



ZONING DIVISION PRE-APPLICATION REVIEW REQUEST INSTRUCTIONS

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

INTRODUCTION

Most Zoning applications require an online submittal of a Pre-Application Review (PAR) Request. The PAR allows Staff to confirm the associated request and allows the Applicant to ask Zoning Division questions. 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.

APPLICATION INSTRUCTIONS

A PAR must be submitted approximately three weeks prior to the Application Intake date identified on the [Zoning Calendar](#).

Registration: Register as an Agent or Log in at <https://pbc.gov/ePZB.Admin.WebSPA/#/login>

Required Documents. Please submit the following through the Online Portal for the PAR:

- Form 94, Pre-Application Review Request in *Word Format*
 - Include any questions for staff, including, but not limited to, requests to confirm the appropriate application process.
- Form 1, General Application in *Word Format*
- Justification Statement to explain the proposal
- Include any additional back up material such as plans to help clarify the request

Deadline & Review. The online portal is always open. Each Tuesday morning, the PARs are assigned to Zoning Project Managers for review.

Response. The Zoning Division will provide a written PAR Response Letter approximately 1 to 2 weeks following the start of review. Zoning Staff will review the submitted documents and confirm the appropriate approval process, provide the project history, and a fee estimate.

Application Intake Request. Following the issuance of the PAR Response, the Applicant may submit an email to PZB-ZoningIntake@pbc.gov to request an application intake appointment for the associated application. The email must include the complete Form 1, General Application, and the PAR Response Letter. Intake requests must be submitted approximately 4 working days prior to each Intake Date. See the Zoning Calendar for the application intake dates and intake appointment deadlines. Following the receipt of an email requesting an intake appointment, Zoning staff will provide a Reference Number for online submittal of the complete application through the Online Portal.