



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

POLICY AND PROCEDURES

FROM: Jon MacGillis, ASLA, Zoning Director

SUBJECT: Preparing and Publishing Approved Zoning Plans

PPM #: ZO-O-054

ISSUE DATE

2/8/2021

EFFECTIVE DATE

2/8/2021

PURPOSE:

To establish procedures for the preparation of new or modified Approved Zoning Plans to be published to the Zoning (ePlans) Webpage in a timely and consistent manner.

BACKGROUND:

Prior to the implementation of the Electronic Plan (ePlan) process in 2020, the Zoning Division required applicants to submit "mylars" of the Final Zoning Plan(s), which were then approved, stamped and stored on site for access by staff and the public. The Zoning Division now requires applicants to submit the Final Zoning Plan(s) electronically in DWF/DWFX format. This allows electronic review, approval, and publishing through the ePZB applications system to the Zoning ePlans Webpage, for access by staff and the public.

New or modified plans are submitted with each zoning application, Staff reviews and process each application in accordance with Unified Land Development Code (ULDC) Article 2, Processes and Procedures, as applicable. When the application is approved the applicable Final Plans are approved, stamped, and uploaded into the ePZB application "Attachment" Screen.

In 2020, the electronic publishing of plans was incorporated into the ePZB process, which allows designated staff in the Administrative Review (AR) and Community Development (CD) sections to publish the Final Plans directly to the ePlans Web page through the ePZB applications database.

PROCEDURES:

Staff shall follow the instructions established in the training manual titled; "[Stamping and Publishing Approved Plans](https://pbcportal.pbcgov.org/PZB/Pages/Training.aspx)" as posted on the zoning intranet page here, <https://pbcportal.pbcgov.org/PZB/Pages/Training.aspx>. The manual provides specific step-by-step instructions, as listed below, for stamping, uploading and publishing of approved final plans:

1. Researching and assigning the next exhibit number;
2. Preparing approval stamp boxes. Examples are provided of various types of plan approval stamps, such as, Development Review Officer Expedited (DROE), Full Development Review Officer (Full DRO) and Zoning Agency Review (ZAR) applications types, also, handling of Confidential Plans;
3. Saving and Uploading the approved plans; *and*,
4. Publishing the approved plans to the ePlans zoning page.

General:

1. Staff shall follow the guidelines and procedures established in the “[Stamping and Publishing Approved Plans](https://pbcportal.pbcgov.org/PZB/Pages/Training.aspx)” instructions posted to the zoning intranet web page, here: <https://pbcportal.pbcgov.org/PZB/Pages/Training.aspx>
2. Staff shall open each published plan to verify the PDF opens in correct format and information posted is correct, once the Plans are posted to Zoning ePlans Web page, here: https://www.pbcgov.org/ePZB.Admin.WebSPA#/Container/Z_ePlans

In addition to the procedures referenced in the manual above, Staff shall complete the following important tasks, as applicable:

Community Development (DROE approved Plans):

1. The Project Manager (PM) shall provide to the Site Plan Technician (SPT) the completed template for each applicable approved Plan(s).
2. The SPT shall affix the stamps provided on all plans, as applicable, create the PDF of each plan and save in the appropriate folders, then upload and publish each plan to the ePlan Web page.
3. The SPT shall use the ePlans Report from ePZB to verify all plans are correctly uploaded and published, by following the instructions in training manual referenced above.
4. PMs and SPT staff shall verify and confirm that all DROE approved plans are correctly uploaded in correct format (PDF), by opening each plan page from the ePlans web page to verify that it opens correctly and that the information stamped to each plan is accurate.

Administrative Review (Full DRO and ZAR approved Plans):

1. Full DRO and ZAR PMs shall prepare the stamp boxes in the approved plans, PDF the plans and save to the appropriate application folder, then upload to each application in ePZB, in accordance with the manual referenced above, and finally send an email to the designated staff to have the plans published.
2. The designated staff shall verify and publish the approved plans to the ePlans web page, refer to publishing instructions in the “Stamping and Publishing Approved Plans” instructions manual referenced above.
3. Use the ePlans Report from ePZB to verify all plans are correctly uploaded and published, refer to the instructions in training manual referenced above.
4. PMs and designated publishing staff shall verify and confirm that all ZAR approved plans are correctly uploaded in correct format (PDF), by opening each plan page from the ePlans web page to verify that it opens correctly and the information added to each plan is correct.

Confidential Plans:

1. Refer to PPM ZO-O-072, Zoning Confidential Application Files and Plans for instructions on how to process approved confidential plans, and refer to the “Stamping and Publishing Approved Plans” (above) for the process of stamping and publishing approved confidential plans. Confidential plans are not published to the Zoning Web page, they are saved and maintained internally on the U:drive.



Director

Supersession History:

PPM ZO-O-054, Issued 4/10/2012;
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