correct, the legal description of the site coincides with the legal description of the Zoning approval (Resolution or Administrative application). Comments are provided through the ePZB portal. Applicants may respond to comments by resubmitting on DROE resubmittal dates identified on the Zoning Calendar.
 - 2) **County Attorney Review:** Following completion of the Zoning and Land Development Division Review, the Zoning Division provides the draft UoT to the County Attorney's Office (CAO) for review for legal sufficiency, and subsequently relays CAO comments with the Applicant for edit and resubmittal.
- h. **Execution:** Once the draft UoT is complete, the Zoning Division will notify the Applicant that the UoT can be signed or executed by the Property Owners.
- i. **Recordation:** Prior recordation, the paper version of the document is submitted to the Zoning Division, with attention to the Project Manager. The document is reviewed again to ensure no additional changes were made then send to the County Attorney's Office for final verification and confirmation if the document can be recorded.
- j. **Completion:** The Applicant or Agent is required to submit a copy of the recorded document to the Zoning Division to close the UoT application.

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