



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

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

**PPM# ZO-O-054**

**Effective: 01/04/18**

**SUBJECT: Procedures for adding ePlans to the Zoning Web Page.**

**PURPOSE:** To establish procedures, for the preparation and coordination between Zoning and Information System Services (ISS) of the new or amended Zoning Plans to be posted to the Zoning Website in a timely and consistent manner for access by the public and staff.

**BACKGROUND:** Prior to the implementation of the Electronic Plan (ePlan) process, the Zoning Division required Applicants to submit Final Zoning Plan(s), in the form of Mylars, which were then approved and stored on site for access by the Public and Staff. The Zoning Division requires Applicants to submit all Final Zoning Plan(s) electronically in DWF/DWFX and/or PDF file formats, once approved, they are uploaded to the Zoning Website by ISS Division for access by the public and staff.

**PROCEDURES: Responsibility of Zoning Division Staff:**  
 Zoning Division Staff are responsible for stamping all new or amended Plans, as approved, and sending the plans to be uploaded to the Zoning Website in a timely and consistent manner. Plans are processed for the Web by the AR/PI Section Staff at the end of each week and by CD Section Staff every two weeks following the DRO Certification.

- 1. Research:** Zoning Staff shall research and review the existing approved Zoning Plan(s) on file (Master, Subdivision, Site Plan or other types of Plans, as applicable) to locate the current Exhibit Number(s) for each plan. This can be done by utilizing the [ePLAN](#)(s) currently posted on the Web and “Exhibits” referenced in the file(s) (Graphic 1 or 2).

Graphic # 1: [ePlans](#) on Web posted by year:


**PALM BEACH COUNTY**  
*Discover the Palm Beaches...  
 the Best of Everything*

**Planning, Zoning & Building**  
ePlans By Year

[Cross Reference Listing](#)  
[Back to ePlans By Year](#)

Please Note: This report lists both Municipal and County projects, any project that has all zeros (0000-000) for the petition number will not have a Site Plan on this web page.

2017	2005	1993	1981
2016	2004	1992	1980
2015	2003	1991	1979
2014	2002	1990	1978
2013	2001	1989	1977
2012	2000	1988	1976
2011	1999	1987	1975
2010	1998	1986	1974
2009	1997	1985	1973
2008	1996	1984	1972
2007	1995	1983	
2006	1994	1982	

Graphic # 2: Exhibits in Zoning File(s)

FILE NUMBER DA-85-24		
EXHIBIT NO.	EXHIBIT	RECEIVED
A	APPLICATION	✓
B	FEE RECEIPT	✓
1	ZONING MAP	✓
2 + 2a	SURVEY	✓
3 + 3a	SITE PLAN	✓
4	PROPERTY OWNERS LIST & MAP	✓
5	overall Site Plan	✓
10	FSP Site Plan	✓
12	Master Plan	✓

**2. Preparation of Plans:**

**A. Preparing Plans – New Plans (CD Section):**

1. The CD - Project Manager shall provide the Site Plan Technician with a completed template (Graphic # 3) for each applicable approved Plan(s) which shall include the Project Number, Control Number, Application Number, Resolution Number, Superseded Exhibit Number, Date Approved and Project Manager Name (Graphic #3).

Graphic # 3:

<p><b>PROJECT #:</b></p> <p><b>CONTROL #:</b></p> <p><b>APPLICATION#:</b></p> <p><b>RESOLUTION#:</b></p> <p><b>EXHIBIT #:</b></p> <p><b>SUPERSEDES EXH#:</b></p> <p><b>DATE APPROVED:</b></p> <p><b>PROJECT MANAGER:</b></p>
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2. The Site Plan Technician will apply the provided template to each appropriate plan, assigning the correct exhibit numbers (see example below, completed template). Note: If a plan has multiple pages, then all pages must be stamped and noted (Graphic 3a) as Page 1 of 2, and page 2 of 2.

Graphic # 3a:

<p><b>PROJECT #:</b> 05000-105</p> <p><b>CONTROL #:</b> 1988-00029</p> <p><b>APPLICATION#:</b> DROE 2012-03117</p> <p><b>RESOLUTION#:</b> R-2012-1860</p> <p><b>EXHIBIT #:</b> XX (Page 1 of 2)</p> <p><b>SUPERSEDES EXH#:</b> 61</p> <p><b>DATE APPROVED:</b> 01/09/2013</p> <p><b>PROJECT MANAGER:</b></p> <p>Wendy Hernandez</p>
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<p><b>PROJECT #:</b> 05000-105</p> <p><b>CONTROL #:</b> 1988-00029</p> <p><b>APPLICATION#:</b> DROE 2012-03117</p> <p><b>RESOLUTION#:</b> R-2012-1860</p> <p><b>EXHIBIT #:</b> XX (Page 2 of 2)</p> <p><b>SUPERSEDES EXH#:</b> 61</p> <p><b>DATE APPROVED:</b> 01/09/2013</p> <p><b>PROJECT MANAGER:</b></p> <p>Wendy Hernandez</p>
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**B. Preparing Plans – Amendments - AR/PI Section:**

1. The ARPI Project Manager (PM) shall add the information to the Stamp Boxes (applicant must provide two blank stamp boxes on each amended plan, titled, “Amendment” and “Zoning Stamp”).
  - a. In the box titled “Amendment” all previous and current amendments shall be maintained in this box. The PM shall enter all previous and enter the current amendment application information, such as, the Application Number, Approval Date and Project Manager’s Initials in this box (see below).
  - b. In the box titled “Zoning Stamp” the PM shall copy the information from the previously approved plan and update the exhibit and superseded exhibit numbers accordingly (see highlighted text below).

**Amendment:**

ZZR 2011-01235	1/06/2011	LB
ZAR 2012-04458	10/17/2012	AT
ZZR 2013-09650	11/20/2013	LB

**Zoning Stamp:**

PROJECT #: 05000-105
CONTROL #: 1988-00029
APPLICATION#: DROE 2012-03117
RESOLUTION#: R-2012-1860
EXHIBIT #: 15.3 (Page 1 of 1)
SUPERSEDES EXH#: 61
DATE APPROVED: 01/09/2013
PROJECT MANAGER:
Wendy Hernandez

**C. Superseding an Existing Plan:**

1. If the new Plan supersedes an existing Plan, Staff shall review all Plans that were assigned an exhibit number to determine the next available exhibit number in sequential order. Example shown below, shows Control # 1988-0029 has the last plan exhibit number listed on the Web as #71, staff will assign the next exhibit as #72 or #73.

Graphic #4: Zoning ePlan Web page:

1988 00029	0068	00	Palm Beach Market Place	Palm Beach Market Place	FSP
1988 00029	0069	00	Palm Beach Market Place	Palm Beach Market Place	FRP
1988 00029	0070	01	Palm Beach Market Place	Palm Beach Market Place	FMSP
1988 00029	0070	02	Palm Beach Market Place	Palm Beach Market Place	FMSP
1988 00029	0070	03	Palm Beach Market Place	Palm Beach Market Place	FMSP
1988 00029	0071	01	Palm Beach Market Place	Palm Beach Market Place	FLP
1988 00029	0071	02	Palm Beach Market Place	Palm Beach Market Place	FLP
1988 00030	0001	00	Board of County Commissioners	Jail Expansion II	FPHF
1988 00031	0045	00	George W Fowler Warehouse	George W Fowler Warehouse	FSP

2. All plans should be assigned exhibit numbers based on the following hierarchy of plan type: 1-Master Plan; 2-Site or Subdivision Plans; 3-Regulating Plan; 4-Master Sign Plan; 5-Alternative Landscape/Landscape Plans, etc. Each page of each plan type must be stamped in numerical and sequential order.
3. If only one page of the Plan is being amended, the entire set of Plans shall be stamped with new Exhibit Numbers and new page numbers.

## D. Saving the Completed Plans:

1. The updated Plans shall be saved in **PDF** format in the following locations, remember to verify all information entered is accurate on each plan:

- **For CD plans (PDF):**  
U:\Zoning\CD\DRO\**<Year>**\ **<Month>**\ePlans;
- **For AR/PI amended plans (PDF):**  
U:\Zoning\AdminReview\**<YEAR>**\Administrative Amendments\EPAP\**<CURRENT WEEK DATES>**.
- **For Confidential Plans, (plans that are not uploaded to the Web, either Section) (PDF):** U:\Zoning\CD\DRO\Confidential ePlans

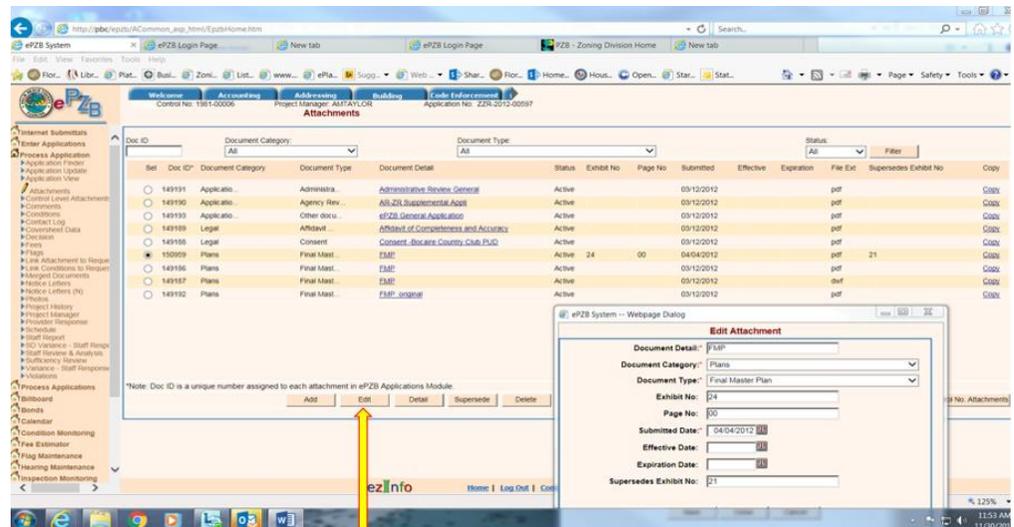
2. Naming the Plans:

The Plans shall be named in accordance with the [Zoning Naming Convention](#), with the applicable information such as, Control Number, Exhibit Number, Page Number, Control Name, Application Name, and Plan Type. (See graphic #4).

**Example:** 1975 00068 0236 00 Loggers Run\_Cobblestone Place CLF\_ FMP

3. After the Plans are updated and saved as above, Staff shall attach the stamped PDF Plan(s) in the ePZB attachment screen, under each application.

4. Staff shall use the “Edit” feature of the ePZB Plan Attachment Screen, to enter the approved Plan information; such as, the Final Exhibit #; Page # and Superseded Exhibit Number, as applicable.



6. All plans to be updated to the Web shall be saved in PDF format, here:  
 CD Section: X:\GIS\GIS\ePlans\New Scans\ (Month and Year)  
 ARPI Section: X:\GIS\GIS\ePlans\New Scans

**E. Generating ePlan/Mylar Report:**

ePlan/Mylar Report lists all applications that are completed with the approved Plan(s), and should be sent to ISS for processing and posting to the Zoning Web page.

1. The ePlan report is prepared by Staff in the following manner:
  - a. Go to ePZB Planning/Zoning tab (refer to left panel in screen below) click on “Queries / Report” tab and follow instructions 1,2,3 in graphics 5a and 5b below.
  - b. Staff shall select either the Hearing Date for the DRO meeting or the Decision Date range for the Amendments, and Click Generate Report. The ePlan Report shall be saved in the same location as described in # D.6 above.

Graphic #5a: ePlan/Mylar Report - CD Section

Graphic #5b: ePlan/Mylar Report - ARPI

Example of ePlan/Mylar Report:



**MYLARS - CDR APPROVED ON 08/09/2017**

Control No	Exhibit No	Page No	Control Name	Document Detail	Plan Type	Superseded Exhibit No	File Name
1977-00048	0087		Western Plaza	Western Plaza_FSP	Final Site Plan	0082 1977 00048 0087	Western Plaza_Western Plaza_FSP
1977-00048	0088		Western Plaza	Western Plaza First Coast Energy Store No_2719_FSP	Final Site Plan	0037 1977 00048 0088	Western Plaza_Western Plaza First Coast Energy Store No_FSP
1977-00048	0089		Western Plaza	Western Plaza First Coast Energy Store No_2719_FAE	Final Architecture	1977 00048 0089	Western Plaza_Western Plaza First Coast Energy Store No_FAE
1977-00048	0090	01	Western Plaza	Western Plaza_FMSP	Final Master Sign Plan	0073 1977 00048 0090 01	Western Plaza_Western Plaza_FMSP
1977-00048	0090	02	Western Plaza	Western Plaza_FMSP	Final Master Sign Plan	0073 1977 00048 0090 02	Western Plaza_Western Plaza_FMSP
1977-00048	0090	03	Western Plaza	Western Plaza_FMSP	Final Master Sign Plan	0073 1977 00048 0090 03	Western Plaza_Western Plaza_FMSP
1977-00048	0090	04	Western Plaza	Western Plaza_FMSP	Final Master Sign Plan	0073 1977 00048 0090 04	Western Plaza_Western Plaza_FMSP
1981-00233	0072		Balmoral Country Club PUD	Balmoral Country Club PUD_FMP	Final Master Plan	0065 1981 00233 0072	Balmoral Country Club PUD_Balmoral Country Club PUD_FMP
1981-00233	0073		Balmoral Country Club PUD	Palm Beach School for Autism_FSP	Final Site Plan	0070 1981 00233 0073	Balmoral Country Club PUD_Palm Beach School for Autism_FSP
1981-00233	0074		Balmoral Country Club PUD	Palm Beach School for Autism_FMSP	Final Master Sign Plan	0060 1981 00233 0074	Balmoral Country Club PUD_Palm Beach School for Autism_FMSP
1981-00233	0075		Balmoral Country Club PUD	Palm Beach School for Autism_FAE	Final Architecture Elevations	1981 00233 0075	Balmoral Country Club PUD_Palm Beach School for Autism_FAE
2008-00129	0017		Andalucia PUD	Andalucia PUD Pod A Plat 4_FSBB	Final Subdivision Plan	2008 00129 0017	Andalucia PUD_Andalucia PUD Pod A Plat 4_FSBB
2016-00142	0001		Place of Hope Lane Outreach Center	Place of Hope Lane Outreach Center_FSP	Final Site Plan	2016 00142 0001	Place of Hope Lane Outreach Center_Place of Hope Lane Outreach Center_FSP

**F. Preparing ePlan Report for Plans to be posted to the Web:**

1. Review the report for correctness, verify that all approved plans are listed on the report, if not make necessary corrections in ePZB under each application. Some examples of corrections that may be necessary are; exhibit number is not assigned to the approved plans (if no exhibit # is assigned in ePZB, the plan will not show on the report), control name (if control name was changed officially then all new plans must reflect the new control name), application name may be incorrect, plan name may be incorrect, exhibit number may be incorrect, etc. After all corrections are done then reprint the ePlan Report and resave in folder.

2. Staff shall verify that all approved Plans are listed on the report and each plan is saved in the folder on X: Drive, as indicated in D.6 above. It is crucial that all plans that are “confidential plans” shall be redacted from the report.
3. Staff shall send an email to PZBMAP notifying them that there are new or amended ePlans in the folders on X: Drive to be added to the Web. The email should include the following information:

**Subject:** e-Plans are ready to be posted to the Web for CD section-Zoning or AR/PI Section.

**Message:** Plans are ready to be posted to the Web and they can be found in the X:\GIS\GIS\ePlans\NewScans. Attached is ePlan/Mylar Report. Please be sure the superseded plans are pulled off the Web accordingly.

4. The Site Plan Technician (CD) and Project Manager (AR/PI) shall email the Agent/Applicant the approved and stamped PDF Plan(s). Copy this email to the Section Head for each section and also to the Customer Relations Manager.

#### **Responsibility of ISS Staff:**

ISS Staff is responsible for uploading the new or updated ePlans submitted by Staff to the Internet Zoning Web Page. The following tasks will be performed by ISS staff:

1. ISS Staff will upload all plans to the FTP site from the folder on X:Drive, as identified by Zoning Staff to be added or superseded on the Zoning Web Site ePlans page. ISS Staff will document any problems (such as duplicate exhibit number, incorrect document name or type, etc.) and correspond by email with Zoning Staff to resolve issues.
2. ISS staff shall remove the superseded ePlans (as indicated on ePlan report) from the Internet and replace with the updated plans provided. Ensuring that the superseded Exhibit Number(s) on the ePlan report corresponds to the third set of numbers in the .pdf file (e.g. 1980 00201 **0040 00**).
3. ISS Staff shall move the superseded ePlans from the folders below (X:\GIS\GIS\ePlans) to the “Superseded ePlan” folder (X:\GIS\DATA\ePlans\ePlansArchive-Superseded)
4. ISS Staff shall verify that the Plans are readable on the Zoning Internet page, (<http://www.pbcgov.com/pzb/Zoning/ePlans/index.htm> to confirm that the ePlans are posted correctly. Once the ePlans have been verified, they can be deleted from the folder on X: Drive.
5. The ePlans report shall be moved to the ePlan Reports Archive folder here: X:\GIS\GIS\ePlans\NewScans\ePlanReports Archive.
6. ISS Staff shall send email to Zoning Division Staff and PZBWEB confirming that the process has been completed.

7. Upon notification from PZBMAP that the ePlans have been posted to the WEB, Zoning Staff shall review and verify that each Plan is correctly posted and is readable, also that the superseded plans have been removed.



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Director

**Supersession History:**

PPM ZO-O-054, Issued 4/10/2012;  
PPM ZO-O-054, Revised 4/20/2013;  
PPM ZO-O-054, Revised 7/03/2013;  
PPM ZO-O-054, Revised 1/4/18;

U:\Zoning\ADMIN\PPM's\DRAFTs\ZO-O-054 Procedures for adding ePlan to PZB Web Pages\Revised 1-04-18