



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

**JON P. MACGILLIS, ASLA, DIRECTOR**

**PPM # ZO-O-030**

**Issued: 05/03/07**

**Effective: 05/03/07**

**SUBJECT:** Clarification of Zoning Site Plan Terminology, Pursuant to ULDC Article 2.D.1.D, Application Requirements (and any other ULDC references to Plan Terminology).

**PURPOSE:** To clarify and establish the correct terminology to be used for citing or labeling Plans processed by Zoning and Land Development; and to identify those documents or programs that will need to be amended to comply.

**BACKGROUND:** The terminology for labeling plans currently listed in the ULDC (Articles 2 and 11) conflicts with agreements made between the Land Development and Zoning Divisions prior to the adoption of the 1992 ULDC. This discrepancy, in combination with the titles that DRO staff is requiring applicants to delineate on plans is addressed in this PPM.

The correct terminology was derived from the 1973 Zoning and Land Development Codes; the former Subdivision Committee that was abolished upon the creation of the Development Review Committee [DRC] (now known as Development Review Officer [DRO]); and Planning and Zoning terminology used in the late 1980's. The agreement between Land Development and Zoning came about as a result of the State mandate for a Unified Land Development Code, which was ultimately adopted in 1992. Pursuant to the adoption of the ULDC, various amendments appear to have occurred during the late 1990's which were in direct contraction to the agreed upon terminology.

**Preliminary Master Plan (MP)** – A MP is required for the following PDDs: PUD, RVPD, MPPL, PIPD and any PDD(s) in a MLU or EDC; and, all TDDs. *Subject to BCC Approval.*

**Final Master Plan (FMP)** – A FMP shall be required for any project where a MP is required, unless the entire site is shown in its entirety on an approved FSBP (where platted as a single plat) or FSP (where only a boundary plat is required). *Subject to DRO approval, where applicable.*

**Preliminary Subdivision Plan (PSBP)** – Any project that proposes to submit a detailed plan to be used to garner support for a rezoning or other approval involving the subdivision of land to be platted, shall be required to submit a PSBP. *Subject to BCC Approval.*

No Longer Applicable  
 PPM ZO-O-030  
 Ordinance 2009-01

**Preliminary Site Plan (PSP)** – A PSP shall be required for MXPDS, MUPDS; TDDs; and, requested uses, where there will be no subdivision of land and no more than a boundary plat is required. **Subject to BCC Approval.**

**Final Subdivision Plan (FSBP)** – Any final plan delineating all or a portion of a project to be subdivided and platted shall be labeled as a FSBP. **Subject to DRO Approval.**

**Final Site Plan (FSP)** – Any final plan required to obtain approval of a PSP, or other DRO approval where there will be no subdivision of land and no more than a boundary plat is required shall be labeled as a FSP. **Subject to DRO Approval.**

**OTHER BCC OR DRO CERTIFIED OR APPROVED PLANS**

All other types of plans including but not limited to Regulating Plans, Landscape Plans, Master Sign Plans and Alternative Landscape Plans shall be labeled as such in accordance with the requirements of the ULDC.

**Preliminary Development Plans (PDP)** – All PDPs approved in accordance with Ord. 92-007 shall be considered MPPs and shall be labeled accordingly when submitted for a DOA or DRO Amendment.

**PROCEDURES:**

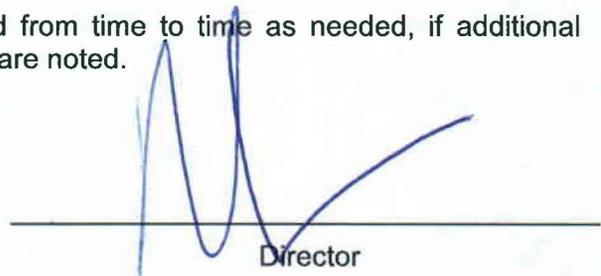
The following procedures shall be implemented immediately:

- 1) All Zoning staff, with emphasis on DRO, shall refer to the correct terminology listed above.
- 2) If a plan was incorrectly labeled in the past, Zoning staff shall ensure that the title is corrected when any subsequent amendments are submitted by the applicant.

The following documents or programs shall be amended as expeditiously as possible to use the correct terminology listed above:

- 1) The DRO Technical Manual;
- 2) e-PZB Code Tables;
- 3) Zoning application forms; and
- 4) The ULDC (note: amendments are tentatively scheduled for ULDC Amendment Round 2007-01)

This PPM may be amended from time to time as needed, if additional documents or discrepancies are noted.



Director