



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

POLICY AND PROCEDURES

FROM: Jon MacGillis, ASLA, Zoning Director
SUBJECT: Review Process for Types 2 or 3 Concurrent Final Plan DRO Applications
PPM #: ZO-O-041

ISSUE DATE
3-30-19

EFFECTIVE DATE
3/30/19

AUTHORITY: Article 2.A, Application Processes and Procedures – General
PURPOSE: To establish review procedures for Development Review Officer (DRO) approval process for Types 2 or 3 Concurrent Final Plans DRO applications.
BACKGROUND: The DRO coordinates with Land Development and/or Building Departments to review applications for Final Plan Approval for the Off-the-Board applications; or Final Plan Approval for those Uses that are subject to Administrative Approval (DRO Full) process.

These processes are classified as follows:

1. "Standard" Preliminary or Final Plan(s) Review - (pursuant to Art.2.B - Public Hearing Processes and Art.2.C - Administrative Processes) which requires the applicant to secure the necessary approvals (BCC, ZC, or DRO) prior to submitting other applications to the Land Development (LD) and Building Divisions.
2. Type 2 Concurrent Final Plan(s) Review – Zoning plus one other Agency application review process, such as, Land Development Plats or Building Permits.
3. Type 3 Concurrent Final Plan(s) Review - Zoning and Land Development and Building Permit applications reviewed concurrently.

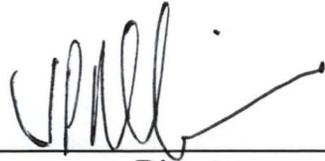
PROCEDURES: Applications for Concurrent Review of Final Plans are subject to a mandatory Pre-Application Conference (PAC) pursuant to ULDC Art.2.A.4.D, and Article 2.A.5. Applicants may submit a PAC with or without DRO Agency questions in accordance with [PPM ZO-O-067](#) – Requesting a Pre-Application Conference (PAC).

The following procedures are established for the processing and review of Concurrent Final Plan DRO applications:

1. A PAC is mandatory prior to submitting a Concurrent Final Plans for DRO review in accordance with Art. 2.A.5. The applicant shall follow the procedures set forth in Article 2.A.5 and receive a PAC Result Letter, or if the applicant submits Form #112 requesting a PAC without Agency questions (refer to [PPM ZO-O-067](#)), the applicant must submit the approved Form #112 or the PAC Result Letter with the DRO Concurrent application(s).
2. After the PAC, the applicant may submit the DRO Concurrent Final Plan review application in accordance with the Official Zoning Calendar and shall include the following documents:
 - a) Form #24 – Affidavit of Understanding for Concurrent Review, acknowledging and agreeing to all terms outlined in affidavit for a Concurrent Review. Failure to abide by these terms shall result in the application being withdrawn by the Zoning Director and remanded to the “Standard” review process;
 - b) Provide an “overview” statement of the concurrent review request;
 - c) The PAC Result Letter or Form #112 with the necessary Zoning approvals;
 - d) All required DRO Concurrent application forms and supporting documents, as applicable, including applicable resolutions and the proposed Final Plan(s);
 - e) The applicant shall indicate on the General Application Form#1 the various concurrent permit numbers, as applicable, from each Agency application (LD or Building).
3. The applicant may submit the Land Development and/or Building Division applications concurrently depending on the process selected, Type 2 or Type 3. Submittal of these applications for review must be submitted by the applicant directly to each Division within **10 days after** the submittal of the Zoning Division Type 2 or 3 Concurrent Review application.
4. All concurrent applications (Zoning, LD, and Building) plans shall be stamped with the word “Concurrent” by the Applicant at submittal.
5. The PAC Result Letter or approved Form #112, must accompany each application(s) as submitted to Zoning, Land Development and /or Building Divisions.
6. The zoning application review shall follow the same procedures for a “Standard” DRO Agency review for sufficiency, application review and commenting.
7. If sufficient, the application shall proceed through the next phase of distribution to the Agencies for review and be added to the DRO Agenda for discussion and approval.

8. If insufficient, the applicant shall resubmit on the next scheduled submittal date in accordance with the Zoning Calendar, until sufficiency is achieved.
9. All applications that are sufficient are distributed to the applicable DRO Agencies for review. Agencies staff will enter comments or issues in the ePZB application system. The applicant shall enter responses in the ePZB system to address concerns and may resubmit Plans with the appropriate changes, on the specified resubmittal dates, as needed.
10. If issues remain, the Applicant may request the application be placed on the "DRO Workshop" Agenda for further discussion with the Agencies to work through issues.
11. Once all DRO issues have been resolved, the Final DRO Plans are reviewed, approved and stamped and a DRO Result Letter shall be prepared. Staff will provide the approved Plans and Result Letter to the applicant via email.
12. The applicant shall be responsible for adding the DRO Final Approved Plans and the DRO Result Letter to all related concurrent applications in progress with Land Development and/or Building Divisions.
13. The applicant shall be responsible for adding the approved Plats, when they are approved, to the Building Division permit application.
14. The Building Permits shall not be finalized by Zoning, Land Development and Building Divisions until the Final DRO Plan(s) have been approved by the DRO, and the final Plat (if applicable) and/or drainage review have been completed and approved by the Land Development Division.

Attachments: Concurrent Review Process Final DRO Type 2 and 3 - Flowchart
Form # 24 – Affidavit of Understanding for Concurrent Review
Form # 112 – Affidavit of Understanding - PAC

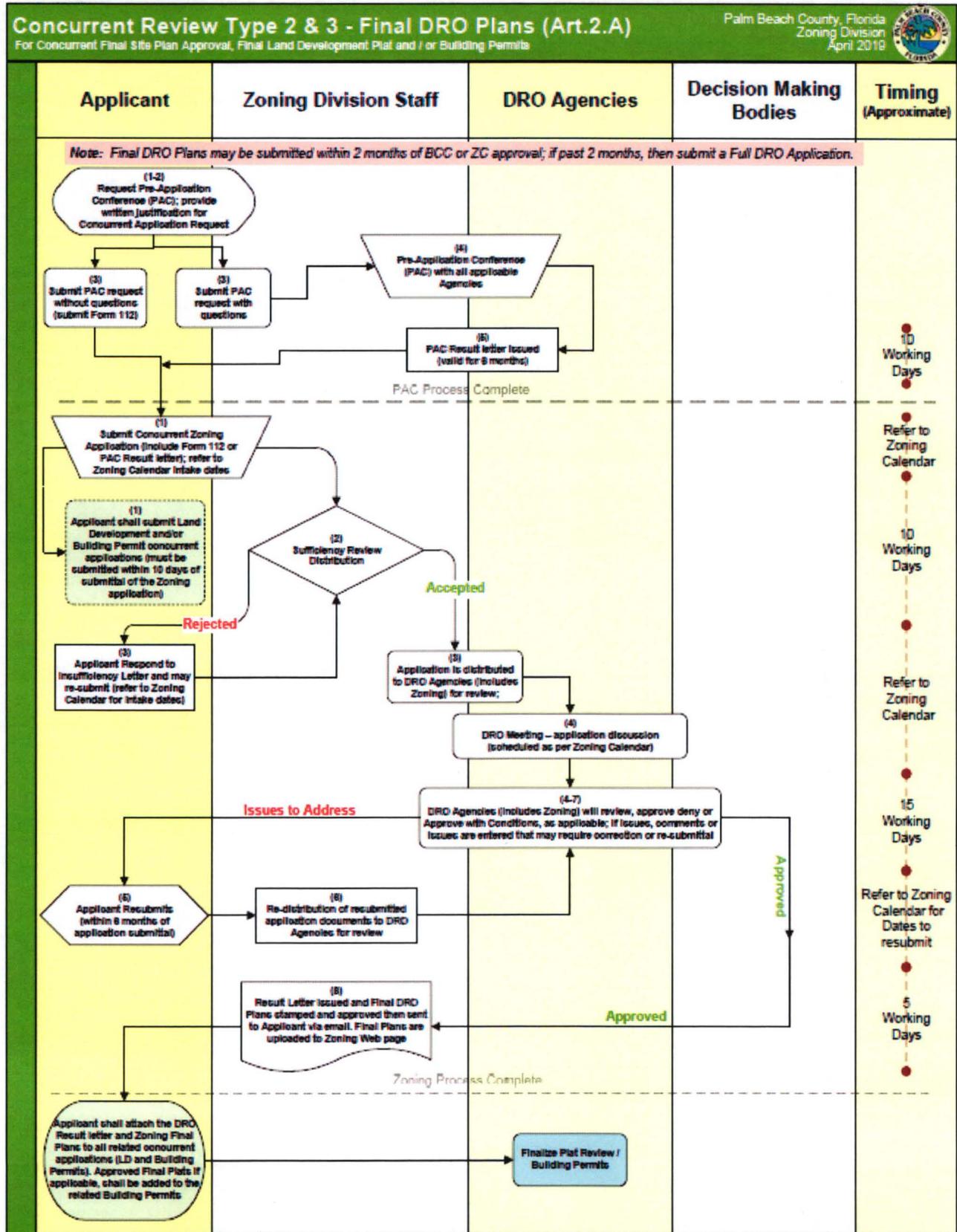


Director

Supersession History

PPM#ZO-O-041, Issued: 09/01/09;
PPM#ZO-O-041, Revised: 02/10/12;
PPM#ZO-O-041, Revised: 06/29/16;
PPM#ZO-O-041, Revised: 07/25/17;
PPM#ZO-O-041, Revised: 03/30/19

Attachment 1: Concurrent Review Process - Final DRO Type 2 and 3 Flowchart



Attachment #2: Form# 24 – Affidavit of Understanding for Concurrent Review

PALM BEACH COUNTY - ZONING DIVISION

FORM # 24



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200
Fax: (561) 233-5165

AFFIDAVIT OF UNDERSTANDING FOR CONCURRENT REVIEW

INSTRUCTIONS: To be completed by the Property Owner(s) / Agent / Project Manager of record at time of application.

Project Name: Submittal Date:
Control Number: Application Number:
Property Address:
Property Control Number(s)
Applicant's Name:

I hereby certify that I, as property owner / agent / project manager, will abide by and agree with the stipulations included in this document related to the DRO Concurrent Review Process. I certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge.

As a part of the Concurrent Review Process I agree to the following:

- 1) To meet with County Staff during a Pre-Application Conference (PAC) to review all requirements; if you wish to decline participation in the PAC meeting, submit Form#112 – Affidavit of Understanding;
2) To have a design team (engineer, contractor, architect, landscape architect, planner, surveyor, etc) assembled prior to application submittal; and,
3) To appoint a Project Manager to coordinate with all applicable reviewing agencies. The Project Manager shall be responsible for the following:
a. Ensuring all agency comments are addressed in a timely manner
b. Distributing agency review comments and responses to the design team
c. Ensuring plans and documents submitted by the design team are consistent with each other
d. Submitting revised documents for processing
e. Ensuring the appropriate design team member attends all necessary meetings

I understand that this process is optional and that the intent is to expedite the development review process. I further agree that significant inconsistencies or issues, failure to address issues in a timely manner, or failure to comply with the terms of this Affidavit will result in the application being remanded to the standard review process.

(Name - type, stamp or print clearly) (Signature)
(Name of Firm) (Address, City, State, Zip)

NOTARY PUBLIC INFORMATION: STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ___ day of ___, 20___ by ___ (name of person acknowledging), who is personally known to me or has produced ___ (type of identification) as identification and did / did not take an oath (circle correct response).

(Name - type, stamp or print clearly) (Signature)
My Commission Expires on: NOTARY'S SEAL OR STAMP



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200
Fax: (561) 233-5165

AFFIDAVIT OF UNDERSTANDING
PRE-APPLICATION CONFERENCE (PAC)
FOR DRO TYPE 2 and TYPE 3 CONCURRENT REVIEW PROCESS

INSTRUCTIONS: This form is to be completed by the Property Owner(s) / Agent / Project Manager of record at time of application. This affidavit shall be valid for a period of six (6) months from the DRO Hearing Date (below) and is only valid for the project specified below.

Project Name: Submittal Date:

Control Number: Application Number:

Property Address:

Property Control Number(s):

Applicant's Name:

- DRO Type 2 - Concurrent Review (Zoning & Land Development) or (Zoning & Building)
DRO Type 3 - Concurrent Review (Zoning, Land Development & Building)

I hereby certify that as the Property Owner / Agent / or Project Manager of record I am formally declining to submit an application and participate in the Pre-Application Conference (PAC) for the Development Review Officer (DRO) -Type 2 and Type 3 Concurrent Review process. I further acknowledge and understand that by not participating in a Pre-Application Conference, I will not receive initial feedback from the County agencies that will be reviewing my concurrent applications. The feedback information may be beneficial in understanding the application of code provisions and preparing my applications. I further agree that significant inconsistencies or issues, failure to address issues in a timely manner, will result in the application being remanded to the standard review process.

I am aware that all concurrent applications shall be submitted within 10 days after the submittal of the Zoning Division Type 2 or 2 Concurrent Review application. I further gave consent to Palm Beach County to publish or reproduce any copyrighted documents submitted as a part of the application(s) for any third party.

(Name - type, stamp or print clearly)

(Signature)

(Name of Firm)

(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this day of 20 by (name of person acknowledging), who is personally known to me or has produced (type of identification) as identification and did / did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

My Commission Expires on:

NOTARY'S SEAL OR STAMP

STAFF USE ONLY
DRO Hearing Date: Affidavit Expiration Date: Staff Initials:
(Bldg and Land Development): Zoning Concurrent Applications are updated periodically in the "DRO Concurrent Review" list of applications, to verify applications submitted, visit the Zoning Web page at: http://idmscoovr.cbccc.gov/oriozb/zoning/DRO/Type-II-III-Process.aspx