



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

**JON P. MACGILLIS, ASLA, ZONING DIRECTOR**

**PPM #                   ZO-O-014**

**Issued:                   05/20/05  
 Effective:               05/18/16**

**SUBJECT:               Name Change for Previously Approved Control Names**

**PURPOSE:**           To establish a process to allow name change to a Control Name for an approved Development Order.

**BACKGROUND:**      Applicants often make name changes to the Control Name (i.e. Cross County Mall to Cross County Plaza) after the zoning process has been completed. This practice results in difficulties for staff and other interested parties to identify the development after the Control Name has been changed. This PPM establishes how a Control Name may be changed and the procedures an Applicant and staff shall follow (see Guidelines for clarification of Control Name versus Application Name).

**GUIDELINES:**

**1. Control Name versus Application Name**

- **Control Name** is the name given to the overall development; for example: Cross County Plaza.
- **Application Name** is the name given to the specific parcel, pod, use zone, or out-parcel when an application is submitted for review. For example, Chili's at Cross County Plaza has an individual site plan; therefore, the name Chili's should be the Application Name. If there is an individual site plan for an Outparcel such as a Chili's within a larger development such as Lee Square, the Application Name would be Chili's. If there is no Outparcel with an individual site plan to identify it as "separate" from the larger development, the Control Name and Application Name would be the same.

An Application Name, under certain development scenarios, may be the same as the Control Name. For example, a site limited in an area such as a one-acre commercial gas station with a Control Name of Shell Oil would have the same Application Name. It is the only use on that site.

**Mylar Report Naming Convention Examples:**

Control No	Exhibit No	*Page No	Control Name	Application Name	Plan Type
1977 00133	94	1	Cross County Plaza	Cross County Plaza	FSP
1981 00186	141	2	Lee Square	Chilis	FSP
2005 003	11	1	Lyons West AGR PUD	Plat Five	FSBP
2003 00405	1	0	Beacon Baptist Church	Beacon Baptist Church	FSP

\* 0 = Single Mylar; no additional sheets

**2. Original Assignment of a Control Name**

- When a new application is submitted to the Zoning Division, with the exception of Business Tax Receipts (see BTR Power Point located in

U:\Zoning\AdminReview\2010\Special Projects\BTR\ BTR in ePZB), the Technician shall enter the PCN(s) associated with the new application. If a previous Control Number exists, the Technician should select it (there are a few exceptions that a New Control Number need to be assigned, e.g. URA, Westgate COZ, AP rezoning). If the PCN associated with the new application has never been entered into ePZB, a new Control Number shall be generated. If a new Control Number is generated, the Control/Application Name fields in ePZB shall reflect the name in the General Application.

### **3. Original Assignment of Control Name by Planning Division**

- When a Land Use Amendment application is submitted to the Planning Division, the Technician shall utilize the existing Control Name in ePZB followed by the proposed Land Use such as, Marketplace MUPD/Commercial. However, if there is no existing Control Name, the applicant shall provide a Control Name followed by the proposed Land Use for the project.

### **4. Modification of an Existing Control Name**

- If an application is submitted to the Zoning Division (either through the CDR or AR/PI Sections) which has a previous development approval, the appropriate Zoning Staff shall review the existing Control Name with the proposed Control Name shown on the submitted application. An applicant proposing to change only the Control Name without additional higher level Zoning approvals may submit an application through the AR/PI Section for a Zoning Review approval.

## **PROCEDURES:**

A proposed Control Name change may be submitted and reviewed either through the Community Development (CD) or Administrative Review/Public Information (AR/PI) Sections. The following procedures have been established to ensure name changes are properly updated:

### **Fees:**

1. The Zoning fee for processing a Name Change shall be consistent with the adopted Zoning Fee Schedule.

### **Processing and Review:**

1. The application for a name change shall be forwarded to the appropriate Section for processing.
2. Zoning Staff shall conduct a duplicate name search in ePZB.
3. Zoning Staff shall notify affected agencies, i.e. Addressing, Building, Land Development, Environmental Resource Management, and Planning, of the name change for comments.
4. Zoning Staff shall update all applicable plans and ePZB data. Paper files shall also be updated to reflect the new name.
5. Zoning Staff shall send a request to PZBMAP to update name on each plan that is on the Web - **ePZB Control Name**
6. Zoning Staff shall send a request to the File Room Staff to update the off-site storage records. The File Room Staff needs to note all files with the same Control Number are to be changed.
7. Fileroom/Records Staff shall modify the electronic Control Name in the off-site storage records to be consistent with the new Control Name.

### **Preparing Plans:**

1. All applicable Plans and file folders shall be stamped indicating the new name.
2. Zoning Staff shall prepared a memo (see attached) for the Zoning Director's signature indicating the name change has been completed and all County records have been updated.

The first letter of all words in the Control Name shall be capitalized, for example: "Lee Square". Acronyms such as MUPD, PUD, PIPD, etc., should also be capitalized.

The Control Name of future development approvals and ePZB shall not be updated until such time the Control Name is formally modified.

A handwritten signature in blue ink, appearing to read "J.F. McAllister", written over a horizontal line.

Director

**Supersession History:**

PPM#ZO-O-014, Issued: 05/20/05

PPM#ZO-O-014, Revised: 07/26/10

PPM#ZO-O-014, Revised: 05/18/16

INTER-OFFICE COMMUNICATION  
PALM BEACH COUNTY  
Planning, Zoning and Building Department

**To:** Zoning Petition File (Insert Control Number)  
**From:** Jon MacGillis, ASLA  
Zoning Director  
**Date:** (Insert Date)  
**RE:** Official Control Name Change

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The Control Name for (insert existing control name) associated with Control Number (insert control number) has been changed. The new Control Name is (insert new control name). Addressing, Land Development, Environmental Resource Management, and Planning Divisions have been notified of the name change and have no comments. Additionally, all previous related records shall remain unchanged as historical documentation, and new County Records have been updated.

c: Addressing  
Environmental Resource Management Department  
Land Development Division  
Planning Division