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

JON P. MACGILLIS, ASLA, ZONING DIRECTOR

PPM #   ZO-O-043

Effective: 8/27/18

SUBJECT:	**UPDATING THE OFFICIAL ZONING MAP[1] and QUAD MAPS[2]**
PURPOSE:	To establish procedures to ensure the Official Zoning Quad Maps are updated regularly by Zoning and Information Systems Services (ISS) staff. Mapping is required for all approved Zoning applications through the Public Hearing Processes (BCC or ZC) and Administrative Processes such as, Development Review Officer (DRO) Full or DRO Final or Type 1 Variance.
BACKGROUND:	The Zoning Quad Maps shall be updated in a timely and accurate manner based on the approvals issued (including Special Exceptions for Planned Development District (PDD) or prior Resolutions that were never mapped). The assigned Zoning Staff shall ensure that they are using the <u>Approved Survey and Legal Description</u> as was verified and reviewed prior to the PH by the Engineering Survey Section of Land Development and the signed Resolutions as received after each Hearing/Meeting.
PROCEDURES:	The procedures are as follows, based on each type of approval process:

- **BCC/ZC**
  - ➤ The CD Secretary, upon monthly receipt of the BCC and ZC signed Resolutions will scan and load each into ePZB Decision and Attachment screens;
  - ➤ A copy of the signed Resolution shall be sent via email to the Applicant and the appropriate Project Manager (PM);
  - ➤ The CD Secretary then saves the Resolution to the X: Drive and sends email to PZBMap and ISS Web Services (see PZB/GIS Mapping below). Include in the subject line, "Mapping Request – Zoning (BCC or ZC or DRO or Variance) Approvals" so they identify the request quickly. **Note:** PZBMap will update the Official Zoning Quad Map(s) and ISS Web Services will post

Resolution to the Zoning website;

> ISS\GIS will send an email to the CD Secretary confirming the Resolutions are posted to the Web; and,

> PZBMap will send email to the assigned staff (Staff) notifying that the Resolutions are mapped and request that each PM confirms the accuracy;

> Staff (assigned zoning staff) will email the mapped Resolutions to the PMs and Supervisors for review;

> Each PM will verify the mapping related to their application and send an email to Staff, Secretary and Principal Planner (PP) confirming that each Resolution(s) is accurately mapped or identify any mapping issues, if any;

> Staff will coordinate with PMs and PZBMap to complete all corrections necessary. When all corrections are processed and all Resolutions have been successfully mapped, Staff will email the PZBMAP notifying them that all Resolutions have been verified as correctly mapped.

- **DRO:**
  > Staff shall email PZBMap with the Application Number(s) of the approved project(s). PZBMAP will pull the approved plan(s) from ePZB to map. If there are no DRO approved plans for the month, Staff will notify PZBMap that there are no DRO applications to map (this is needed to ensure that no approved applications are missed).

- **Type 1 Variance:**
  > The Zoning Director or designee renders a decision on Type 1 Variance applications then Staff emails PZBMap and ISS/GIS with the approved Application Number(s) so they may pull the approved plan(s) from ePZB to map;

  > PZBMap will return an email of confirmation of the mapping completion and request staff to verify;

  > Staff shall send email verification to PZBMap and ISS/GIS that the monthly Variance is correctly mapped.

- **PZB/GIS Mapping**

  > GIS Staff shall map the applicable development order approvals that were provided by the Engineering Services Survey Section on the various Official Zoning Quad Maps.

  > GIS will send an email to Staff informing them of the completion of the mapping of the zoning applications and request Staff to review the mapping for accuracy.

➢ Staff (with assistance from the Project Managers) shall review the maps and respond back to GIS indicating that all amendments are mapped accurately on the Official Zoning Map and Quad Maps which are posted to the PZB Web site.

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Director

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[1] Official Zoning Map – A map properties of the entire Unincorporated PBC showing the zoning districts.

[2] Quad Maps – Maps for a specific geographical area of the County showing the zoning districts. The various Zoning Quad maps make up the Official Zoning Map.

Supersession History:
PPM#ZO-O-043, Issued: 04/01/10
PPM#ZO-O-043, Revised 10/13/15
PPM#ZO-O-043, Revised 8/27/18

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