



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

FROM: Jon MacGillis, ASLA, Zoning Director
SUBJECT: Control Name Change for an Approved Development Order
PPM #: ZO-O-014

<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
7/17/20	7/17/20

PURPOSE: To establish procedures for the applicant and staff when processing requests to change the Control Name for an approved Development Order.

BACKGROUND: Applicants often request changes to the established Control Name (e.g. Cross County Mall to Cross County Plaza) after the Zoning Approval process has been completed; this makes it difficult to connect projects with previous approvals.

GUIDELINES:

1. **General Guidelines – Control Name:**
 - a. Maximum 60 characters in length;
 - b. May not begin with the word “The” or contain “Road Names”;
 - c. The first letter of each word in the Control Name shall be capitalized, e.g. Lee Square;
 - d. Acronyms such as MUPD, PUD, PIPD, etc., should be included in the Control Name if applicable and be capitalized;
 - e. Must have “Consent” signed by **all** property owners before processing a Control Name Change; *and*,
 - f. The “Control Name” of future development approvals and ePZB shall not be updated until such time as the formal Control Name is approved and modified.

2. **Control Name versus Application Name:**
 - **Control Name** is the name given to the overall development; for example: *Cross County Plaza*.
 - **Application Name** is the name given to the specific parcel, pod, use zone, or out-parcel when an application is submitted for review. For example, Chili’s has an individual site plan (outparcel) within the control plans for Cross County Plaza; therefore, the name Chili’s should be the Application Name.

If there is no outparcel with an individual site plan to identify it as “separate” from the larger development, the Control Name and Application Name would be the same. For example, a site limited to a gas station use “Shell Oil” for the Control Name would have the same name as the Application Name since there is only one use on that site.

Examples for Naming ePlans:

Control No	Exhibit No	*Page No	Control Name	Application Name	Plan Type
1977 00133	94	1	Cross County Plaza	Cross County Plaza	FSP
1977 00133	95	1	Cross County Plaza	Chilis	FSP
2005 00003	11	1	Lyons West AGR-PUD	Lyons West POD G Plat Five	FSBP
2003 00405	1	0	Shell Oil	Shell Oil	FSP

* 0 = Single Plan; no additional sheets

3. Assignment of a Control Number:

- **Existing Control Number:** When a new application is submitted, the Zoning Technician (ZT) shall enter all PCN(s) associated with the application in the ePZB database. The system will search for the existing Control Number; the ZT shall select the existing Control Number to be assigned to the application.
- **Assigning a New Control Number:** A new Control Number may be assigned to the application, if:
 - a) The Application Type involves: URA, Westgate COZ, and AP Rezoning.
 - b) if a PCN associated with the new application has never been entered into the ePZB system. In this case, the Control/Application Name fields in ePZB shall reflect the same name as provided in the General Application.

4. Original Assignment of Control Name by Planning Division:

- When a Land Use Amendment application is submitted to the Planning Division, the ZT shall utilize the existing Control Name in ePZB followed by the proposed Land Use, for example, Cobblestone Plaza MUPD. However, if there is no existing Control Name, the Applicant shall provide the Control Name followed by the proposed Land Use for the project, e.g. Lyons West AGR PUD.

5. Modification of an Existing Control Name:

- An applicant may submit a request to the Zoning Division to modify an existing Control Name either as a concurrent application, that is, with another Public Hearing (PH) or Full DRO application or as a standalone application through the AR Section as a Zoning Agency Review (ZAR). (Refer to Procedures below).

PROCEDURES:

All Control Name change applications whether concurrent or standalone shall be processed through the AR Section by the designated staff. All application requests must be submitted on a scheduled "Intake" date, in accordance with the [Official Zoning Calendar](#).

The following procedures have been established to ensure control name changes are properly updated:

Fees:

1. The Zoning fee for processing a Name Change shall be consistent with the adopted [Zoning Fee Schedule](#). The applicable fees shall be paid by the Applicant prior to application review by Staff.

Processing and Review:

1. **Concurrent Applications** - The applicant shall include the request for a Control Name Change together with any other Zoning application (Public Hearing, or DRO application). Include [Form #115](#) and [Form #3](#) – Consent (separate Consent form is required for each applicable owner) along with the concurrent application to request a Control Name change. The PH or DRO Project Manager (PM) shall send email notification to the AR Section designated Staff to review and process the Control Name Change request within the concurrent application.
2. **Standalone Applications** – The applicant shall submit the request as a ZAR application through the ePZB online system, include Forms #115 and #3 – Consent (separate consent forms for each applicable property owner) and the applicable plans.
3. The designated AR Staff shall conduct a duplicate name search in ePZB, and review all documents submitted, including plans.
4. AR Staff shall notify via email (see email template #1 below) all affected agencies, i.e. Addressing, Building, Land Development, Environmental Resource Management, Planning, and copy the Zoning Director and Project Manager of the name change request to solicit their comments.
5. If no objection to the proposed name change is received from Agencies, AR Staff shall complete the Name Change request in the following manner:
 - a. Prepare the approval Memo (Attachment #2) for Zoning Director's signature.
 - b. Once approved, AR Staff shall update the Control Name in eZPB, which updates all ePlans currently posted on the web, all active applications and any future applications.
 - c. Distribute the approval letter as attachment via email (email template #2 below) to DRO Members, Zoning Staff, Planning, Zoning Records Staff and copy BCC Staff.
6. File Room Staff shall ensure that all files with the same Control Number are changed. File room/Records Staff shall modify the electronic Control Name in all off-site storage records to be consistent with the new Control Name.
7. PMs will ensure that the approval letter is uploaded in the ePZB concurrent application and that any plans to be approved are updated with new Control Name. (**Note:** PMs may not approve plans in concurrent applications with the new name until they are notified that the Control Name has been officially approved and updated in ePZB.)

Attachments:

1. Email Templates 1 and 2;
2. Interoffice Memo Template.



Director

Supersession History:

PPM#ZO-O-014, Issued: 05/20/05
PPM#ZO-O-014, Revised: 07/26/10
PPM#ZO-O-014, Revised: 05/18/16
PPM#ZO-O-014, Revised: 11/17/17;
PPM#ZO-O-014, Revised: 7/17/20.

1. Control Name Change – Email Templates:

Email Template #1: Request for Comments

To: Sean MacDonald; Jaylene Davis; Robert Kraus; Sussan Gash
CC: Jon MacGillis, >>add emails for AR Staff, AR Supervisor and PM<<

Subject: Control Name Change for >>enter control number<<

Staff has received a request to change the control name for Control Number >>enter control number<< from >>enter existing control name<< to >>enter proposed control name<<.

Please let staff know by >>enter deadline date for response<< if you have a concern with the requested name change. Staff has reviewed the Project Maintenance screens in ePZB and does not find another project with this name.

>>add email signature <<

Email Template #2: First email after Memo signed:

To: PZB-Zon-DROMembers; PZB-Zoning; Bruce Thomson;
Cc: BCC-DistrictStaff

SUBJECT: Approved Control Name Change(s)

Please find the attached letters approving the Control Name change for the following:
(change list accordingly)

2000-00006 Hahn Property to Vitas Hospice
1997-00096 Winsberg Farms MUPD to Michelangelo Senior Living MUPD
1996-00016 Delta Nursing and CLF to Boynton Health Care Center

ePZB has been updated to reflect these Control Name Changes for current and future applications.

Dorine please update offsite records as needed.

>>add email signature<<

2. Interoffice Memo – Approval of Control Name Change Request:

Instructions: Copy the memo information below onto a current official County Letter Head for Zoning Director to sign. *See next page...*

INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY
Planning, Zoning and Building Department

To: Zoning Application File Control Number >> enter current control number<<
Application Name – >> enter new control name<<

From: Jon MacGillis, ASLA
Zoning Director

Date: (enter deadline provided to county staff)

RE: Official Control Name Change for >>enter current control name<< to >>enter new control name<<

The Control Name for >>enter current control name<< associated with Control Number >>enter current control number<< has been changed. The new Control Name is >>enter new control name<<. Addressing, Land Development, Environmental Resource Management, and Planning Divisions have been notified of the name change, and have no comments. Additionally, all previous related records shall remain unchanged as historical documentation, and new County Records have been updated.

If you have any questions, contact >>enter your name, your title <<, at >> and phone number<<.

c: Board of County Commissioner Aides
Addressing
Environmental Resource Management Department
Land Development Division
Planning Division