

## PUBLIC HEARING AND ADMINISTRATIVE PROCESSES ZONING APPLICATION CHECKLISTS AND NAMING GUIDE

PUBLIC HEARING PROCESSES		Supervising Zoning Section
1	Public Hearing Processes (Class A, B, ABN, DOA, Rezoning, Variance Type 2, Waiver Type 2, TDR, Tower Review and Tower Waiver)	CD- Public Hearing
2	Expedited Application Consideration (EAC)	CD- Public Hearing
3	Privately Initiated Amendment- (Contact Zoning 561-233-5566)	Code
ADMINISTRATIVE PROCESSES		Supervising Zoning Section
1	Administrative Inquiry	CD- Public Hearing
2	Administrative Modifications to Prior DO- ZAR <i>(Online Application Only)</i>	DRO Administrative Review
3	Appeals (Non- Judicial)	Public Information
4	Administrative Process - DRO (DRO-Full, DOA, ABN, TDR, Arch, )	DRO Administrative Review
5	CLF (Type 1 and 2)	Public Information
6	Concurrency Separate <i>(Not DRO or PH)</i>	Public Information
7	Preservation and Vegetation <i>(Contact the assigned Zoning Project Manager or Main 561-233-5200)</i>	Permitting/Landscaping
8	Temporary Uses	DRO Administrative Review
9	Tree Removal and Replacement <i>(Contact Landscape Section at 561-233-5037)</i>	Permitting/Landscaping
10	Type 1 Variance <i>(Online Application Only)</i>	Public Information
11	Zoning Confirmation Letter (ZCL)	Public Information

**Notes:** This Zoning Application Checklists and Naming Guide is established to assist Applicants, Agents and Staff with consistency in submitting and naming of documents for applications submitted to the PZB Zoning Division for Public Hearing and Administrative Application processes. The correct and consistent naming of documents will result in the application's acceptance for sufficiency. Please review and submit the "Required" Forms, Plans and Documents based on the specific Zoning application request(s) type; additional "Supporting Document"s are submitted based on the application request(s). Documents not listed shall be named and submitted in similar format as listed herein. Staff reserves the right to request additional documents, as applicable to each application request(s).

**Contact the assigned Project Manager or PZB Zoning main at 561-233-5200, if questions.** (Revised 9/1/20)

## PUBLIC HEARING APPLICATION PROCESSES

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). *"As Applicable"* below means to submit the necessary forms and plans related to each application request: Example, if the application includes a request with TDRs, then submit forms #16, 16a and/or 16b; if it includes a tower approval request, then submit forms 18, 18a and 18b, if development involves clearing of land, then a "Vegetation Survey" may be required.

Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

**Types of Applications:** The list of documents below are required for any Public Hearing application process, in accordance with ULDC Art.4 (refer to matrices in ULDC), such as: Conditional Uses - Class A or B; Zoning Map Amendments (Standard District or PDD or TDD); Development Order Amendment; Development Order Abandonment; Transfer of Development Rights; Type 2 Waivers; Type 2 Variances; Architectural Review Type 1 & 2; Congregate Living Facility - Type 3; etc.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
1	Application	General Application Public Hearing and Administrative Review	1 General Application	PDF
2	Legal	Affidavit of Completeness and Accuracy	2 Affidavit of Completeness	PDF
3	Legal	Consent	3 Consent	PDF
5	Application	Liens and Fines Determination	5 Liens and Fines Determination	PDF
8	Legal	Disclosure of Ownership Interests- Applicant	8 Disclosure of Ownership - Applicant	PDF/TIFF
9	Legal	Disclosure of Ownership Property	9 Disclosure of Ownership - Owner	PDF/TIFF
28	Application	Installation of Notification Signs	28 Installation of Notification Signs	PDF
130	Application	Building Code-Life Safety Code Requirements Acknowledgement <i>(New)</i>	130 Building Code-Life Safety Code Acknowledgement	PDF
<b>ADDITIONAL FORMS (as applicable to each request)</b>			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
6	Application	Liens and Fines Certification	6 Liens and Fines Certification	PDF
16	Application	Transfer Development Rights Supplemental	16 TDR Supplemental	PDF
16a	Legal	TDR Contract for Sale and Purchase	16a TDR Contract for Sale and Purchase - (add purchaser's name)	PDF
16b	Legal	TDR - Deed	16b TDR Deed - (add owner's name)	PDF
18	Application	Tower Technical Requirements	18 Tower Technical Requirements	PDF
18a	Application	Tower Removal Agreement	18a Tower Removal Agreement	PDF
18b	Application	Tower-Structure Removal Bond	18b Tower-Structure Removal Bond	PDF
19	Application	Waiver Supplemental Application	19 Waiver Supplemental	PDF
34	Application	Concurrency- Administrative Exemption	34 Concurrency Exemption	PDF
38	Application	Non-Conforming Improvements	38 Non-Conforming Improvements	PDF
43	Application	Type 2 Variance Supplemental	43 Type 2 Variance Supplemental	PDF
110	Application	Landscape Perpetual Maintenance Agreement (Commercial Communication Towers <i>only</i> )	110 Landscape Perpetual Maintenance Agreement	PDF
115	Application	Control Name Change Request	115 Control Name Change Request	PDF
<b>REQUIRED PLANS (as applicable to each request)</b>			Instructions for Saving Plans: - Save with: Project Name; Plan type; page # of set; - If more than one page per plan, save and name each page separately, (i.e. Boca Lago_PMP1, Boca Lago_PMP2 - Plans that are not part of a set will have a Page Number of "0" (zero)	
N/A	Architectural	Preliminary Architectural Elevation	Boca Lago PUD_PAE1	DWF/DWFX
N/A	Architectural	Preliminary Floor Plan	Villa Lago_PFP1	DWF/DWFX
N/A	Architectural	Preliminary Roof Plan	Boca Lago PUD_PRFP1	DWF/DWFX
N/A	Plans	Preliminary Alternative Landscape Plan	Pacel 2_PALP1	DWF/DWFX
N/A	Plans	Preliminary Alternative Sign Plan	Golfview Shopping Plaza_PASP1	DWF/DWFX
N/A	Plans	Preliminary Landscape Plan	Parcel 2_PLP1	DWF/DWFX
N/A	Plans	Preliminary Master Plan	Boca Lago_PMP1	DWF/DWFX
N/A	Plans	Preliminary Master Sign Plan	Golfview Shopping Plaza_PMSP1	DWF/DWFX
N/A	Plans	Preliminary Regulating Plan	Boca Lago_PRP1	DWF/DWFX
N/A	Plans	Preliminary Regulating Plan - Block	Delray Marketplace_PRP2	DWF/DWFX
N/A	Plans	Preliminary Regulating Plan - Pedestrian	Delray Marketplace_PRP3	DWF/DWFX
N/A	Plans	Preliminary Regulating Plan - Phasing	Delray Marketplace_PRP4	DWF/DWFX
N/A	Plans	Preliminary Regulating Plan - Street Plan	Delray Marketplace_PRP5	DWF/DWFX
N/A	Plans	Preliminary Site Plan	Boca Lago_PSP1	DWF/DWFX
N/A	Plans	Preliminary Subdivision Plan	Tract 2_PSBP1	DWF/DWFX
<b>REQUIRED DOCUMENTS (as applicable to each request)</b>			Instructions for Saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
N/A	Graphics	Location/Vicinity Map	Location Map	TIFF
N/A	Legal	Consent Letter (Company Authorization)	Consent - Letter (add Name of Organization)	PDF
N/A	Legal	Affidavit of Incorporation ^^	Affidavit of Incorporation	PDF
N/A	Legal	Articles of Incorporation ^^	Articles of Incorporation	PDF
N/A	Legal	Legal Description	Legal Description	WORD
N/A	Legal	Survey	Survey	PDF
N/A	Legal	Survey - Vegetation ERM	Survey - Vegetation ERM	PDF
N/A	Legal	Warranty Deed	Warranty Deed - (add owner's name)	PDF
N/A	Statement/Study	Drainage Statement/Study	Drainage Statement; Drainage Study	PDF
N/A	Statement/Study	Dust Control Plan Statement	Dust Control Plan	PDF
N/A	Statement/Study	Justification Statement	Justification Statement	WORD
N/A	Statement/Study	Traffic Statement/Study	Traffic Study	PDF
<b>SUPPORTING DOCUMENTS (as applicable to each request)</b>			Instructions for saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Graphics	Photographs	Photo North1, Photo North2, Photo South1, Photo South2, etc.	JPEG
N/A	Legal	Conservation Easement	Conservation Easement	PDF
N/A	Legal	Covenants	Covenants	PDF

## PUBLIC HEARING APPLICATION PROCESSES

N/A	Legal	Cross Access Agreement	Agreement - Cross Access	PDF
N/A	Legal	Lease Agreement	Agreement - Lease	PDF
N/A	Legal	Easement Agreement	Agreement - Easement	PDF
N/A	Legal	Escrow Agreement	Agreement - Escrow	PDF
N/A	Legal	Plat	Plat	PDF
N/A	Legal	Proof of Legal Access ^	Proof of Legal Access	PDF
N/A	Legal	Shared Parking Agreement **	Shared Parking Agreement	PDF
N/A	Legal	Contract - TDR	Contract - TDR	PDF
N/A	Letters	General Correspondence	Letter - (add name of company)	PDF
N/A	Letters	Petition from Interested Party	Letter - Petition (add name of company)	PDF
N/A	Letters	Planning Density Letter	Letter - Planning Density	PDF
N/A	Letters	Planning Determination Letter (URA, WHP, etc)	Letter - Planning Determination URA	PDF
N/A	Letters	Zoning Confirmation Letter (URA)	Letter - Zoning Confirmation URA	PDF
N/A	Letters	Health - Utility Determination Letter	Letter - Utility Determination	PDF
N/A	Letters	Utility Bill (Proof of PBC Water and Sewer)	Utility Bill	PDF
N/A	Resolution	BCC Resolution	BCC - (add Resolution #)	PDF
N/A	Resolution	ZC Resolution	ZC - (add Resolution #)	PDF
N/A	Resolution	ZC Resolution (Standalone Variance)	ZR - (add Resolution #)	PDF
N/A	Staff Reports	BCC Staff Report *	Staff Report - BCC	PDF
N/A	Staff Reports	Planning Commission Report *	Staff Report - Planning Commission	PDF
N/A	Staff Reports	ZC Staff Report *	Staff Report - ZC	PDF
N/A	Statement/Study	Market Study/Analysis	Market Analysis/Study	PDF
N/A	Statement/Study	Mining Studies	Mining Study	PDF
N/A	Statement/Study	Parking Study/Statement **	Parking Statement; Parking Study	PDF
N/A	Statement/Study	Phase 1 Audit	Phase 1 Audit	PDF
N/A	Statement/Study	Phase 2 Audit	Phase 2 Audit	PDF
N/A	Statement/Study	Visual Impact Analysis ***	Visual Impact Analysis	PDF
N/A	Statement/Study	Propagation Study (Communication Tower)	Propagation Study - Tower	PDF

\* Maybe added by Zoning Staff, if needed.  
 \*\* Required if requesting a Parking Variance.  
 \*\*\* Required if (Architectural) Article 5.C. is affected  
 ^ Maybe required by Engineering.  
 ^^ Maybe required by County Attorney.

## EXPEDITED APPLICATION CONSIDERATION - EAC

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
1	Application	General Application Public Hearing and Administrative Review	1 General Application	PDF
2	Legal	Affidavit of Completeness and Accuracy	2 Affidavit of Completeness	PDF
3	Legal	Consent	3 Consent	PDF
8	Legal	Disclosure of Ownership Interests- Applicant	8 Disclosure of Ownership - Applicant	PDF/TIFF
9	Legal	Disclosure of Ownership Property	9 Disclosure of Ownership - Owner	PDF/TIFF
28	Application	Installation of Notification Signs	28 Installation of Notification Signs	PDF
130	Application	Building Code-Life Safety Code Requirements Acknowledgement <i>(New)</i>	130 Building Code-Life Safety Code Acknowledgement	PDF
<b>ADDITIONAL FORMS</b> <i>(as applicable to the request)</i>			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
5	Application	Liens and Fines Determination	5 Liens and Fines Determination	PDF
6	Application	Liens and Fines Certification	6 Liens and Fines Certification	PDF
34	Application	Concurrency- Administrative Exemption	34 Concurrency Exemption	PDF
38	Application	Non-Conforming Improvements	38 Non-Conforming Improvements	PDF
<b>REQUIRED PLANS</b> <i>(as applicable to the request)</i>			Instructions for Saving Plans: - Save with: Project Name; Plan type; page # of set; - If more than one page per plan, save and name each page separately, Example: Boca Lago_PMP1, Boca Lago_PMP2 - Plans that are not part of a set will have a Page Number of "0" (zero)	
N/A	Architectural	Final Architectural Elevation	Boca Lago PUD_FAE1	DWF/DWFX
N/A	Architectural	Final Floor Plan	Villa Lago_FFP1	DWF/DWFX
N/A	Architectural	Final Roof Plan	Boca Lago PUD_FRFP1	DWF/DWFX
N/A	Plans	Final Alternative Landscape Plan	Parcel 2_PALP1	DWF/DWFX
N/A	Plans	Final Alternative Sign Plan	Golfview Shopping Plaza_FASP1	DWF/DWFX
N/A	Plans	Final Landscape Plan	Parcel 2_FLP1	DWF/DWFX
N/A	Plans	Final Master Plan	Boca Lago_FMP1	DWF/DWFX
N/A	Plans	Final Master Sign Plan	Golfview Shopping Plaza_FMSP1	DWF/DWFX
N/A	Plans	Final Regulating Plan	Boca Lago_FRP1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Block	Delray Marketplace_FRP1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Pedestrian	Delray Marketplace_FRP2	DWF/DWFX
N/A	Plans	Final Regulating Plan - Phasing	Delray Marketplace_FRP3	DWF/DWFX
N/A	Plans	Final Regulating Plan - Street Plan	Delray Marketplace_FRP4	DWF/DWFX
N/A	Plans	Final Site Plan	Boca Lago_FSP1	DWF/DWFX
N/A	Plans	Final Subdivision Plan	Tract 2_FSBP1	DWF/DWFX
<b>REQUIRED DOCUMENTS</b> <i>(as applicable to the request)</i>			Instructions for Saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
N/A	Graphics	Location/Vicinity Map	Location Map	TIFF
N/A	Legal	Consent Letter (Company Authorization)	Consent - Letter (add Name of Organization)	PDF
N/A	Legal	Affidavit of Incorporation ^^	Affidavit of Incorporation	PDF
N/A	Legal	Articles of Incorporation ^^	Articles of Incorporation	PDF
N/A	Legal	Legal Description	Legal Description	WORD
N/A	Legal	Survey	Survey	PDF
N/A	Legal	Warranty Deed	Warranty Deed - (add owner's name)	PDF
N/A	Statement/Study	Drainage Statement/Study	Drainage Statement; Drainage Study	PDF
N/A	Statement/Study	Dust Control Plan Statement	Dust Control Plan	PDF
N/A	Statement/Study	Justification Statement	Justification Statement	WORD
N/A	Statement/Study	Traffic Statement/Study	Traffic Study	PDF

## EXPEDITED APPLICATION CONSIDERATION - EAC

<b>SUPPORTING DOCUMENTS (as applicable to the request)</b>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. <b>Examples:</b> - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Graphics	Photographs	Photo North1, Photo North2, Photo South1, Photo South2, etc.	JPEG
N/A	Legal	Conservation Easement	Conservation Easement	PDF
N/A	Legal	Covenants	Covenants	PDF
N/A	Legal	Cross Access Agreement	Agreement - Cross Access	PDF
N/A	Legal	Lease Agreement	Agreement - Lease	PDF
N/A	Legal	Easement Agreement	Agreement - Easement	PDF
N/A	Legal	Plat	Plat	PDF
N/A	Legal	Proof of Legal Access ^	Proof of Legal Access	PDF
N/A	Legal	Shared Parking Agreement **	Shared Parking Agreement	PDF
N/A	Letters	General Correspondence	Letter - (add name of company)	PDF
N/A	Letters	Petition from Interested Party	Letter - Petition (add name of company)	PDF
N/A	Letters	Planning Density Letter	Letter - Planning Density	PDF
N/A	Letters	Planning Determination Letter (URA)	Letter - Planning Determination URA	PDF
N/A	Letters	Zoning Confirmation Letter (URA)	Letter - Zoning Confirmation URA	PDF
N/A	Resolution	BCC Resolution	BCC - (add Resolution #)	PDF
N/A	Resolution	ZC Resolution	ZC - (add Resolution #)	PDF
N/A	Resolution	ZC Resolution (Standalone Variance)	ZR - (add Resolution #)	PDF
N/A	Staff Reports	BCC Staff Report *	Staff Report - BCC	PDF
N/A	Staff Reports	Planning Commission Report *	Staff Report - Planning Commission	PDF
N/A	Staff Reports	ZC Staff Report *	Staff Report - ZC	PDF
N/A	Statement/Study	Market Study/Analysis	Market Analysis/Study	PDF
N/A	Statement/Study	Mining Studies	Mining Study	PDF
N/A	Statement/Study	Parking Study/Statement **	Parking Statement; Parking Study	PDF
N/A	Statement/Study	Phase 1 Audit	Phase 1 Audit	PDF
N/A	Statement/Study	Phase 2 Audit	Phase 2 Audit	PDF
N/A	Statement/Study	Visual Impact Analysis ***	Visual Impact Analysis	PDF
N/A	Statement/Study	Propagation Study (Communication Tower)	Propagation Study - Tower	PDF

\* Maybe added by Zoning Staff, if needed.  
 \*\* Required if requesting a Parking Variance.  
 \*\*\* Required if (Architectural) Article 5.C. is affected  
 ^ Maybe required by Engineering.  
 ^^ Maybe required by County Attorney.

## PRIVATELY INITIATED AMENDMENT - PIA

**Important:** Privately Initiated Amendment requires a Pre-Application Appointment (PAA) with staff prior to submitting the online application. Application forms are not available online. Contact staff at 561-233-5302 or 561-233-5566 to schedule an appointment.

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form # and Name; (If there are multiple owners/contract purchasers, save each Consent separately and label name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
117	Application	PIA Pre-Application Appointment (PAA)	117 PIA Pre-application Appointment	PDF
<b>ADDITIONAL FORMS (upon Staff request)</b>			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
80	Application	Request for ULDC Code Language Code	80 Request for ULDC Code Language Code	PDF
80a	Application	PIA Supplemental Table	80a Supplemental Table	WORD
<b>REQUIRED PLANS (as applicable to the request)</b>			Instructions for Saving Plans: - Save with: Project Name; Plan type; page # of set; - If more than one page per plan, save and name each page separately, Example: Boca Lago_PMP1, Boca Lago_PMP2 - Plans that are not part of a set will have a Page Number of "0" (zero)	
N/A		None		
<b>SUPPORTING DOCUMENTS (as applicable to the request)</b>			Instructions for saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Statement/Study	Justification Statement	Justification Statement	WORD

## ADMINISTRATIVE PROCESSES - DRO

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). **"As Applicable"** below means to submit the necessary forms and plans related to each application request: Example, if the application includes a request with TDRs, then submit forms #16, 16a and/or 16b; if it includes a tower approval request, then submit forms 18, 18a and 18b, if development involves clearing of land, then a "Vegetation Survey" may be required.

Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

**Types of Applications:** The list of documents below are required for any Administrative Application Processes, such as: Development Order - DRO Full; Administrative Review - DRO; Development Order Abandonment - DRO; Architectural Review Type 3 & 4; Administrative Modification - DRO Full; Commercial Tower Review - DRO; Type 1 Waiver; Transfer of Development Rights - DRO; etc.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
1	Application	General Application Public Hearing and Administrative Review	1 General Application	PDF
2	Legal	Affidavit of Completeness and Accuracy	2 Affidavit of Completeness	PDF
3	Legal	Consent	3 Consent	PDF
5	Application	Liens and Fines Determination	5 Liens and Fines Determination	PDF
130	Application	Building Code-Life Safety Code Requirements Acknowledgement ( <i>New</i> )	130 Building Code-Life Safety Code Acknowledgement	PDF
ADDITIONAL FORMS (as applicable to each request)			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
6	Application	Liens and Fines Certification	6 Liens and Fines Certification	PDF
16	Application	Transfer Development Rights Supplemental	16 TDR Supplemental	PDF
16b	Legal	TDR - Deed	16b TDR - Deed - (add owner's name)	PDF
16d	Legal	TDR Contract for Sale and Purchase (DRO)	16d TDR Contract for Sale and Purchase - (add purchaser's name)	PDF
18	Application	Tower Technical Requirements	18 Tower Technical Requirements	PDF
18a	Application	Tower Removal Agreement	18a Tower Removal Agreement	PDF
18b	Application	Tower-Structure Removal Bond	18b Tower-Structure Removal Bond	PDF
19	Application	Waiver Supplemental Application	19 Waiver Supplemental	PDF
24	Legal	Affidavit of Understanding For Concurrent Review	24 Affidavit of Understanding for DRO Type 2 24 Affidavit of Understanding for DRO Type 3	PDF
34	Application	Concurrency for Administrative Exemption	34 Concurrency Exemption	PDF
38	Application	Non-Conforming Improvements	38 Non-Conforming Improvements	PDF
74	Application	Removal Agreement for Mobile Home	74 Removal Agreement for Mobile Home	PDF
100	Application	PAC Submittal Requirements	100 PAC Submittal	PDF
110	Application	Landscape Perpetual Maintenance Agreement (Commercial Communication Towers <i>only</i> )	110 Landscape Perpetual Maintenance Agreement	PDF
112	Application	Affidavit of Understanding	112 Affidavit of Understanding - PAC	PDF
115	Application	Control Name Change Request	115 Control Name Change Request	PDF
REQUIRED PLANS (as applicable to each request)			Instructions for Saving Plans: - Save with: Project Name; Plan type; page # of set; - If more than one page per plan type, save and name each page separately; Example: Boca Lago_FMP1, Boca Lago_FMP2 - Plans that are not part of a set will have a Page Number of "0" (zero)	
N/A	Architectural	Final Architectural Elevation	Boca Lago_PUD_FAE1	DWF/DWFX
N/A	Architectural	Final Floor Plan	Villa Lago_FFP1	DWF/DWFX
N/A	Architectural	Final Roof Plan	Boca Lago_PUD_FRFP1	DWF/DWFX
N/A	Plans	Final Alternative Landscape Plan	Pacel 2_PALP1	DWF/DWFX
N/A	Plans	Final Alternative Sign Plan	Golfview Shopping Plaza_FASP1	DWF/DWFX
N/A	Plans	Final Landscape Plan	Parcel 2_FLP1	DWF/DWFX
N/A	Plans	Final Master Plan	Boca Lago_FMP1	DWF/DWFX
N/A	Plans	Final Master Sign Plan	Golfview Shopping Plaza_FMSP1	DWF/DWFX
N/A	Plans	Final Regulating Plan	Boca Lago_FRP1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Block	Delray Marketplace_FRP1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Pedestrian	Delray Marketplace_FRP2	DWF/DWFX
N/A	Plans	Final Regulating Plan - Phasing	Delray Marketplace_FRP3	DWF/DWFX
N/A	Plans	Final Regulating Plan - Street Plan	Delray Marketplace_FRP4	DWF/DWFX
N/A	Plans	Final Site Plan	Boca Lago_FSP1	DWF/DWFX
N/A	Plans	Final Subdivision Plan	Tract 2_FSBP1	DWF/DWFX

## ADMINISTRATIVE PROCESSES - DRO

<b>REQUIRED DOCUMENTS (as applicable to each request)</b>			<b>Instructions for Saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Conditions	Status of Conditions of Approval	<b>Status of Conditions</b>	<b>PDF</b>
N/A	Legal	Affidavit of Incorporation ^^	<b>Affidavit of Incorporation</b>	<b>PDF</b>
N/A	Legal	Articles of Incorporation ^^	<b>Articles of Incorporation</b>	<b>PDF</b>
	Legal	Consent Letter (Company Authorization)	<b>Consent - Letter (add Name of Organization)</b>	<b>PDF</b>
N/A	Legal	Legal Description *	<b>Legal Description</b>	<b>WORD</b>
N/A	Legal	Survey *	<b>Survey or Plat</b>	<b>PDF</b>
N/A	Legal	Survey - Vegetation ERM	<b>Survey - Vegetation ERM</b>	<b>PDF</b>
N/A	Legal	Warranty Deed	<b>Warranty Deed - (add owner's name)</b>	<b>PDF</b>
N/A	Statement/Study	Drainage Statement/Study	<b>Drainage Statement; Drainage Study</b>	<b>PDF</b>
N/A	Statement/Study	Justification Statement	<b>Justification Statement</b>	<b>WORD</b>
N/A	Statement/Study	Traffic Statement/Study	<b>Traffic Statement; Traffic Study</b>	<b>PDF</b>
<b>SUPPORTING DOCUMENTS (as applicable to each request)</b>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Conditions	DRO Conditions	<b>DRO Conditions</b>	<b>PDF</b>
N/A	Graphics	Location/Vicinity Map	<b>Location Map</b>	<b>TIFF</b>
N/A	Graphics	Photographs	<b>Photo North1, Photo North2, Photo South1, Photo South2, etc.</b>	<b>JPEG</b>
N/A	Legal	Conservation Easement	<b>Conservation Easement</b>	<b>PDF</b>
N/A	Legal	Covenants	<b>Covenants</b>	<b>PDF</b>
N/A	Legal	Cross Access Agreement	<b>Agreement - Cross Access</b>	<b>PDF</b>
N/A	Legal	Easement Agreement	<b>Agreement - Easement</b>	<b>PDF</b>
N/A	Legal	Escrow Agreement	<b>Agreement - Escrow</b>	<b>PDF</b>
N/A	Legal	Lease Agreement	<b>Agreement - Lease</b>	<b>PDF</b>
N/A	Legal	Plat	<b>Plat</b>	<b>PDF</b>
N/A	Legal	Proof of Legal Access ^	<b>Proof of Legal Access</b>	<b>PDF</b>
N/A	Legal	Shared Parking Agreement ***	<b>Shared Parking Agreement</b>	<b>PDF</b>
N/A	Legal	Contract - TDR	<b>Contract - TDR</b>	<b>PDF</b>
N/A	Letters	General Correspondence	<b>Letter - (add name of company)</b>	<b>PDF</b>
N/A	Letters	Planning Density Letter	<b>Letter - Planning Density</b>	<b>PDF</b>
N/A	Letters	Planning Determination Letter (URA)	<b>Letter - Planning Determination URA</b>	<b>PDF</b>
N/A	Letters	Zoning Confirmation Letter (URA)	<b>Letter - Zoning Confirmation URA</b>	<b>PDF</b>
N/A	Letters	Health - Utility Determination Letter	<b>Letter - Utility Determination</b>	<b>PDF</b>
N/A	Letters	Utility Bill (Proof of PBC Water and Sewer)	<b>Utility Bill</b>	<b>PDF</b>
N/A	Resolution	BCC Resolution	<b>BCC - (add Resolution #)</b>	<b>PDF</b>
N/A	Resolution	ZC Resolution	<b>ZC - (add Resolution #)</b>	<b>PDF</b>
N/A	Resolution	ZC Resolution (Standalone Variance)	<b>ZR - (add Resolution #)</b>	<b>PDF</b>
N/A	Statement/Study	Dust Control Plan Statement	<b>Dust Control Plan Statement</b>	<b>PDF</b>
N/A	Statement/Study	Parking Study/Statement **	<b>Parking Statement; Parking Study</b>	<b>PDF</b>
N/A	Statement/Study	Phase 1 Audit	<b>Phase 1 Audit</b>	<b>PDF</b>
N/A	Statement/Study	Phase 2 Audit	<b>Phase 2 Audit</b>	<b>PDF</b>
N/A	Statement/Study	Propagation Study (Communication Tower)	<b>Propagation Study</b>	<b>PDF</b>
N/A	Statement/Study	Visual Impact Analysis ***	<b>Visual Impact Analysis</b>	<b>PDF</b>

\* May not be required, if internal modifications only (explanation is required in Justification Statement - Refer to Technical Manual)  
 \*\* Required if requesting a Parking Variance.  
 \*\*\* Required if (Architectural) Article 5.C. is affected  
 ^ May be required by Engineering.  
 ^^ May be required by County Attorney.



## ADMINISTRATIVE INQUIRY (AI)

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
1	Application	General Application Public Hearing and Administrative Review	<b>1 General Application</b>	PDF
2	Legal	Affidavit of Completeness and Accuracy	<b>2 Affidavit of Completeness</b>	PDF
3	Legal	Consent	<b>3 Consent</b>	PDF
<b>ADDITIONAL FORMS (as applicable to the request)</b>			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
N/A		None		
<b>REQUIRED PLANS (as applicable to the request)</b>			Instructions for Saving Plans: - Save with: Project Name; Plan type; page # of set; - If more than one page per plan, save and name each page separately, (i.e. Boca Lago_PMP1, Boca Lago_PMP2 - Plans that are not part of a set will have a Page Number of "0" (zero)	
N/A		None		
N/A				
<b>SUPPORTING DOCUMENTS (REQUIRED)</b>			Instructions for saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Statement/Study	Justification Statement	<b>Justification Statement</b>	WORD/PDF

## ADMINISTRATIVE MODIFICATION TO A PRIOR DO - ZAR

**Important:** The Administrative Modification application may ONLY be submitted through the Online Submittal System from 5pm Monday to 12:00 pm on Tuesday of each week. Applicants may choose to discuss their project and online application with Staff by scheduling a Pre-Application Appointment prior to submitting online. Contact staff at 561-233-5221 to schedule a DRO appointment.

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane;	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
2	Legal	Affidavit of Completeness and Accuracy	2 Affidavit of Completeness	PDF
3	Legal	Consent	3 Consent	PDF
130	Application	Building Code-Life Safety Code Requirements Acknowledgement <i>(New)</i>	130 Building Code-Life Safety Code Acknowledgement	PDF
<b>ADDITIONAL FORMS</b> <i>(as applicable to the request)</i>			<b>Instructions for Saving Forms:</b> Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
5	Application	Liens and Fines Determination	5 Liens and Fines Determination	PDF
6	Application	Liens and Fines Certification	6 Liens and Fines Certification	PDF
18	Application	Tower Technical Requirements	18 Tower Technical Requirements	PDF
18a	Application	Tower Removal Replacement	18a Tower Removal Agreement	PDF
18b	Application	Tower-Structure Removal Bond	18b Tower-Structure Removal Bond	PDF
74	Application	Removal Agreement for Mobile Home	74 Removal Agreement for Mobile Home	PDF
110	Application	Landscape Perpetual Maintenance Agreement (Commercial Communication Towers <i>only</i> )	110 Landscape Perpetual Maintenance Agreement	PDF
115	Application	Control Name Change Request	115 Control Name Change Request	PDF
<b>REQUIRED PLANS</b> <i>(as applicable to the request)</i>			<b>Instructions for Saving Plans:</b> (Plan type) (Exhibit # of plan being modified)_ (page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A	Plans	Final Architectural Elevation	FAE_32_1	DWF/DWFX
N/A	Plans	Final Alternative Sign Plan	FASP_32_1	DWF/DWFX
N/A	Plans	Final Landscape Plan	FLP_36_1	DWF/DWFX
N/A	Plans	Final Master Plan	FMP_37_1	DWF/DWFX
N/A	Plans	Final Master Sign Plan	FMSP_31_1	DWF/DWFX
N/A	Plans	Final Regulating Plan	FRP_33_1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Block	FRP_33_2	DWF/DWFX
N/A	Plans	Final Regulating Plan - Pedestrian	FRP_33_3	DWF/DWFX
N/A	Plans	Final Regulating Plan - Phasing	FRP_33_4	DWF/DWFX
N/A	Plans	Final Regulating Plan - Street Plan	FRP_33_5	DWF/DWFX
N/A	Plans	Final Site Plan	FSP_34_1	DWF/DWFX
N/A	Plans	Final Subdivision Plan	FSBP_35_1	DWF/DWFX
<b>REQUIRED DOCUMENTS</b>			<b>Instructions for Saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Legal	Consent Letter (Company Authorization)	Consent Letter - (add name of Company)	PDF
N/A	Legal	Warranty Deed	Warranty Deed - (add owner's name)	PDF
<b>SUPPORTING DOCUMENTS</b> <i>(as applicable to the request)</i>			<b>Instructions for Saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Legal	Warranty Deed - Legal Lot Deed	Legal Lot Deed - (add owner's name)	PDF
N/A	Letters	General Correspondence	Letter - (add name of company)	PDF
N/A	Letters	Planning Determination Letter (URA)	Letter - Planning Determination URA	PDF
N/A	Letters	Zoning Confirmation Letter (URA)	Letter - Zoning Confirmation URA	PDF
N/A	Statement/Study	Propagation Study (Communication Tower)	Propagation Study	PDF

## APPEALS (Non- Judicial)

**Important:** A written request must be submitted within 20 days of decision for any Non-Judicial Appeal application. Schedule a Pre-application Appointment to review the appropriate process with Staff by contacting Public Information Staff at 561-233-5578.

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

**Types of Applications:** The documents below are required for the Non-Judicial Appeal Process, in regards to the certain administrative application decision or any interpretation of the ULDC, e.g.; Administrative Development Order, Temporary Use, Type 1 Variance, and Formal Interpretations through the Formal Zoning Confirmation Letter.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
2	Legal	Affidavit of Completeness and Accuracy	<b>2 Affidavit of Completeness</b>	PDF
3	Legal	Consent	<b>3 Consent</b>	PDF
46	Application	Zoning Appeal Application	<b>46 Zoning Appeal Application</b>	PDF
93	Application	General Application - Administrative Processes	<b>93 General Application - Admin</b>	PDF
REQUIRED PLANS <i>(as applicable to the request)</i>			Instructions for Saving Plans: (Plan type) (Exhibit # of plan being modified) (page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A		No Plans		
REQUIRED DOCUMENTS			Instructions for saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Letters	Formal Zoning Confirmation Letter	<b>Zoning Confirmation Letter</b>	PDF
N/A	Letters	Result Letter	<b>Letter - Result</b>	PDF
N/A	Statement	Justification Statement	<b>Justification Statement</b>	WORD/PDF

## CONGREGATE LIVING FACILITY (CLF) - Type 1 or 2

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

<b>REQUIRED FORMS</b>			<b>Instructions for Saving Forms:</b> Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
93	Application	General Application - Administrative Processes	<b>93 General Application - Admin</b>	<b>PDF</b>
108	Application	CLF Affidavit of Acknowledgement	<b>108 Affidavit of Acknowledgement</b>	<b>PDF</b>
<b>ADDITIONAL FORMS (as applicable to the request)</b>			<b>Instructions for Saving Forms:</b> Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
N/A	Application	Business Tax Receipt (Signed Form)	<b>Business Tax Receipt</b>	<b>PDF</b>
N/A	Application	CLF Routing Slip	<b>CLF Routing Slip</b>	<b>PDF</b>
<b>REQUIRED PLANS (as applicable to the request)</b>			<b>Instructions for Saving Plans:</b> (Plan type) (Exhibit # of plan being modified)_(page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A	Plans	Final Site Plan (CLF Type 2 only)	<b>FSP_32_1</b>	<b>DWF/DWfx</b>
<b>REQUIRED DOCUMENTS</b>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Legal	Survey	<b>Survey</b>	<b>PDF</b>
N/A	Legal	Surveyor's Report	<b>Surveyor's Report</b>	<b>PDF</b>
<b>SUPPORTING DOCUMENTS (as applicable to the request)</b>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - State License - ACHA; License - DCF; - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Application - AHCA; Application - DCF;	
N/A	Application	Application (State of Florida - AHCA or DCF)	<b>Application - (add name of Agency)</b>	<b>PDF</b>
N/A	Graphics	Aerial - CLF Radius Map *	<b>Aerial - CLF Radius Map</b>	<b>PDF</b>
N/A	Legal	Certificate of Completion or Occupancy	<b>Certificate of Completion; Certificate of Occupancy</b>	<b>PDF</b>
N/A	Legal	State of Florida License (State Agency)	<b>State License - (add Agency name)</b>	<b>PDF</b>
N/A	Legal	Warranty Deed(s)	<b>Warranty Deed - (add owner's name)</b>	<b>PDF</b>
N/A	Letter	General Correspondence	<b>Letter - (add company name)</b>	<b>PDF</b>

\* May be added by Zoning Staff

## CONCURRENCY - SEPARATE (Not PH or DRO)

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
2	Legal	Affidavit of Completeness and Accuracy	2 Affidavit of Completeness	PDF
3	Legal	Consent	3 Consent	PDF
5	Application	Liens and Fines Determination	5 Liens and Fines Determination	PDF
31	Application	Separate Concurrency Application	31 Separate Concurrency Application	PDF
93	Application	General Application - Administrative Processes	93 General Application - Admin	PDF
<b>ADDITIONAL FORMS (as applicable to the request)</b>			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
6	Application	Liens and Fines Certification	6 Liens and Fines Certification	PDF
<b>REQUIRED PLANS (as applicable to the request)</b>			Instructions for Saving Plans: (Plan type) (Exhibit # of plan being modified)_(page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A	Plans	Final Master Plan	FMP_32_1	DWF/DWFX
N/A	Plans	Final Site Plan	FSP_32_1	DWF/DWFX
N/A	Plans	Final Subdivision Plan	FSBP_32_1	DWF/DWFX
<b>SUPPORTING DOCUMENTS (as applicable to the request)</b>			Instructions for saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C. - Photo North1; Photo North2; Photo South1; Photo South2	
N/A	Legal	Affidavit of Incorporation	Affidavit of Incorporation	PDF
N/A	Legal	Articles of Incorporation	Articles of Incorporation	PDF
	Legal	Consent Letter (Company Authorization)	Consent - Letter (add Name of Organization)	PDF
N/A	Legal	Survey	Survey	PDF
N/A	Legal	Warranty Deed(s)	Warranty Deed - (add owner's name)	PDF
N/A	Letters	Concurrency Certificate (Existing)	Concurrency Certificate	PDF
N/A	Letters	General Correspondence	Letter - (add Company name)	PDF
N/A	Letters	Result Letter	Letter - Result	PDF
N/A	Resolution	BCC Resolution *	BCC Resolution - (add R #)	PDF
N/A	Resolution	ZC Resolution *	ZC Resolution - (add R #)	PDF
N/A	Statement/Study	Drainage Plan	Drainage Plan	PDF
N/A	Statement/Study	Drainage Statement/Study	Drainage Statement; Drainage Study	PDF
N/A	Statement/Study	Justification Statement	Justification Statement	WORD/PDF
N/A	Statement/Study	Traffic Statements/Study	Traffic Statement; Traffic Study	PDF

\* Maybe added by Zoning Staff, if needed.

## PRESERVATION OF VEGETATION FOR SITE DEVELOPMENT

**Important:** A Pre-Application Appointment (PAA) with staff is required prior to submitting a zoning application that requires removal of vegetation or trees. Application forms are not available online. If application is in progress, contact the assigned Project Manager or Contact Landscape Staff at 561-233-5037 or main at 561-233-5200 to schedule an appointment with Landscape Section.

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
3	Legal	Consent	3 Consent	PDF
60	Application	Vegetation (Tree) Removal and Replacement Application ( <i>Contact Staff at 561-233-5037 to schedule appointment</i> )	60 Vegetation (Tree) Removal and Replacement	PDF
<b>REQUIRED PLANS</b> <i>(as applicable to the request)</i>			Instructions for Saving Plans: (Plan type) (Exhibit # of plan being modified)_(page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A	Plans	Final Landscape Plan	FLP_36_1	DWF/DWFX
N/A	Plans	Final Master Plan	FMP_37_1	DWF/DWFX
N/A	Plans	Final Regulating Plan	FRP_33_1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Block	FRP_33_2	DWF/DWFX
N/A	Plans	Final Regulating Plan - Pedestrian	FRP_33_3	DWF/DWFX
N/A	Plans	Final Regulating Plan - Phasing	FRP_33_4	DWF/DWFX
N/A	Plans	Final Regulating Plan - Street Plan	FRP_33_5	DWF/DWFX
N/A	Plans	Final Site Plan	FSP_34_1	DWF/DWFX
N/A	Plans	Final Subdivision Plan	FSBP_35_1	DWF/DWFX
<b>REQUIRED DOCUMENTS</b>			Instructions for saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Legal	Survey	Survey	PDF
N/A	Legal	Warranty Deed(s)	Warranty Deed - (add Owner's name)	PDF
N/A	Statement	Justification Statement	Justification Statement	WORD/PDF

## TEMPORARY USE / TEMPORARY SIGNS

**Important:** Applicants may schedule an appointment with staff to discuss their project and application requirements regarding a request for Temporary Use application. Contact staff at 561-233-5221 to schedule an appointment.

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
2	Legal	Affidavit of Completeness and Accuracy	<b>2 Affidavit of Completeness</b>	PDF
3	Legal	Consent	<b>3 Consent</b>	PDF
93	Application	General Application - Administrative Processes	<b>93 General Application - Admin</b>	PDF
REQUIRED PLANS <i>(as applicable to the request)</i>			Instructions for Saving Plans: (Plan type) (Exhibit # of plan being modified)_(page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A	Plans	Final Master Plan	<b>FMP_37_1</b>	DWF/DWFx
N/A	Plans	Final Master Sign Plan	<b>FMSP_31_1</b>	DWF/DWFx
N/A	Plans	Final Regulating Plan	<b>FRP_33_1</b>	DWF/DWFx
N/A	Plans	Final Site Plan	<b>FSP_34_1</b>	DWF/DWFx
N/A	Plans	Final Subdivision Plan	<b>FSBP_35_1</b>	DWF/DWFx
REQUIRED DOCUMENTS <i>(as applicable to the request)</i>			Instructions for saving Documents: If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Graphics	Renderings / Sketches	<b>Renderings/ Sketches</b>	PDF
N/A	Legal	Certificate of Liability Insurance	<b>Certificate of Liability Insurance</b>	PDF
N/A	Legal	Survey	<b>Survey</b>	PDF
N/A	Legal	Warranty Deed(s)	<b>Warranty Deed - (add owner's name)</b>	PDF
N/A	Letters	Concurrency Certificate	<b>Concurrency Certificate</b>	PDF
N/A	Letters	Zoning Confirmation Letter	<b>Zoning Confirmation Letter</b>	PDF
N/A	Statement/Study	Justification Statement	<b>Justification Statement</b>	WORD/PDF

# TREE REMOVAL AND REPLACEMENT

**Important:** Tree Removal and Replacement requires a Pre-application Appointment with staff prior to submitting an application. Application forms are not available online. Contact staff at 561-233-5037 or main at 561-233-5200 to schedule an appointment.

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
3	Legal	Consent	3 Consent	PDF
60	Application	Tree Removal and Replacement Application <i>(Contact Staff at 561-233-5037 to schedule appointment)</i>	60 Tree Removal and Replacement	PDF
<b>REQUIRED PLANS</b> <i>(as applicable to the request)</i>			<b>Instructions for Saving Plans:</b> (Plan type) (Exhibit # of plan being modified)_(page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A	Plans	Final Architectural Elevation	FAE1_32_1	DWF/DWFX
N/A	Plans	Final Alternative Sign Plan	FASP_32_1	DWF/DWFX
N/A	Plans	Final Landscape Plan	FLP_36_1	DWF/DWFX
N/A	Plans	Final Master Plan	FMP_37_1	DWF/DWFX
N/A	Plans	Final Master Sign Plan	FMSP_31_1	DWF/DWFX
N/A	Plans	Final Regulating Plan	FRP_33_1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Block	FRP_33_2	DWF/DWFX
N/A	Plans	Final Regulating Plan - Pedestrian	FRP_33_3	DWF/DWFX
N/A	Plans	Final Regulating Plan - Phasing	FRP_33_4	DWF/DWFX
N/A	Plans	Final Regulating Plan - Street Plan	FRP_33_5	DWF/DWFX
N/A	Plans	Final Site Plan	FSP_34_1	DWF/DWFX
N/A	Plans	Final Subdivision Plan	FSBP_35_1	DWF/DWFX
<b>SUPPORTING DOCUMENTS</b> <i>(as applicable to the request)</i>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Graphics	Renderings / Sketches	Renderings/ Sketches	PDF
N/A	Legal	Survey	Survey	PDF
N/A	Legal	Warranty Deed(s)	Warranty Deed - (add owner's name)	PDF
N/A	Statement/Study	Justification Statement	Justification Statement	WORD



## TYPE 1 VARIANCE (Online Application Only)

**Important:** Type 1 Variance application may ONLY be submitted through the Online Application System. The applicant is required to schedule a Pre-Application Appointment (PAA) with staff prior to submitting the online application. Contact staff at 561-233-5578 to schedule an appointment.

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
2	Legal	Affidavit of Completeness and Accuracy	2 Affidavit of Completeness	PDF
3	Legal	Consent	3 Consent	PDF
5	Application	Liens and Fines Determination	5 Liens and Fines Determination	PDF
28	Application	Affidavit of Installation of Notification Signs	28 Affidavit Installation of Notification Signs	PDF
<b>ADDITIONAL FORMS</b> <i>(as applicable to the request)</i>			<b>Instructions for Saving Forms:</b> Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label the name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane ; TDR Deed - Jones, Jane	
6	Application	Liens and Fines Certification	6 Liens and Fines Certification	PDF
<b>REQUIRED PLANS</b> <i>(as applicable to the request)</i>			<b>Instructions for Saving Plans:</b> (Plan type) (Exhibit # of plan being modified)_(page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A	Plans	Final Landscape Plan	FLP_36_1	DWF/DWFX
N/A	Plans	Final Master Plan	FMP_37_1	DWF/DWFX
N/A	Plans	Final Regulating Plan	FRP_33_1	DWF/DWFX
N/A	Plans	Final Regulating Plan - Block	FRP_33_2	DWF/DWFX
N/A	Plans	Final Regulating Plan - Pedestrian	FRP_33_3	DWF/DWFX
N/A	Plans	Final Regulating Plan - Phasing	FRP_33_4	DWF/DWFX
N/A	Plans	Final Regulating Plan - Street Plan	FRP_33_5	DWF/DWFX
N/A	Plans	Final Site Plan	FSP_34_1	DWF/DWFX
N/A	Plans	Final Subdivision Plan	FSBP_35_1	DWF/DWFX
<b>REQUIRED DOCUMENTS</b>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Legal	Survey	Survey	PDF
N/A	Legal	Warranty Deed	Warranty Deed - (add owner's name)	PDF
N/A	Statement/Study	Justification Statement	Justification Statement	WORD/PDF
<b>SUPPORTING DOCUMENTS</b> <i>(as applicable to the request)</i>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Conditions	DRO Conditions	DRO Conditions	PDF
N/A	Conditions	Status of Conditions of Approval	Status of Conditions of Approval	PDF
N/A	Graphics	Photographs	Photo North1, Photo North2, Photo South1, Photo South2, etc.	JPEG
N/A	Graphics	Renderings / Sketches	Renderings/ Sketches	PDF
N/A	Legal	Consent Letter (Company Authorization)	Consent Letter - (add Name of Organization)	PDF
N/A	Legal	Legal Description	Legal Description	WORD
N/A	Legal	Plat	Plat	PDF
N/A	Legal	Proof of Legal Access	Proof of Legal Access	PDF
N/A	Legal	Warranty Deed - Legal Lot Deed	Legal Lot Deed - (add owner's name)	PDF
N/A	Letters	Concurrency Certificate	Concurrency Certificate	PDF
N/A	Letters	General Correspondence	Letter - (add name of company)	PDF
N/A	Letters	Zoning Confirmation Letter	Zoning Confirmation Letter	PDF
N/A	Resolution	BCC Resolution	BCC Resolution - (add R #)	PDF
N/A	Resolution	ZC Resolution	ZC Resolution - (add R #)	PDF

## ZONING CONFIRMATION LETTER (ZCL)

**Important Notes:** For submittal of applications, the applicant must use the most current Application Form/Checklist as provided by the County. It is the applicant's responsibility to submit all applicable forms and supporting documents based on the application type and request(s). Save each completed Form, Document or Plan individually and name them as identified below. Incorrect naming of Form/Document/Plan may result in delay of the review process and be considered a factor for an Insufficient Application. Additional forms and documents may be requested by Zoning Staff, as applicable; if not listed below save, name and submit in similar format as below.

REQUIRED FORMS			Instructions for Saving Forms: Include Form Number and Form Name; (If there are multiple owners/contract purchasers, save each Consent separately and label with name of each owner or contract purchaser). Example: 3 Consent - Jones, Jane	
FORM #	DOCUMENT CATEGORY	DOCUMENT NAME	NAMING DOCUMENTS & SAVING INSTRUCTIONS	FILE TYPE
50	Letters	Zoning Confirmation Letter Request	50 Zoning Confirmation Letter Request	PDF
<b>REQUIRED PLANS</b> <i>(as applicable to the request)</i>			<b>Instructions for Saving Plans:</b> (Plan type) (Exhibit # of plan being modified)_(page # of set) (Clouded or (blank) if not clouded) - Example: FMP_32_1 Clouded - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification request.	
N/A		None		
<b>SUPPORTING DOCUMENTS</b> <i>(as applicable to the request)</i>			<b>Instructions for saving Documents:</b> If more than one document per Legal Description, save and name each Legal Description separately. Examples: - Legal Description 1; Legal Description 2 - Warranty Deed - Smith E.; Warranty Deed - Jones C.	
N/A	Letter	Request Letter	Letter - (Add Company Name)	WORD/PDF