



**PALM BEACH COUNTY  
PLANNING, ZONING AND BUILDING DEPARTMENT  
ZONING DIVISION  
POLICY AND PROCEDURE**

**L. Martin Hodgkins, Director**

**PPM#           ZO-O-001  
Issued:        10/14/98  
Effective:      1/1/98**

**SUBJECT:       CONCURRENCY PERMIT REVIEW PROCESS**

**AUTHORITY:**   Section 163 of the Florida Statutes (Growth Management Act) Article 11, Adequate Public Facility Standards, of the Unified Land Development Code of Palm Beach County.

**PURPOSE:**     The purpose of this PPM is to document the procedures the Concurrency Section follows in reviewing applications for concurrency.

**POLICY:**       To ensure fairness to all applicants, applications are processed in order at each step in the review process. If an application is determined to be insufficient, it is taken out of the sequence until the deficiencies are corrected and then it goes to the end of the group of applications being processed. Once all positive responses are received on an application, the certificate is issued. If two applications are completed on the same day, the priority is determined by the order in which the final responses were received.

Each of the reviewing agencies establishes its own priorities in reviewing and approving applications for concurrency. The decision for approval or denial is made by each reviewing agency and reported back to the Concurrency Section on provider reports. The Concurrency Section has no say in the approval process established by the reviewing agencies.

Following is a description of the steps in the Concurrency Permit Review Process:

**INTAKE (1 day):** On intake day (generally the first and third Wednesdays of the month) applications for concurrency are processed in the order they are received. Applications are also taken in by appointment on other days and processed in the order they are received. The date and time of intake is considered to be the date and time stamped on the fee receipt for the application.

**APPLICATION PROCESSING AND DISTRIBUTION OF PROVIDER FORMS (10 days):** Files are reviewed for completeness in the order they were received at intake. If it is determined that a file is insufficient for any reason, a letter is sent to the applicant specifying the deficiencies. No further action is taken on the application until the deficiencies are corrected. If the deficiencies are not corrected within 20 working days, the application is considered withdrawn. Once all deficiencies are corrected, the application is placed at the bottom of the applications to be processed and processing is completed in that order. As the processing is completed for each application, the provider forms are distributed by fax to each of the applicable service providers.

**PPM ZO-O-001  
No Longer Applicable  
Ordinance 2003-067**

**RESPONSES FROM PROVIDER (15 days):** Service providers have 15 working days to return the provider forms to the Concurrency Section with a response. At the end of the 15 day period:

- A. If Concurrency receives all positive responses from providers on an application, certificates are issued in the order the last response was received for each application.
- B. If Concurrency receives one or more negative responses on an application, a 90 Day Negotiation Letter is sent to the applicant specifying the agency(ies) reporting a negative response. The applicant has 10 working days to respond to the letter requesting a 90 calendar day negotiation period. If the applicant requests the negotiation period, the 90 calendar days begins with the date of the 90 Day Negotiation Letter. If the applicant does not respond within 10 working days, the application is denied.

**Certificates Issued:** Upon resolution of all outstanding issues, the appropriate certificate is issued. Certificates are issued in the order that the applications are completed and the last positive response is received in writing by the Concurrency Section from the applicable service provider (by fax, office mail or mail).

**DRAB/DENIAL:** If a positive response is not received from all service providers by the end of the negotiation period, the application is denied and a denial letter is sent to the applicant. The applicant has 10 working days from the date of the denial letter to request in writing an appeal to the Development Review Appeals Board (DRAB). Failure to request an appeal within the 10 days will result in denial. If an appeal is requested, a DRAB hearing is scheduled. DRAB can reverse the decision of the Zoning Director only if there is competent, substantial evidence in the record that the application complies with the Standards for Review as outlined in Article 11 of the UZO.

**PROCEDURE:** Concurrency Section staff shall review all Concurrency Permit application documents in accordance with this PPM.

  
Director