



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

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

**PPM #                   ZO-O-019**  
**Issued:                 08/2005**  
**Effective:              12/30/2015**

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- SUBJECT:**                **DEVELOPMENT REVIEW OFFICER (DRO) PROCESS FOR PUBLIC HEARING (PH) AND FINAL DRO APPLICATIONS**
- AUTHORITY:**           **Development Review Procedures for Article 2.B, Public Hearing Process and Article 2.D, Administrative Process**
- PURPOSE:**             To establish policies and procedures for the review and processing of Public Hearing and Final DRO Application(s) that are managed by the Community Development (CD) Section.
- PROCEDURES:**         The following procedures shall be followed when processing Zoning applications:
- A. Fees**
1. All fees, as outlined in the latest Official Fee Schedule, must be paid by the Applicant/Agent (Applicant) at time of submittal. If requests are modified during the review of an application, the fees shall be paid at time of submittal of the revised request and prior to final approval by the DRO or certification for a public hearing.
  2. All refund requests will be reviewed by Zoning Staff in accordance with the Refund Policy and Procedures Memorandum (PPM - PZ-F-005).
- B. Application Processing Procedures**
1. **A Pre-submittal meeting:**
    - a) Pre-submittal meetings are strongly encouraged prior to submitting an application with the CD Section.
    - b) The Pre-submittal meeting is an informal meeting held between the Applicant and Zoning Staff, although other Agencies may be included if requested by the Applicant.
    - c) Appointments are generally set up a minimum of one week in advance of the intake date. At the time of scheduling the meeting, the Applicant must provide the required information to the Secretary, including but not limited to; PCN, location/address, control number, detail of request, etc., The Applicant must request the necessary Zoning files in order for Staff and the Applicant to prepare for the meeting.
    - d) Type II Variances requests are required to have a Pre-submittal meeting prior to submitting an application. The lack of a Pre-submittal meeting may form the basis for an application being administratively withdrawn or deemed insufficient by the Zoning Director.
    - e) At the Pre-submittal meeting, Staff and the Applicant will take notes and then complete [Form #94](#) - Pre-Submittal Meeting Checklist, identifying the issues, based on the information provided at the meeting. The completed Form #94 will be scanned and uploaded into ePZB Contact Log. Staff will then forward a copy of the completed Form #94, including but not limited to, the notes of the meeting by email to the Applicant immediately after the meeting.

**2. Pre-Application Conference (PAC):**

- a) A Pre-application Conference (PAC) is a formal application and meeting with Multi-Agency County Staff and State Review Agencies. A PAC is required for some application requests in accordance with Article 2.A.1.E. However, Staff strongly encourages a PAC for all application types, including complex requests or those needing interpretation by the Zoning Director.
- b) As part of the application request, the Applicant is required to include any and all questions regarding the application of the Code, so that a request for the required interpretation by the Zoning Director's will be noted. All applicable documents must be provided to Staff for review and response.
- c) Staff prepares responses, which includes a summary of the issues and findings that are necessary to support the regulatory compliance of the application. The responses shall be sent to the Applicant in accordance with the pre-scheduled DRO meetings that are listed on the Official Zoning Calendar.

**3. Intake day application processing:**

- a) The Site Plan Technician (SPT) shall schedule appointments for new application requests for Intake Day.
- b) The SPT shall ensure that all applications and required documents are submitted on a disc in the format as described in the "Naming Instructions on Submittal Documents" found on the Zoning Web page: [http://www.pbcgov.com/pzb/zoning/newapps/naming\\_convention.pdf](http://www.pbcgov.com/pzb/zoning/newapps/naming_convention.pdf)
- c) The SPT shall verify the required documents are properly saved on the disc (i.e. correct naming format and file type). The SPT shall input all application information into ePZB database (i.e. type of application, fees, PCN's, request, etc.) The SPT shall complete all data entry and upload of all application documents into the ePZB database prior to Staff discussion of the application (Storytime).
- d) The Zoning Manager and seniors will review the intake application and assign a Project Manager (PM). As a rule, the application shall be given to the same Project Manager who attended the Pre-submittal meeting, Pre-Application Conference, or Staff who has prior knowledge on the development. Changes to the assignment of the Project Manager may be necessary to balance staff work load.
- e) Following the assignment of the applications and general review of the requests, the SPT shall email the Zoning Director and the Deputy Zoning Director the list of applications (Report name = Application Intake) so the Zoning Director may send it to the Commissioners and their Aides.
- f) The SPT shall update the ePZB Scheduler with the completed tasks. The SPT shall follow the steps as indicated on the ePZB screens (e.g. EPZB<Process Applications<Activity Sign Off. Select the process, Activity (Intake or Distribution), and the Intake Date). Close the applicable applications.

**4. Sufficiency/Insufficiency Review and Distribution:**

- a) The (PM) shall complete the review for sufficiency within 10 working days of the intake date, and as described on the Zoning Calendar. The PM shall review the proposed application and make a recommendation of sufficiency based on the "Sufficiency Checklist."
- b) CD Staff will meet before the Review for Sufficiency Deadline to discuss the proposed applications, confirming proper requests, fees paid, format and details of the plans and finalize the determination of sufficiency for the applications.
- c) The PM shall complete the ePZB Sufficiency Review for each application.
- d) If an application is determined to be sufficient, the PM shall inform the SPT so that the Scheduler can be updated.
- e) If an application is determined to be insufficient, the following shall occur:
  - i) The PM shall call the Applicant to inform them of the insufficiencies.
  - ii) The PM will merge the Insufficiency Letter for the Zoning Manager's

signature and have the Secretary send the approved letter to the Applicant.

- iii) No further action shall be taken on the application until the deficiencies are remedied by the Applicant,
- iv) The PM shall inform the SPT of the status of insufficiency for the application.
- v) Applications that are insufficient will not be scheduled to be discussed until it is deemed sufficient.
- vi) The SPT shall postpone the Sufficiency Review to 20 days from the date that the application has been deemed insufficient. The SPT will update the ePZB Scheduler to reflect changes of all remaining tasks to the next DRO and Hearings.
- f) Following the determination of Sufficiency for all applications, the SPT shall email the Review Agencies the Project Manager List Report (list of the new intake applications) as generated by ePZB and the list of items that were deemed insufficient. The SPT will refer the Review Agencies to the due dates for the proposed requests, as described on the Zoning Calendar.
- g) The Applicant shall contact the PM prior to resubmitting the application to ensure that they have remedied all insufficient items prior to the deadline established in Article 2.A. If an Applicant has not addressed all of the insufficiencies, a letter will be sent to the Applicant administratively withdrawing the application. Any requests for time extensions shall be reviewed with the Zoning Director, to determine if it is warranted. If a time extension is granted, the PM shall prepare a letter with the new deadlines to address sufficiency review. The ePZB Scheduler shall be updated again by the SPT, postponing and recalculating the dates. The PM is responsible for tracking the insufficient application to ensure the deadlines are met.
- h) If an insufficient application is deemed sufficient, a letter will be sent by the Zoning Manager to the Applicant notifying him/her of this determination and assign the application to the appropriate DRO Agenda.

**C. Review:**

1. All Agencies will be responsible for retrieving applications in ePZB database.
2. All Agencies will review the applications within the established timeframes, pursuant to the Official Zoning Calendar.
3. Each Agency will insert comments in ePZB within the established deadlines. It is the responsibility of each Agency to update the comments, as needed.
4. Prior to the completion of the first comments/issues, the PM is responsible to conduct a site visit to observe the existing conditions and evaluate the proposed improvements, changes, and impacts of the request on the land and the surrounding properties.
5. The PM is responsible to coordinate with all Agencies on their findings of existing Conditions and any necessary changes to the proposed request.
6. The PM shall update ePZB Scheduler as the Site Visit task is completed. If there is vegetation on site, the PM shall coordinate with ERM and the Zoning/Landscape Field Representatives in determining preservation, replacement, or mitigation.

**D. DRO Comments/Certification Issues and Conditions of Approval:**

1. All DRO Agencies will enter and update their comments or certification issues in ePZB by the deadlines established on the Official Zoning Calendar.
2. The PM shall review each Review Agency's comments/issues/conditions to understand the issues affiliated with the application, paying attention to the accuracy and substance of the comment/issue/condition and then coordinate with the Agencies the necessary resolutions.
3. All Conditions of Approval proposed by the Agencies must be identified as a "Comment" on the ePZB Comment Screen.
  - a) The proposed Conditions for Public Hearing applications must be entered into the ePZB Condition Screen.
  - b) The proposed Conditions for Administrative Review Application must be

sent to the DRO Zoning Director for approval or denial. All Conditions must be deemed acceptable and meet the Standards of Article 2.D.1.E. A response from the DRO Zoning Director will be sent to all applicable Agencies, the PM, and the SPT notifying of approval or denial of the condition(s).

- c) The PM will add the Agency to the ePZB Scheduler to enable the Agency to enter the approved conditions. The reviewing Agency will then enter the Condition(s) of Approval in ePZB Condition Screen.
  - d) The Review Agency is responsible for including the appropriate "trailers" at the end of each condition, and assuring the Agency has the ability to accept and enforce the condition(s).
4. Amending/Completing Conditions of Approval.
    - a) Public Hearing DOA and Expedited Application Consideration - previous Conditions of Approval shall be determined by each Agency to be Carried Forward, Completed, Deleted, or Marked as Duplicate, from the Conditions Carry Forward Screen in ePZB.
    - b) Public Hearing Abandonments - previous Conditions of Approval shall be marked complete under the Condition Monitoring Screen in ePZB.
    - c) Administrative Applications - previous Administrative or Public Hearing Conditions of Approval shall be marked complete under the Condition Monitoring Screen in ePZB, if the trigger for completion is a DRO event.
  5. Each Agency will ensure backup Staff is available to sign off (finalize) and revise or update certification issues, comments, or conditions, in case the assigned Agency Project Manager is absent from work.

**E. Procedures Prior To DRO Meeting:**

1. The Applicant is responsible for providing a request to be placed on the DRO Agenda by noon on the date established by the Official Zoning Calendar, through the DRO Agenda (email address: pzbzdro@pbcgov.org).
2. The DRO Secretary will monitor the DRO Agenda mailbox for requests. The DRO Secretary will prepare a draft Agenda for Staff's review. CD PM's will meet with the Zoning Manager to review the requests and determine placement on the Agenda. The PM will contact the Applicant for those items not placed on the Agenda.
3. Once this task is completed, the DRO Secretary will post the Agenda to the website, via PZBWEB, and email the Agenda to the DRO Agencies. The DRO Secretary will contact the Applicant on items accepted on the Agenda.

**F. Conduct of the DRO Meeting:**

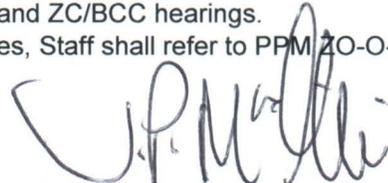
1. The Zoning Director's designee, a Staff member from the CD Section will chair the meeting.
2. The DRO Secretary will be responsible for maintaining all digital (tapes/videos) and paper copies of material from the meeting.
3. The DRO Chairperson will review the Agenda at the start of the meeting and determine whether or not any amendments to the Agenda will be required.
4. The SPT will prepare the material for the meeting so it can be projected on the screen for the Agencies and Applicant/ to view, as needed.
5. The Chairperson will recognize each Agency member and allow comments to be addressed.
6. Based on the direction of the discussion, the Chairperson may recommend that the Applicant schedule a separate meeting with the applicable Agency to resolve outstanding issues.
7. Applications are allowed to remain in the DRO process for a total of 6 months after the initial meeting date. A request for a time extension must be made in writing to the Zoning Director prior to the DRO meeting day. The request should demonstrate the existence of extraordinary mitigating factors that warrants consideration of an extension. The Zoning Director may or may not approve the extension based on the Applicant's justification for the extension.

**G. Follow-up:**

1. The Applicant is responsible for scheduling an appointment, in accordance with the Zoning Calendar, with the SPT to resubmit revised document(s) for minor changes to address Final Approval or Certification Issues.
2. The SPT shall upload all documents resubmitted into the ePZB database and distribute the revised application to the Agencies for review. An email is sent to all appropriate Agencies informing them of items resubmitted.
3. The Agencies shall review and update ePZB Comments, Conditions, Condition Monitoring and Concurrency Screens in accordance with the revised documents. All screens shall be finalized.
4. All Agencies shall update and save the Hearing Maintenance DRO Sign off Screen for both Administrative and Public Hearing applications, in accordance with the timeline of the Zoning Calendar.
5. The CD Secretary shall run the DRO Status Report (Yes/No) and a draft DRO Result List for the meeting with the PM's and Zoning Manager. Staff shall confirm applications approval, non-approval, certification and non-certification.
6. The CD Secretary shall merge the final draft of DRO Result List and send to the PM's for Final Approval.
7. Once approved, the CD Secretary shall post the Result List to the Zoning Web page, via PZBWEB.
8. The CD Secretary shall merge the DRO Result Letter for applications Final Approved or Certified for Public Hearing. The letters are reviewed and signed by the Project Manager. The Secretary will load the letter in the ePZB Contact Log and Attachment Screen for the specific application. The letters are then emailed to the Applicant.
9. Final Approved Plans:
  - a) The PM shall prepare the electronic Zoning Stamps for the SPT for each Plan that is Final Approved, (this includes the exhibit numbers, superseded numbers, etc). The PM must coordinate with Administrative Review/Public Information Section (AR/PI) on Plan exhibit number assignment to ensure that there is no duplication of numbers.
  - b) The SPT shall utilize the electronic Zoning Stamp and add to the approved .dwf file as determined by the PM. The .dwf file shall be saved as a .pdf file and uploaded into the ePZB Attachment Screen for the specific application.
  - c) The SPT shall enter the exhibit numbers into ePZB Attachment screen, for the specific application, based on the electronic Zoning Stamp information.
  - d) The SPT shall run the CD ePlans Mylar Report for the DRO meeting date and send the report and Plans to PZBWEB to be post on the Web according to the Zoning Calendar, PPM ZO-O-043 Updates to the Official Zoning Map and Quad Maps, and PPM ZO-O-054 Procedure for Adding ePlan to the PZB Web Page.
  - e) The SPT emails the approved .pdf plans to the Applicant.

**H. Updating ePZB:**

1. The Project Manager, Site Plan Technician, and the DRO Secretary will ensure all the applicable schedules and fields in ePZB are immediately updated after each DRO Meeting and ZC/BCC hearings.
2. For Final Public Hearing procedures, Staff shall refer to PPM ZO-O-040.



Director

**Supersession History:**

PPM#ZO-O-019, Revised 5/19/2007

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