



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

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

**PPM #           ZO-O-046**

**Issued:           12/01/10**

**Effective:       10/15/15**

**SUBJECT:        Electronic Plan Amendment for the Administrative Amendment Process**

**PURPOSE:** To establish procedures on how to process plan amendments electronically. Since January 1, 2011, the Zoning Division requires all plans to be submitted in **.DWF** format. The format allows modifications to plans that could be performed pursuant to the Unified Land Development Code, Art 2.2 Administrative Process (e.g. Zoning Review, Agency Review) to be done “electronically” versus manually. The purpose of the mandatory submission of electronic plans achieves the following goals:

1. Comply with County’s goal to implement paperless application submittals;
2. Replace manually drawn mylars with electronic plans to facilitate online amendment process, and,
3. Expedite the review and approval process through the County’s electronic system. This centralized system will allow staff to quickly load/retrieve documents into/from the ePZB database and distribute to the County Agencies for review.

**BACKGROUND:** Since 1982, the Zoning Division required the applicant to submit a mylar of the final plan approved by Development Review Officer (DRO). The approved mylar plan has been maintained by the Zoning Division for different functions: minor amendment(s) by the owner/applicant through the Agency and Zoning Review processes, plan reproduction for the public and staff, and for reference.

**PROCEDURES:    Electronic Plan Amendment Process (EPAP)**  
 Previously approved plans are available for download through the County’s database. Plans can be downloaded as a **.PDF** file . The Applicant shall digitally propose modifications to previously approved plans and submit the modifications to staff in both **.PDF** and **.DWF** formats. Applicants have several options for requesting an EPAP, such as:

1. Existing e-Plan in Zoning Division’s database (See DRO Administrative Amendments Flowchart)

- a. Applicant's Request – Applicant sends an email to the Administrative Review/Public Information (AR/PI) Section requesting an electronic Administrative Amendment process of an approved development or Applicant meets with AR/PI Staff during the Administrative Amendment new-application submittal time, every Tuesday between the hours of 9 AM and 12 PM. It is the responsibility of the applicant to review online plans or come to PZB Zoning File Room and search the file for the plan that needs updated. Then request that it be converted into a digital format.
- b. Sufficiency Review – Staff will review Applicant's requests and perform a sufficiency review. If the application is sufficient, staff will send the Applicant an application fee invoice. The invoice will need to be paid within ten days. Once the application fees have been paid, the application will be distributed to Staff for an Agency Review or a Zoning Review.
- c. Payment of Fees – Fees must be paid in person or online via credit card payment. The Applicant must provide to Zoning Staff proof of payment before Sufficiency Review is complete.
- d. Review – Staff will comment on the proposed modifications or approve the amendment(s) to the previously approved plan(s).
- e. Pending Issues – For applications with pending issues, the Applicant will check ePZB for Staff Comments and enter a Response to each Comment/Issue online. If the Applicant needs to re-submit documents, they will have two opportunities to do this for no additional fee. Third re-submittals and each subsequent re-submittal will be charged a \$50 fee that must be paid before any plans are approved.
- f. Approvals – Approval of an application will be posted by Staff in ePZB and emailed to the Applicant with a Result Letter. The Applicant will need to bring two copies of the approved Plan(s) to the Building Division should they need to apply for any Building Permits.

**2. No Existing Electronic Plan, and conversion of plans and plan amendment by Applicant (See DRO Administrative Amendments Flowchart)**

This option may only be used when an electronic plan of an approved development is only available in the mylar format. Conversion of these static images to electronic format (.DWF) could be time-consuming depending on the quality of the original plans and the extent of the proposed amendments. The Review Process is the same as **Existing e-Plan in Zoning Division's database** as mentioned above.

## PROTOCOL AND TECHNICAL REQUIREMENTS:

The Electronic Amendment Process shall adhere to procedures and Plan Requirements established in Art.2, the Zoning Division Technical Manual, and the following additional application protocol/requirements.

1. On-line Applications – On-line applications are not available at this time and electronic plan amendment process requests are processed through ePZB Internet Submittals.
2. PBC PZ&B File Transfer Protocol (FTP) Site – Database utilized to transmit large files to internal/external parties.
3. Electronic Storage – All approved e-Plans are saved on the Web in accordance with PPM ZO-O-054 Procedure for Adding ePlan to the PZB Web Page:
  - a. PDF: a static image of a Plan that can be viewed in Acrobat Reader.
  - b. DWF: a static image of a Plan that can be view in AutoDesk program(s).
4. CAD Software – All e-Plans shall be prepared from a Computer Aided Design system (e.g. AutoCAD or compatible software), and shall be saved in a .DWF or a comparable format.
5. The Applicant shall submit PDF of the proposed plan with all modifications clouded in red for Staff review, as well as a DWF of the proposed plan with all modifications, but no red revision clouds, for Staff to apply electronic approval stamps. Plans must be submitted in black and white or grayscale, sized at 24" x 36", and with two Zoning and Amendment 4 square Approval boxes in the bottom-right corner of the proposed plan(s). Proposed plans should not use the words "Proposed", "New" or "Existing" to describe areas on the Plan(s).

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Director

### Supersession History:

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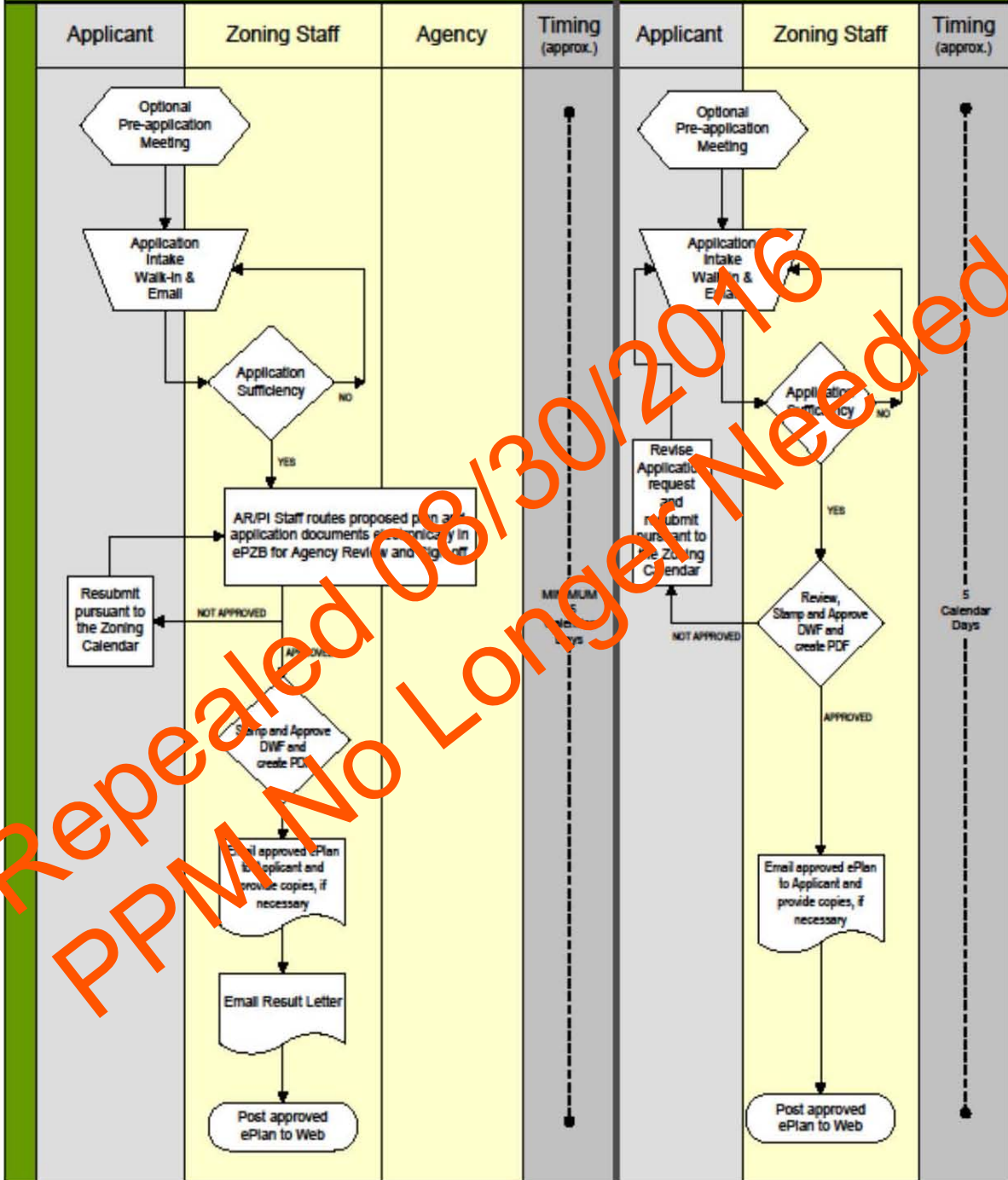
# DRO Administrative Amendments

Palm Beach County, Florida  
Zoning Division  
May 2013



## Agency Review (ULDC Art. 2.D.1.G.)

## Zoning Review (ULDC Art. 2.D.1.G.)



Repealed 08/30/2016  
 PPM No Longer Needed