

## PALM BEACH COUNTY ZONING DIVISION

### Procedures to Allow Electronic Submittal of Public Hearing and Development Review Officer (DRO) Applications (ShareFile)

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EFFECTIVE DATE: 8/3/2020 (Revised 05/24/2021)

This guide outlines the steps and procedures for the electronic submittal of Zoning Applications (Intake and Resubmittal) subject to Zoning Commission, Board of County Commission, or Full DRO approval. The Zoning Division utilizes "Citrix ShareFile", a secure file transfer and sharing web based application, which allows for electronic submittals and eliminates the need to submit Applications in person.

#### Step 1: Mandatory Pre-Application Appointments (PAA) and Pre-Application Conferences (PAC)

1. Complete mandatory PAA or PAC, if applicable. To schedule a PAA or to request further information on the PAC process, please contact a Zoning Technician at (561) 233-5041 or 5221.
2. If completed or you intend to submit a PAC, **proceed to Step 2.**

#### Step 2: Intake/Resubmittal Appointment Procedures

1. Advance coordination with Zoning staff is required to confirm fees and schedule an appointment, prior to any electronic Application submittal.
2. All Intake and Resubmittal dates shall be in accordance with the Official Zoning Calendar: [https://discover.pbcgov.org/pzb/zoning/AdminNewsReleases/2021\\_Calendar.pdf](https://discover.pbcgov.org/pzb/zoning/AdminNewsReleases/2021_Calendar.pdf)
3. Requests for electronic submittals should be sent by email to [PZB-SF-Intake-Zoning@pbcgov.org](mailto:PZB-SF-Intake-Zoning@pbcgov.org).
4. Applicants **must** submit their request for electronic intake by no later than 2:00 p.m., two working days in advance of an Intake and/or by 12:00pm, one day in advance of a resubmittal date.
5. Staff will provide via e-mail, a copy of the fee invoice and Share File link.
6. The Application fee must be paid prior to submittal. Payment is encouraged to be done online at: [https://www.pbcgov.org/ePZB.Admin.WebSPA/#/PanelContainer/Online\\_Payments](https://www.pbcgov.org/ePZB.Admin.WebSPA/#/PanelContainer/Online_Payments) (Applications with outstanding balances will be rejected).
7. Once fees have been paid, **proceed to Step 3.**

#### Step 3: ShareFile

1. Utilize the ShareFile link provided by Zoning staff.
2. A **ZIP file folder** must be created by the agent for **each** application. Every file should include all applicable documents and plans that relate to the type of application, using the format and standards that are established in the Zoning Technical Manual, or otherwise generally employed when the applications are submitted personally.
3. File label name shall follow this order: **Application number – Application Name- Date of Submittal** (e.g. CA-2020-0123 - Lindsey's Bakery - 03-23-2020).
4. All applications **must** be uploaded in ShareFile **by noon on the scheduled Intake or Resubmittal day**. This is to allow staff and applicants time to address any technical issues associated with the upload by the end of the day.
5. For any issues uploading the documents, please contact **by phone** Vismary Dorta at (561) 233-5575 or Lindsey Walter at (561) 233-5229.
6. Once applications are uploaded, **no more documents shall be added to the folders.**

**\*\*\*\*\*Applications that do not meet these rules/format will be deleted from ShareFile and documents will not be uploaded into the system.\*\*\*\*\***