



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

**JON P. MACGILLIS, Director**

**PPM #      ZO-O-011**

**Issued:     01/25/05**

**Effective:  02/03/16**

**SUBJECT:            POLICY ON POTENTIALLY BUILDABLE LOT REVIEW**

**AUTHORITY:**     Article 1, Chapter H.1.B. Standards

**PURPOSE:**        To establish a policy for unincorporated Palm Beach County to clarify the guidelines for vesting a vacant, unplatted lot created between February 5, 1973, and June 16, 1992, for concurrency for a single-family residence.

**BACKGROUND:**    In order to receive an Affidavit of Potentially Buildable Lot, an Applicant must demonstrate, among other things, the existence of the lot in its present configuration. One method whereby this requirement can be satisfied is if it can be demonstrated that the lot exists in the same configuration as it was shown on the 1989 Future Land Use Atlas.

**PROCEDURES:**    If a lot exists in its present configuration as shown on the 1989 Palm Beach County Future Land Use Atlas adopted in August of 1989, Zoning Division will accept this as acceptable evidence for the purpose of satisfying the requirements of Article 1.H.1.B. For lots created after February 5, 1973 and before June 16, 1992:

Repealed - Ord 2019-034  
 Process moved to Article 11

1. Applicant will submit a completed Application for Potentially Buildable Lot Review along with the fee, required deed and abstracted survey for the property showing access created at the time the lot was created.
2. Staff will review the application to ensure that it meets the requirements of Article 1.H.1.B.
3. If it meets the requirements in Article 1.H.1.B, Staff will prepare an Affidavit of Potentially Buildable Lot for the Applicant.
4. Applicant will attach Exhibit A (legal description) to the Affidavit document, have the document signed by the owner(s) and notarized, and return it to Zoning.
5. The Zoning Director will review and sign the Affidavit and return it to the Applicant.
6. Applicant will have the completed document recorded and return an original, Recorded copy to Zoning.

  
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 Director

**Superecession History:**  
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