



News Release

FOR IMMEDIATE RELEASE ON:

Date: March 20, 2020

FOR MORE INFORMATION, CALL:

Jon MacGillis, 561-233-5234

NEW ZONING PROCEDURES TO ADDRESS COVID-19

To address COVID-19 we are implementing the following procedures changes on March 20, 2020 until further notice. We appreciate your cooperation and understanding:

Appointments:

- Appointments and Meetings with staff will be conducted by phone or Web Collaboration (make clear to staff when setting up appointment that you would like to use this option to share documents with attendees at the appointment)
- Landscape Field Inspections – No change
- Please contact the Zoning Division at 561-233-5200 to schedule appointments or to reach staff in the various Zoning Sections, please refer to the list of phone numbers provided below.
- To speak with one of the Informational Planners for responses to general Zoning questions, please call 561-233-5200 or email your questions to: PZB-ZonePOC@pbcgov.org;
- Congregate Living Facility (CLF), please fill out the [CLF Application Form #108](#) and email it to Joyce Lawrence at: JRLAWREN@pbcgov.org

Fees/Payment:

Fee can be made by:

- Online Payment System-see link below [Online Payment Portal](#)
- In person at: Vista Center, 2300 North Jog Road, 1st Floor -Cashier Booth.
- DO NOT send checks by USPS.

Walk In Customers:

We are limiting walk-in customers to the following services:

- Commercial Business Tax Receipts Sign-Off – Drop off application in Inbox in Lobby and staff will process the application and it will be ready for pickup the next business day.
- Liquor License Sign-Off – Drop off application in Inbox in Lobby and staff will process the application and it will be ready for pickup the next business day.
- Customers with a completed “Referral Form” from: Building, Code Enforcement or Engineering Department.
- Customers that require copies of Site Plans for Building Permits.

Application Submittals\ Resubmittals:

- Development Review Officer (DRO) and Community Development (CD) – Submittals and Resubmittals will be accepted via ShareFile File Transfer Protocol Site (FTP)
[See Link to FTP instruction below and contact information for CD Staff to address any questions regarding this procedure.](#)

[Zoning Division FTP Site Instructions](#) or Contact: Lindsey Walter at: 561-233-5229 or Nancy Frontany at: 561-233-5575 if you have any questions

Public Hearings & Meetings:

- Zoning BCC and Zoning Commission Hearings – No changes, however if hearings are cancelled by the BCC, staff will notify Applicants / Agents and Interested Parties via phone / email and by Zoning News Release on the Zoning Web Page.
- Land Development Regulations Advisory Board – March 25, 2020 – **Canceled**
- Variance Public Meeting – March 26, 2020 - **Canceled**
- Development Review Officer – April 14, 2020 – **Canceled**
- Variance Public Meeting – April 23, 2020 - **Canceled**

Zoning Division Section Phone Numbers:

- Public Information - Contact: 561-233-5578
- Community Development - Contact Phone: 561-233-5221
- Code Revision - Contact: 561-233-5243
- Administrative Review – Contact: 561-233-5224
- Permit Review/Landscaping – Contact: 561-233-5578

Department of Planning, Zoning & Building

2300 North Jog Road

West Palm Beach, FL 33411

(561) 233-5000

Planning Division (561) 233-5300

Zoning Division (561) 233-5200

Building Division (561) 233-5100

Code Enforcement (561) 233-5500

Contractors Certification (561) 233-5525

Administration Office (561) 233-5005

Executive Office (561) 233-5228

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Palm Beach County Board of County Commissioners

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Robert S. Weinroth, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Mary Lou Berger

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