



Palm Beach County Zoning Division

2300 N. Jog Road

West Palm Beach, Florida 33411

Phone: (561) 233-5200

FAX: (561) 233-5165

GENERAL APPLICATION
PUBLIC HEARING AND DRO ADMINISTRATIVE PROCESSES

1. REQUEST

CHECK TYPE OF APPLICATION:

PUBLIC HEARING PROCESSES:

- To allow an Official Zoning Map Amendment from ... Zoning District to ... Zoning District
With a Concurrent Land Use Amendment from ... Land Use to ... Land Use
To allow a Class A Conditional Use (CA) for a ...
To allow a Class B Conditional Use (CB) for a ...
To allow a Development Order Abandonment of Resolution No: ... which allowed ...
To allow a Development Order Amendment to a previously approved:
COZ PDD Class A Class B
to modify and/or delete Conditions of Approval
to add and/or delete land area
to reconfigure the Master Site Subdivision
to add and/or delete units
Landscape Regulating Plans Sign
to add, delete, or modify uses
to add and/or delete square footage
to add access points
to restart the commencement clock
to ...
To allow a Type 2 Variance: (Submit Form #43 Variance Supplemental) Concurrent Standalone
To allow a Subdivision Variance: (Submit Form #43 Variance Supplemental) Concurrent Standalone
To allow a PO Deviations (Submit Form #92 PO Deviation) from Article(s) ...
To allow a Type 2 Waiver: (Submit Form #19 Waiver Supplemental) Concurrent Standalone
To allow a Unique Structure in the ... Zoning District
Other ...

DRO ADMINISTRATIVE PROCESSES:

- To allow an Expedited Development Review Officer approval (DROE) (within 2 months of BCC/ZC approval)
To allow a Use subject to Development Review Officer (DRO) approval for a ...
To allow a Type 2 Concurrent Review (Zoning and Land Development)
To allow a Type 2 Concurrent Review (Zoning and Building)
To allow a Type 3 Concurrent Review (Zoning, Land Development and Building)
Subdivision with Required Improvement Subdivision without Required Improvement
Projects that do not require platting
To allow an Administrative Modification of a Plan approved by the ZC / BCC / DRO for ...
To allow a Subdivision ...
To allow a Transfer of Development Rights (Submit Form #16 TDR Supplemental): ...
To allow a Type 1 Waiver (Submit Form #19 Waiver Supplemental) from Article ... for ...
To allow an Administrative Abandonment of ...
Other ...

2. PROPERTY INFORMATION (* Required Fields)	
A. *Property Control Number (PCN): <small>(List additional PCN(s) on separate sheet)</small>	
B. *Control Number:	
C. *Control Name :	
D. Application Number:	
E. Application Name:	
F. Project Number:	
G. *Gross Acreage:	
H. Gross Acreage of affected area:	
I. *Location of subject property: <small>(proximity to closest major intersection/ road)</small>	
J. *Address:	
K. Subdivision Name:	
L. Plat Name and Number:	
M. *BCC District:	

3. APPLICANT INFORMATION

Current Property Owner(s) Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **FAX:** _____

Cell Phone: _____ **Email:** _____

Applicant's Name (if other than property owner(s) : _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **FAX:** _____

Cell Phone: _____ **Email:** _____

Check () here if Applicant is a contract purchaser. Consent is required from the contract purchaser if a contract is pending to purchase the subject property. Home Owners Association (HOA) or Property Owners Association (POA) consent will be required if subject property is under common ownership or request is to modify any aspect of the project which applies to the entire development (i.e. condition of approval, internal roadway, etc.).

Agent:* _____ **Name of Firm:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **FAX:** _____

Cell Phone: _____ **Email:** _____

Agent:* _____ **Name of Firm:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **FAX:** _____

Cell Phone: _____ **Email:** _____

* All correspondence will be sent to the Agent(s) unless otherwise specified.

4. ARCHITECTURAL REVIEW

This application is subject to the requirements of Article 5.C, Design Standards and request review of the proposed elevations concurrent with:

- Type 1 Projects Requiring BCC Approval
- Type 2 Projects Requiring ZC Approval
- Type 3 Projects Requiring DRO or Site Plan Approval
- Type 4 Projects Requiring Building Permit Approval
- Revise previously approved elevations
- Non-conforming structures that are subject to Article 5.C, Percentage of renovations
- Approval for a Green Architecture (Type 1 Waiver, Art5.C.1.E.3)
- Approval for Unique Structure, Art.5.C.1.E.2

Note: All application documents shall be consistent with the current Technical Manual, refer to the Zoning Web Page.

5. ZONING AND FUTURE LAND USE			
Current Zoning District:		Proposed Zoning District:	
Current Future Land Use:		Proposed Future Land Use:	
Tier: <input type="checkbox"/> U/S <input type="checkbox"/> R/EX <input type="checkbox"/> AGR <input type="checkbox"/> GLADES		Overlay (Special Study Area):	

6. USE / DENSITY / INTENSITY			
Existing Use:		Proposed Use:	
Existing Square Footage:		Proposed Square Footage:	
Existing Number of Units:		Proposed Number of Units:	

7. ADJACENT PROPERTIES						
Identify surrounding Future Land Use and Zoning District. Include existing/approved square footage or number of dwelling units, type of units and density.						
Adjacent Property	FLU Designatio	Zoning District	Existing Use	Approved Use	Control No.	Resolution No
N O R T H						
S O U T H						
E A S T						
W E S T						

8. ENVIRONMENTAL ANALYSIS	
General Vegetation Statement:	
Current Grade/Elevation:	
Proposed Grade/Elevations:	
Is removal of vegetation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes; submit Approval to Protect Native Vegetation Application to ERM. Application available from the ERM Permit Center-PZB
Is site in a Wellfield protection zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes; submit Wellfield Protection Affidavit available from PZB-ERM.
Is removal or relocation of trees required?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes; submit a Tree Survey , Analysis and Justification, also submit a Site Plan with the Tree Survey overlaid for approval by PZB - ERM
Health Department: In Justification Statement, under heading "Hazardous Material", address type and amount of: 1) all industrial, manufacturing, special or hazardous waste that may be generated; 2) airborne pollutants that may be generated (i.e. dust or other unconfined particulates such as NOx, SOx, CO, VOC's, heavy metals, etc.); and, 3) any special handling of solid waste that may be required.	

9. COMPLIANCE	
YES <input type="checkbox"/> NO <input type="checkbox"/>	Is property in compliance with all previous conditions of approval and applicable Code Requirements? If no, please explain in the Justification Statement
YES <input type="checkbox"/> NO <input type="checkbox"/>	Is the property currently the subject of Code Enforcement action? If yes, provide Code Enforcement Case Number:
YES <input type="checkbox"/> NO <input type="checkbox"/>	Will the request require modification to a recorded plat or plat with Technical Compliance? If yes, explain in the Justification Statement
YES <input type="checkbox"/> NO <input type="checkbox"/>	Is the subject property an existing legal lot of record? If no, submit Legal Lot Review application to the Zoning Division
YES <input type="checkbox"/> NO <input type="checkbox"/>	Do proposed improvements exceed 35% of the improved value of existing structure? If yes, comply with Article 1.F - Nonconformities

10. CONCURRENT APPLICATION SUBMITTAL INFORMATION

LD Drainage Review #: _____ **Plat Name / No:** _____

R/W Construction #: _____ **BUILDING Permit #:** _____

11. PROPOSED USE DETAILS

Building Name	Use		Number of Units	Phase Name	Outparcel

12. CONCURRENCY

Concurrency Reservation
 Concurrency Equivalency
 Concurrency Exemption

A. Concurrency Case Number:			
B. Water Provider:			
C. Waste Water Provider:			
D. Drainage District:			
E. Traffic:		Traffic Trips Existing:	
F. Mass Transit:		Traffic Trips Proposed:	
G. Traffic Capacity:	Number of Gross Peak Hour Trips: (If greater than 30; a traffic study will be required)		
H. Public School:			
I. Land Development:			
J. Public Health Provider:		Well /Septic tank :	
K. Parks			
L. Fire Rescue			
M. Solid Waste:			
N. Check the proposed means of achieving access from the development site to a point of legal positive outfall for storm water discharged from the site:			
<input type="checkbox"/> Property is contiguous to a natural waterway, or a canal owned and operated by a water control district.			
<input type="checkbox"/> Property owner has legally established drainage rights to convey storm water through all intervening properties between the development site and natural waterway or water control district canal.			
<input type="checkbox"/> Property abuts a road with a functioning drainage system, and property owner has obtained written confirmation from the entity responsible for maintaining the road that the proposed development is eligible to utilize the road drainage system, subject to meeting all permit requirements for drainage connection.			
<input type="checkbox"/> Other (specify): _____			

This application is not complete without the following documents as attachments:

1. **Justification Statement:** to address the purpose, project history, intent and design objectives of this request, refer to Art.2.A.6.A.1 for the required information.
2. **Status of Conditions of Approval (COA):**
 - a. Provide a letter, which includes the status of all current Conditions of Approval.
 - b. Include the exact language of any modification(s) to any condition(s).
 - c. If the application request requires a time extension for commencement of development or recording a plat, then provide further explanation. (The explanation may be added to the Justification Statement.)

Note: Please refer to PZB Zoning Website <http://discover.pbcgov.org/pzb/zoning/ULDC/Articles.aspx> for all ULDC Articles referenced in this document and for helpful information in the Technical Manual.