



ZONING DIVISION APPLICATION LIST AND GENERAL INSTRUCTIONS

Palm Beach County Zoning Division
2300 North Jog Road, WPB, FL 33411, (561) 233-5200

INTRODUCTION

The Zoning Division processes applications that are either approved through a Public Hearing (PH) process by the Board of County Commissioners (BCC) or Zoning Commission (ZC), or Administrative Approval process through the Development Review Officer (DRO) or Zoning Director. Zoning applications subject to PH and DRO process are distributed to County Review Agencies for consistency with adopted regulations.

PRE-APPLICATION REVIEW

Most Zoning applications require an online submittal a Pre-Application Review (PAR) Request Form. The PAR allows Staff to confirm the associated request and allows the Applicant to ask questions to various departments. Following the routing and review of the PAR, staff will issue a PAR Response to the applicant, and upon request, include a Reference Number and fee invoice for the Applicant to submit the complete application and documents through the online portal. All PARs must be accompanied by the Application Form for the associated request. The list below provides all of the Zoning Applications and Approval process, with associated forms. Contact the following email with questions: PZB-ZoningIntake@pbc.gov.

ZONING INSTRUCTIONS

Individual instructions are provided on the Zoning web page for each application type. The blank application and forms are available via the Zoning Website at: [PZB - Zoning Division \(pbc.gov\)](http://PZB-ZoningDivision(pbc.gov)).

A. Administrative Applications without a Development Order or PAR Requirement

Applicants can submit the following applications through the online portal without a PAR.

- Confirmation for a Family Community Residence, Recovery Community Residence, Transitional community Residence or Congregate Living Facility – **Attach Application Form 132**
- Zoning Confirmation Letter – **Attach a letter** with the subject parcel number, address and question(s).

B. Administrative Applications without a Development Order requiring PAR

The following applications require submittal of the **PAR Request Form** and **Form 1, General Application, Parts 1 and 3**. Part 2 is not required. The applicant may submit all associated documentation with the request.

- Unity of Title and Release of Unity of Control
- Unity of Control and Release of Unity of Control
- Reasonable Accommodation (RA)
- Special Permit for Dog Friendly Dining
- Pre-Application Conference (PAC) (Requires Form 1, all parts)

C. Administrative Applications with Development Order

The following applications require submittal of the **PAR Request Form** and **Form 1, General Application** (all Parts). Applicants may also attach a site plan or other documents for a cursory review. A detailed site plan review will require a submittal of a Pre-Application Conference.

- Development Review Officer (DRO) Approval
 - New approvals identified as DRO in Art. 4 Use Matrix, and Type 2 or Type 3 Concurrent Review
 - Administrative Modifications to Board approvals (subject to Art. 2)
 - Within 2 months of a Public Hearing approval, an Expedited DRO (DROE) without a PAR for Finalization of Board approved plans
- Zoning Agency Review (ZAR)
- Zoning Review (ZZR)
- Subdivision Plans
- Type 1 Waiver (W)
- Type 1 Variance (AV)
- Temporary Use (TU) or Temporary Sign – Balloon (SPSB) or Grand Opening (SPSG)
- Billboard Special Permits – Demolition (SPBD), Relocation (SPBR), or Replacement/Maintenance (SPBT)
- Abandonment of an Administrative Approval (ABN)

D. Public Hearing Applications with Development Order

The following applications require submittal of the **PAR Request Form** and **Form 1, General Application** (all Parts). Applicants may also attach a site plan or other documents for a cursory review. A detailed site plan review will require a submittal of a PAC.

- Board of County Commissioners approval
 - Class A Conditional Use (CA), including Transfer of Development Rights and Workforce Housing greater than 2 units per acre bonus
 - Rezoning to a Planned Development District (PDD) or straight zoning (Z)
 - Development Order Amendment (DOA) of a BCC Approval, including Expedited Application Consideration (EAC)
 - Type 2 Waiver
 - Abandonment of a BCC approval (ABN)
- Zoning Commission approval
 - Class B Conditional Use (CB)
 - Type 2 Variance – Zoning (ZV) or Subdivision (SV)
 - Type 2 Waiver (W)
 - Abandonment of a BCC approval (ABN)

DRO AGENCY REVIEW

Pursuant to ULDC Art. 2, the Development Review Officer (DRO) may solicit feedback from DRO Review Agencies. DRO Review Agencies review submitted applications for consistency with policies, programs, and regulations. The list of DRO Review Agencies and contacts is provided on the Zoning Division webpage. As part of the PAR and PAR Response, the Zoning Division will identify the applicable review agencies for the particular application, and provide a preliminary determination on whether or not a survey is required. Any application proposing to impact concurrency will include the DRO Review agencies that review for concurrency. The types of applications and review of Zoning Applications by each DRO Review Agency is provided below.

DRO Agency Review – Concurrency Providers		
AGENCY	REQUEST	ART. 2 CONCURRENCY REVIEW
Zoning	All applications	Zoning Director shall determine Concurrency Service Providers required.
Planning	- Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses - Transfer of Development Rights and Workforce Housing - Sites within the AGR Tier and URAO - Addition or deletion of cross access - Concurrent future land use amendments	Planning reviews for Comprehensive Plan consistency.
Land Development	- Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses - Relocation of building square footage - Changes in drainage or detention/retention areas - Reduction of permeable surfaces - Subdivision of land or combination of parcels - Changes related to plats - Modification to easements or tracts - Abandonment of R-O-W - Addition of gates or fences adjacent to R-O-W - On-street parking - Underground storage tanks	The drainage component shall be approved if the proposed development has a legal right to convey stormwater to a point of legal positive outfall or meets the exemption provisions of ULDC Art. 5.E.3, Drainage.
Traffic	- Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses - Modifications to traffic circulation or parking - All new or change of use - Addition of gates or fences adjacent to R-O-W Addition of square footage	The roads component shall be approved if the proposed Development complies with ULDC Art. 12, Traffic Performance Standards.
Palm Tran	- Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses for sites located on arterial or collector roads - Modification to Palm Tran easements	The mass transit component shall be approved if the travel demand of the proposed development does not deteriorate the LOS for mass transit facilities below the adopted LOS for mass transit facilities.
Water Utilities	- For properties within the WUD Service Area Only: - Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses - Site plan modifications - Modifications to utility structures, eg. Lift stations - Uses that require a grease trap, eg. restaurants - Car washes, restaurants, dry cleaners	Ensure 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

DRO Agency Review – Concurrency Providers		
Health	- Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses - Private wells, sewage tanks, lift stations, pools Uses: Hospitals, medical clinics, day cares, schools, personal services, cement plants, power plants, sugar mills, dry cleaners, crematories, cement batching plants, surface coating facilities, CLFs, restaurants, lounges	Ensure 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
Fire Rescue	- Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses - Modification of sidewalks leading to or from buildings - Changes in pedestrian access points of a building - Relocation or expansion of buildings - Relocation or addition of internal access points - Indication of gates or fences that may impede access of fire trucks or personnel - Canopies, porte-cochère, or other structure extending over a main drive or vehicle access - Additions or modifications to fuel or chemical storage	Ensure 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
Parks and Recreation	- Increases or decreases in density, including new residential uses (inc. CLFs) - Modifications to recreation areas	Ensure 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
School District	- Increases or decreases in density or non-residential square footage, or other concurrency items such as seats, including new uses - Schools	School Concurrency

DRO Agency Review – Non-Concurrency			
AGENCY	REQUEST	AGENCY	REQUEST
Environmental Resources Management	- Projects with no prior development order with native vegetation under ERM's protection - Projects within a Wellfield Protection Zone - Modification to preserve, tree preservation area, mitigation area, littoral zone, or conservation area - Underground storage tank systems that are greater than 550 gallons containing Regulated Substances	Airports	- Modifications to projects managed by Airports - Projects within Airport Overlays, including modifications to building heights and above-ground storage
Lake Worth Drainage District (LWDD)	Sites within LWDD boundary	Indian Trail Improvement District (ITID)	Properties in ITID boundary
County Attorney	- Legal documents - Modified lease areas of communication towers - Addition or deletion of cross access	Survey	Any project that submits a survey required by Zoning
Addressing	Changes in street names or new street names		

PLANNING DIVISION INFORMATION FOR ZONING APPLICATIONS

Most Zoning applications for Public Hearing or Development Review Officer approval require review by the Planning Division for consistency with the Comprehensive Plan.

Required Documents. Zoning applications must include correspondence from the Planning Division as follows:

- Applications submitted concurrently with a Comprehensive Plan text and/or Future Land Use Amendment require coordination with the Planning Division prior to intake, and require correspondence from Planning to be uploaded with intake.
- Applications for residential development consisting of 10 or more units by FLU designation in the Urban Suburban Tier, or with a Future Land Use Amendment condition of approval requiring workforce housing, require a Workforce Housing Program (WHP) Analysis Letter from the Planning Division.
 - Contact Michael Howe, Senior Planner, at MHowe@pbc.gov.
- Applications for residential development consisting of less than 10 units by FLU designation in the Urban Suburban Tier requesting to purchase Transfer of Development Rights (TDR) units require correspondence from Planning to be uploaded with intake.
 - Contact Bryce Van Horn, Senior Planner, at BVanhorn@pbc.gov.
- Applications requiring a Historical and Archaeological Resource Review Letter to be uploaded with intake.
 - Contact Nora Acord, Plans Specialist 1, at NAcord@pbc.gov.
- Applications with a prior zoning approval / Development Order may have records related to monitoring of prior resolutions.
 - Contact Melissa Michael, Senior Planner, at MMichael@pbc.gov.
- For all other Planning Division inquiries, contact Imene Haddad at IHaddad@pbc.gov.

SURVEY SUBMITTAL REQUIREMENTS FOR ZONING APPLICATIONS

The Zoning Division processes applications for development orders and to modify previously approved development orders affecting specific parcels of land. These development orders are secured by including the associated legal description.

Zoning Applications often require submittal of a survey, a boundary survey, and abstracted survey, or a combination. These guidelines are established to identify when a new survey and legal description is needed at the time of intake. All surveys submitted must include the acreage and a word version of the legal description (with matching acreage) on a separate document.

Newly proposed Development Order

- Brand new approvals for land area not subject to a prior Development Order (DO) require submittal of an abstracted boundary survey with a legal description regardless of the type of approval
- Legal Description and survey will establish the Development Order (Boundary)
- Legal description and survey will be sent to Survey for review
- PZB staff will create a GIS shape using the legal description
- Abstracted survey to show the easements (utility, WUD, Drainage, Right of way)

- Show existing structures (below & above ground)
- Prepared within 1 year of submittal (Planning requires 18 months)

Development Order Amendment Overview

- Previously approved Development Orders (DO) can be modified as a public hearing application or as an administrative application, depending upon the current DO and the nature of the request. The addition or deletion of land area will require the same approval process (public hearing or administrative) as the current DO.
 - A Development Order (DO) amendment to a previously approved DO adopted by resolution is called a Development Order Amendment (DOA) application processed by the public hearing section.
 - A DO amendment to a prior approval that was approved administratively typically will not have a DOA acronym and will be processed administratively by the Zoning Division as a DRO, ZAR, or ZZR application, depending on the nature of the request.
 - **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 are not required to submit a new legal description or boundary survey, provided that the Applicant clearly indicates in the application (e.g., forms, Justification Statement), that the modifications are only internal to the Master Plan, and the approved acreage and boundary/legal description will remain the same.

Development Order Amendment (adding or deleting land area)

- For added land area, a survey is needed for: 1) added land area; and 2) the new boundary with the added land area included
- For deleted land area, a survey is needed for: 1) deleted land area; and 2) the new boundary with the deleted land area excluded
- Exceptions to the need for a new boundary survey may be made by Zoning Administration, such as applications with Preserve Area swaps for AGR PUD & AGR MUPD for individual preserves that do not alter the Development Area
- An abstracted survey is needed for preliminary and final site plan area modifications

Development Order Amendment (not adding or deleting land area)

- **For modifications to** master or site plan on a completely unbuilt site that was approved within the prior 2 years or so, a survey is not needed
 - Zoning can use prior legal description for DOA
 - A new boundary survey is not needed if there is a readable legal description from a prior approval to use for the new DO
 - An abstracted survey is not needed of the affected area provided that no easements have been recorded or construction
- **For modifications to a** master or site plan on a partially built site regardless of when approved, a survey is needed if there are changes to the site plan
 - An abstracted survey is needed of the affected area of site plan change in order to identify easements & implications for the redesign of this portion.
 - A new boundary survey is not needed if there is a readable legal description from a prior approval to use for the new DO
 - If the old legal is unreadable, then a new boundary survey needs to be created.
 - For building permit triggered site plan modifications, the building division survey &/or civils should be fine

- **For modifications to conditions of approval or remove a Class A**, from a master plan, site plan, or class a conditional use only to modify conditions of approval (no site plan changes), a survey is not needed

Development Order Abandonments

- Abandonments do not require a survey as the abandonment approval (whether by resolution or administrative) will utilize the legal description of the approval being abandoned.

SURVEY REVIEW BY LAND DEVELOPMENT

Surveys submitted with a Zoning Application will be sent to the Land Development Survey Section for review, comment, and approval.

- 1. Boundary Surveys.** Boundary Surveys must be meet the following:
 - a. Be certified, signed, and sealed Boundary Survey prepared within one year by a Florida Professional Surveyor and Mapper.
 - b. Conform to the most current Florida Standards of Practice and all Palm Beach County requirements in force at the time of application.
- 2. Abstracted Surveys.** 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 abstracted surveys, including date, policy number, issuer's name, address, and the disposition of all Schedule B-II encumbrances.
- 3. Digital Signature and Seal –** 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, F.A.C. Procedures for Signing and Sealing Electronically Transmitted Surveys or Other Documents](#). All digital signatures and seals shall be verifiable.
- 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 Survey," or "Record Survey" may be required as needed and as directed by the Survey Section.

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.