

**TOWN OF PALM BEACH ZONING APPLICATION CHECKLIST**

**INSTRUCTIONS TO APPLICANT:** Create a large file folder (redwell) labeled with the Zoning Case # and property address.  
EXAMPLE: VAR 65 2002 300 Main Street

**Contents to include:**

- \_\_\_ Copy of this checklist prepared by staff (submit paper copy and include on disc)
- \_\_\_ Original TYPED Zoning Application (including a location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets and indicates house numbers of the properties shown, and **MUST include a parking statement**). (Submit original and include on disc)
- \_\_\_ **Twelve (12)** sets of the Zoning Application (including a location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, indicates house numbers of properties shown and **MUST include a parking statement**), reduced plans (maximum size 11 x 17) including existing floor plan and elevations with plans stapled to applications. **ALL PLANS MUST INCLUDE ZONING CASE NUMBER**
- \_\_\_ One (1) full-sized set of signed & sealed plans including streetscape (Submit original and include on disc)
- \_\_\_ One (1) full-sized set of signed and sealed existing floor plans & elevations (Submit original and include on disc)
- \_\_\_ One (1) full-sized set of signed and sealed paving and drainage plans (Submit original and include on disc)
- \_\_\_ One (1) current survey (abstracted), including any historic trees (Submit original and include on disc)
- \_\_\_ Original NOTICE AFFIDAVIT (Submit original and include on disc)
- \_\_\_ One tax map identifying 300 foot radius and subject property (Submit original and include on disc)
- \_\_\_ List of all property owners within 300 foot radius (Submit original and include on disc)
- \_\_\_ Sample envelope (see instructions) (Submit original and include on disc)
- \_\_\_ Mailing envelopes to property owners (see instructions). If this project is a "COMBO" be sure to include correct notice and both applications.
- \_\_\_ Original/copy of letters from other agencies (Submit original and include on disc)
  - \_\_\_ Dept. Environmental Protection
  - \_\_\_ Traffic Concurrency
  - \_\_\_ Army Corps of Engineers
  - \_\_\_ Other
- \_\_\_ Copy of any associated correspondence (Submit original and include on disc)
- \_\_\_ DISC labeled and containing files as indicated on attached instructions and as indicated above

**Note: If the Zoning Administrator has told you that your project must be referred to ARCOM or the Landmarks Preservation Commission prior to your Town Council hearing, you are required to submit the ARCOM or LPC application package including the ARCOM/LPC application, one full size set of signed & sealed plans, and the appropriate ARCOM/LPC filing fee. This must be submitted at the same time as you submit for your variance, special exception or site plan review. Be sure to use the correct COMBO NOTICE. Include a copy of that application with your paper and electronic submittal.**

\_\_\_ Copy of ARCOM/LPC Notice (if applicable) (include on disc)

**FEE:** \_\_\_\_\_

\_\_\_\_\_

**NOTICE AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF PALM BEACH, TOWN OF PALM BEACH**

**BEFORE ME THIS DAY PERSONALLY APPEARED \_\_\_\_\_ WHO BEING DULY SWORN, DEPOSES AND SAYS THAT:**

1. He/she is the owner, or the owner's authorized agent, of the real property legally described in Exhibit A; and
2. The accompanying Property Owners List is, to the best of his/her knowledge, a complete and accurate list of all property owners' mailing addresses and property control numbers dated no more than 90 days prior to the Town Council hearing at which the subject application will be heard, and as recorded in the latest official tax rolls for the subject property and all other property within three hundred (300) feet of the real property described in Exhibit A, or all property within three hundred (300) feet of all contiguous property owned wholly or in part by the owner of the real property described in Exhibit A, if applicable; and
3. A copy of each page of the application plus supporting documentation is included in each envelope submitted for mailing, using the label provided by the Property Appraiser.

**FURTHER AFFIANT SAYETH NOT.**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, by  
Month/Year

\_\_\_\_\_ who is personally known to me or who has produced  
(Name of person acknowledging)

\_\_\_\_\_ as identification and who did (did not) take an oath.  
(type of identification)

\_\_\_\_\_  
(Signature of Person Taking Acknowledgment)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
(Printed Name of Acknowledger)

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
(Title or Rank)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
(Serial Number, if any)

\_\_\_\_\_  
City, State, Zip Code

(Notary Seal)

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number



**ZONING APPLICATION**  
TOWN OF PALM BEACH



\_\_\_\_\_  
(Zoning Case Number)

This application includes requests for:

- Site Plan Review
- Special Exception
- Variance

**TO BE HEARD BY THE TOWN COUNCIL ON \_\_\_\_\_ AFTER 9:30 A.M., IN THE TOWN OF PALM BEACH COUNCIL CHAMBERS LOCATED ON THE 2<sup>ND</sup> FLOOR, 360 SOUTH COUNTY ROAD, PALM BEACH.**

Pursuant to the Town Zoning Code of Ordinances, Sections 134-172 (Special Exceptions and Variances) and/or 134-328 (Site Plan Review), this application is being sent to all property owners within 300' of the location of the subject zoning application. A copy of this application along with all exhibits such as large drawings and other supporting documents that are not attached to this application are available for inspection at the Town's Planning, Zoning & Building Department, 360 S. County Rd., east entrance, weekdays between the hours of 8:30 a.m. and 4:30 p.m.

All interested persons may appear and be heard at said Public Hearing and may likewise submit written statements prior to and at said Public Hearing. If any person decides to appeal any decision made by the Town Council with respect to this matter, he/she will need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based.

Please be advised that the Town does not enforce private covenants or deed restrictions.

I. SUBJECT ADDRESS: \_\_\_\_\_ Zoning District \_\_\_\_\_

Legal Description:  
\_\_\_\_\_

Fee Simple Property Owner's Name:  
\_\_\_\_\_

Name and address of person who can receive service of process for purposes of litigation in

Palm Beach County: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contact Phone \_\_\_\_\_

II. **DESCRIPTION OF THE REQUEST TO BE HEARD BY TOWN COUNCIL, citing applicable Town Zoning Code Section Number(s):**

A. Applicable Zoning Code Section Number(s):

- 1.
- 2.
- 3.

4.

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Zoning Case Number

B. Description of request by Zoning Section Number(s):

1.

2.

3.

4.

**III. APPLICATIONS CONTAINING SITE PLAN REVIEW**

If the application contains Site Plan Review, complete **Exhibit B**, and briefly describe below the reasons why such application should be approved. This explanation should be a summary of information provided in Exhibit B (Site Plan Review by Town Council as stated in the Town's Zoning Code at Section 134-329).

**IV. APPLICATIONS CONTAINING SPECIAL EXCEPTIONS**

If the application contains requests for Special Exceptions, complete **Exhibit C**, and briefly describe below the reasons why such application should be approved. This explanation should be a summary of information provided in Exhibit C (Requirements for granting Special exceptions by the Town Council as stated in the Town's Zoning Code at Section 134-229).

**V. APPLICATIONS CONTAINING VARIANCES**

If the application contains requests for variances, please respond to the questions below, and complete **Exhibit D** (Findings for authorizing a variance as stated in the Town's Zoning Code at Section 134-201).

- a. Applicant should provide a brief description of the special conditions which when subjected to a literal enforcement of the provisions of the zoning ordinance will result in unnecessary and undue **HARDSHIP**. This explanation should be a summary of information provided in Exhibit D.
  
- b. Applicant should address how granting of a variance for these special conditions will not be contrary to the public's interest.

\_\_\_\_\_  
Zoning Case Number

**VI. SITE HISTORY**

Please provide a detailed history in chronological order of all zoning-related requests processed on or after January 1, 1970 applicable to this property. This information should be attached as **Exhibit E - SITE HISTORY**.

Respectfully submitted,

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed name & telephone #

\_\_\_\_\_  
Fee Simple Property Owner's Signature  
(or his/her duly authorized attorney)

\_\_\_\_\_  
Typed name & telephone #



**EXHIBIT B – REQUEST FOR SITE PLAN REVIEW**

In order to assist the Town Council in reviewing the site plan application, please ensure that the following items have been addressed.

1. Sufficiency of statements on ownership and control of the subject property and sufficiency of conditions of ownership or control, use and permanent maintenance of common open space, common facilities or common lands to ensure preservation of such lands and facilities for their intended purpose and to ensure that such common facilities will not become a future liability for the Town.
2. Intensity of use and/or purpose of the proposed development in relation to adjacent and nearby properties and the effect thereon.
3. Ingress and egress to the property and the proposed structure thereof, with particular reference to automotive and pedestrian safety; separation of automotive traffic; traffic flow and control; provision of services and servicing of utilities and refuse collection; and access in case of fire, catastrophe or emergency.
4. Location and relationship of off-street parking and off-street loading facilities to thoroughfares and internal traffic patterns within the property, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and screening and landscaping.
5. Proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the property boundaries.
6. Manner of drainage on the property, with particular reference to the effect of provisions for drainage on adjacent and nearby properties and the consequences of such drainage on overall town capacity.
7. Utilities, with reference to hook-in locations and availability and capacity for the uses projected.
8. Recreation facilities and open spaces, with attention to the size, location and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties and uses within the property, and relationship to community-wide open spaces and recreation facilities.
9. Such other standards as may be imposed by this chapter for the particular use or activity involved.
10. Height of commercial structures with reference to adjoining buildings, the effect on uniformity in height, and the general principle of retaining the low profile scale of commercial architecture.
11. Visible size and bulk. The proposed development should be so arranged that it minimizes the visible bulk of the structures to drivers and pedestrians on abutting roadways, the point of reference being the centerline of the abutting roadways, with the intent being to maintain visual impact of multistory buildings at the same relative level of intensity as a single-story building at the minimum required setback.

**EXHIBIT C - REQUEST FOR SPECIAL EXCEPTION**

The Town Council must find the application in conformance with a number of requirements. Please provide sufficient information on each of the requirements to enable the Council to make a determination on your application.

1. The use is a permitted special exception use as set forth in article VI of this chapter.
2. The use is so designed, located and proposed to be operated that the public health, safety, welfare and morals will be protected.
3. The use will not cause substantial injury to the value of other property in the neighborhood where it is to be located.
4. The use will be compatible with adjoining development and the intended purpose of the district in which it is to be located.
5. The use will comply with yard, other open space, and any special requirements set out in article VI for the particular use involved.
6. The use will comply with all elements of the comprehensive plan.
7. The use will not result in substantial economic, noise, glare, or odor impacts on adjoining properties and properties generally in the district.
8. Adequate ingress and egress to property and proposed structures thereon and off-street parking and loading areas will be provided where required, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
9. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, and economic impact shall be compatible and in harmony with properties in the district.
10. Location, availability and compatibility of utility service for the use shall be satisfactory to ensure health and safety.
11. Refuse and service areas for the use shall not adversely affect automotive and pedestrian safety and convenience, traffic flow and control, or access in case of fire or catastrophe.
12. In all districts except the C-OPI district, and also with the exception of hotel, motel and timeshare uses, the proposed special exception use will not attract the principal portion of its customers/clients from off-island locations. The applicant shall submit evidence satisfactory to the town council that not less than 50 percent of the customers of the proposed use will be town persons. Evidence submitted in support of this contention shall include credible data or information suitable for review by the town to determine the credibility and the appropriateness of the applicant's conclusion. The submittal shall include a description of the types of information used and the methodology employed to arrive at the conclusion. Information used shall include, but shall not be limited to, lists of customer/client addresses or certification thereof by an independent certified public accountant approved by the town, market studies prepared by

independent professional firms, or data from similar operations under the control of the applicant. The town may in the future require the applicant to demonstrate to the satisfaction of the town council that the special exception use is continuing to be town-serving.

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Zoning Case Number

13. If historic/specimen trees are located on the subject property, the location of said historic/specimen trees shall be identified on a signed and sealed survey. In addition, adequate landscaping, screening and barricade protection of historic/specimen trees shall be demonstrated to be provided as required in this chapter.
14. The proposed use will not place a greater burden than would be caused by a permitted use on municipal police services due to increased traffic or on fire protection services due to the existence of or increased potential for fire/safety code violations.

Zoning Case Number

**EXHIBIT D - REQUEST FOR VARIANCE**

**CRITERIA FOR AUTHORIZING A VARIANCE**

The Town Council must find the application in conformance with a number of criteria. Please address each of the criteria completely in order to provide the Council with sufficient information to make a determination on your application.

1. List the special conditions and circumstances peculiar to the land, structure or building which are not applicable to other lands, structures or buildings in the same zoning district.
2. Indicate how the special conditions and circumstances do not result from the actions of the applicant.
3. Demonstrate that the granting of the variance will not confer on the applicant any special privilege that is denied by this ordinance to other lands, buildings or structures in the same zoning district.
4. Demonstrate how literal interpretation of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this ordinance and would work unnecessary and undue hardship on the applicant.
5. Demonstrate that the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.
6. For granting of a variance to sections 134-387, or 134-390 through 134-392, pertaining to the regulation of nonconforming uses, the following additional findings must be demonstrated pertaining to the nonconforming use for which the variance is requested:
  - a. It is the continuance of a unique hotel or residential use that has, for at least 15 years proven compatible with the surrounding uses; and
  - b. Neither rezoning to a district which would allow the use, nor inclusion of the subject use as a permitted or special exception use in the district would act to achieve the preservation of the subject use without opening the possibility of the incursion of uses incompatible with the immediately surrounding area, and, further, such variance shall
    1. Be granted only for the continuation of the same hotel or residential use; and,
    2. Require the applicant to submit a declaration of use limiting the utilization of the

property for which the variance was granted to the same use as that existing at the time the variance was granted.

7. Show how the granting of the variance will be in harmony with the general intent and purpose of this chapter, and such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

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Zoning Case Number

**EXHIBIT E - SITE HISTORY**

Please provide a detailed history of all zoning-related requests applicable to this property processed on or after January 1, 1970, in chronological order, including but not limited to variances, special exceptions, site plan reviews, and existing agreements.

\_\_\_\_\_  
Zoning Case Number

**EXHIBIT F - PARKING STATEMENT**

Please provide a detailed parking statement which includes details of all available off-street parking, including information regarding the number of parking spaces designated for service use (for example: lawn service, pool service, staff/employee use, etc.)

**COMMERCIAL PROPERTIES MUST:**

- PROVIDE NUMBER OF OFF-STREET PARKING SPACES AVAILABLE FOR EMPLOYEES ON THE SUBJECT PROPERTY: \_\_\_\_\_
- PROVIDE NUMBER OF EMPLOYEES/STAFF PER SHIFT: \_\_\_\_\_
- INDICATE LOCATION WHERE EMPLOYEES PARK OFF-SITE: \_\_\_\_\_

**RESIDENTIAL PROPERTIES MUST:**

- PROVIDE NUMBER OF OFF-STREET PARKING SPACES AVAILABLE ON THE SUBJECT PROPERTY: \_\_\_\_\_
- PROVIDE NUMBER OF EMPLOYEES/STAFF PER SHIFT: \_\_\_\_\_
- INDICATE LOCATION WHERE EMPLOYEES/STAFF PARK OFF-SITE: \_\_\_\_\_

**EXHIBIT G – SCHEDULE**



DEVELOPMENT REVIEW DEADLINES FOR 2016		
MEETING DATES (WED)	PRE-SUBMITTAL MEETING DEADLINE	SUBMITTAL DEADLINE
January 13, 2016	November 17, 2015	November 20, 2015
February 10, 2016	December 15, 2015	December 18, 2015
March 9, 2016	January 19, 2016	January 21, 2016
April 13, 2016	February 16, 2016	February 19, 2016
May 11, 2016	March 15, 2016	March 18, 2016
June 15, 2016	April 19, 2016	April 22, 2016
July 13, 2016	May 17, 2016	May 20, 2016
** August 16, 2016**	June 21, 2016	June 24, 2016
September 14, 2016	July 19, 2016	July 22, 2016
**October 13, 2016**	August 16, 2016	August 19, 2016
November 9, 2016	September 20, 2016	September 23, 2016
December 14, 2016	October 18, 2016	October 21, 2016

<p><b><u>In most cases,</u></b>  <b>WEDNESDAY AFTER</b> the                  Second Tuesday of the                  Month</p>	<p>Presubmittal Deadline =                  usually 3rd Tuesday of the                  month</p>	<p>Submittal Deadline =                  Friday following the 3rd                  Tuesday, usually</p>
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All dates subject to change at discretion of Council or staff, as needed.

Please check website for latest edition of this schedule.



## EXHIBIT H - INSTRUCTIONS

**TOWN OF PALM BEACH  
360 SOUTH COUNTY ROAD  
PALM BEACH, FL 33480**

561-227-6406 PAUL CASTRO, ZONING ADMINISTRATOR  
561-227-6411 DEBBY MORAKIS, DEV. REV. SPECIALIST

### INSTRUCTIONS FOR DEVELOPMENT REVIEW APPLICATION SUBMITTAL

Please follow these instructions carefully. A complete zoning application package is composed of the following:

1. **Checklist** completed and signed by Staff with Zoning Case #.
2. **Check** made payable to the Town of Palm Beach representing the correct fee.
3. **Stuffed and sealed envelopes with correct postage stamps applied (not metered postage).** Envelopes are to contain a copy of all pages of the Zoning Application, including an 8.5"x11" location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, and indicates house numbers of the properties shown for all property owners whose names appear on the list attached to the Notice Affidavit, using the address labels provided by the Palm Beach Property Appraiser's Office **(and MUST include the subject property owners)**. Copies of the Zoning Application may be copied double-sided. The return address on each envelope should be as follows: Town of Palm Beach, Planning, Zoning & Building Dept., 360 S. County Rd, P.O. Box 2029, Palm Beach, FL 33480. The assigned Zoning Case Number should appear on the face of the envelope just below the return address. All notices to surrounding property owners may be sent via regular mail, **EXCEPT FOR THE NOTICES TO THE PROPERTY OWNERS WHOSE PROPERTIES ABUT THE SUBJECT PROPERTY AND THE NOTICE TO THE PROPERTY OWNER WHO IS ACROSS THE STREET FROM THE SUBJECT PROPERTY, THESE MUST BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AS WELL AS BY REGULAR MAIL. THE CASE # MUST BE MARKED ON THE WHITE AND GREEN CERTIFIED MAIL TAGS WHICH WILL BE RETURNED TO THE TOWN FOR THE RECORD.**
4. **TWELVE (12) REDUCED SETS** OF THE ZONING APPLICATION (Including a location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, indicates house numbers of properties shown and **MUST** include a parking statement), reduced plans - **MAXIMUM SIZE 11"X17"** including existing floor plan and elevations with plans stapled to applications. **ALL PLANS MUST INCLUDE ZONING CASE NUMBER.**
5. **A DISC** that includes the following:
  - a. The checklist and completed application for Zoning Approval (per attached procedures)
  - b. A complete set of plans and other required submission materials (see checklist)
  - c. A signed and notarized Notice Affidavit (or combo notice, if applicable)
  - d. A Tax Map identifying the subject property, a 300 foot radius around the property.
  - e. A list of property owners within that 300 foot radius, including the subject property owner. This list along with the address labels, must be obtained from the Palm Beach Property Appraiser's Office, Mapping Department, 301 North Olive Avenue, Fifth Floor, West Palm Beach. You will need a property identification number (known as a property control number, or folio number) of the subject property to obtain the list. You should allow at least 10 days to receive this list from the Property Appraiser. This list should be dated no earlier than ninety (90) days prior to the date of the meeting at which the application will be heard.
  - f. A scanned copy of the Sample Envelope and contents. The envelope must be marked with the

zoning case # and clearly marked "Sample".

6. **PRESENTATION DISC** - defined as that which you will present at the meeting. The presentation disc shall include the plans/renderings/photos, etc. Your Presentation may be submitted in pdf, PowerPoint, or a mix of both. **Presentations must be submitted no later than one week prior to the meeting date.** Note: if you do not submit a separate Presentation Disc, the Town will assume you intend to present the plans which were submitted with your original application.

### **ZONING APPLICATION PROCEDURES - INSTRUCTIONS TO APPLICANTS**

These Application Procedures apply to the ZONING APPLICATION and NOTICE AFFIDAVIT to be used by applicants when submitting SITE PLAN REVIEW, SPECIAL EXCEPTION, and VARIANCE requests. Applicants should be familiar with the procedures outlined below to ensure the timely, responsive submission of applications for consideration by the Town Council. Proper submission of applications will facilitate processing by the Planning, Zoning and Building Department and placement on the Town Council agenda with minimal delay.

The application contained herein is in Century Gothic/10 format

1. Prepare a **TYPED** application and a set of plans, including all items referenced in (2). Schedule a pre-submittal meeting with the Zoning Administrator. **THE DEADLINE FOR A PRE-SUBMITTAL MEETING IS USUALLY THE THIRD TUESDAY OF THE MONTH.** A letter of approval from the Department of Environmental Protection or Army Corps of Engineers is required at the pre-submittal meeting for projects east of the Coastal Construction Line or on Lake Worth. A traffic study and/or letter from Palm Beach County regarding traffic concurrency must be presented if applicable, as well as a receipt from the Property Appraiser's office that the required mailing list has been ordered. The Zoning Administrator will review the application and plans, complete a **ZONING APPLICATION CHECKLIST**, and assign a zoning case number and a Town Council meeting date if the application is in order. **IN ADDITION, PLEASE BE ADVISED THAT IF YOUR APPLICATION IS NOT COMPLETE BY THE PRE-APPLICATION DEADLINE, YOU WILL NOT RECEIVE A CASE NUMBER FOR THE COUNCIL MEETING RELATED TO THE PRE-APPLICATION MEETING.** You will also be advised of the correct amount of the application fee at the pre-submittal meeting.
2. **FILING DEADLINE:** The application package must be submitted **as provided in the attached schedule (Exhibit G)**. Please note that application packages **will not be accepted after NOON** on the date due, for consideration at the scheduled Town Council meeting. **Please contact DEBBY MORAKIS AT 561-227-6411 TO SCHEDULE A SUBMITTAL APPOINTMENT.** The application package should consist of the following items, per the **ZONING APPLICATION CHECKLIST**.
  - a. The **ZONING APPLICATION CHECKLIST** completed by Town Staff.
  - b. An original **TYPED ZONING APPLICATION** containing the zoning case number and the Town Council meeting date (with the **ZONING APPLICATION PROCEDURES** removed), **including a location map** which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, indicates house numbers on the properties show, and **MUST INCLUDE A PARKING STATEMENT (EXHIBIT F)**.
  - c. **ONE ORIGINAL SIGNED AND SEALED SET OF PLANS.** Plans should include detailed, scaled, floor plans and elevations. A site plan is required identifying the location of structure(s), setbacks, lot coverage, and landscaped open space (front yard and total lot). A street scape identifying finished floor elevations, building height and building overall height, and identifying the setback of adjacent buildings and their use, should be included for all adjacent properties, where applicable. Paving and drainage plans signed and sealed by an engineer should be submitted for all site plan reviews and other applications as required. **Plans must be done in black line. Presentation drawings must be presentation quality. NOTE – REVISIONS:** Revised plans must show all changes bubbled with a revision date. All plans submitted must include the zoning case # prominently shown in the title block of the plans. Revised plans must be submitted electronically as a complete "RECORD" set marked as

REV#01, etc. Check for additional fees due for revisions.

- d. **TWELVE (12) SETS** of the following: a copy of **TYPED** Zoning Application (**including an 8.5"x11" location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, and indicates house numbers of the properties shown**) with a copy of the plans and street scape stapled to it. (**The plans and street scape should be reduced to either 8.5" x 11", or 11" x 17" maximum.**)
- e. **ONE CURRENT SURVEY (ABSTRACTED)** which identify all structures and easements on the subject property. If historic/specimen trees are located on the subject property, submit a signed and sealed survey showing the location of the tree(s) and a detailed written explanation of how the trees will be protected.
- f. **A check** made payable to the TOWN OF PALM BEACH representing the correct fee.
- g. A **signed and notarized NOTICE AFFIDAVIT**, a **copy of same, a tax map** identifying the subject property, **a 300' radius around the property**, and **a list of all property owners** within that 300' radius. These lists must include the subject property owner(s). This list, along with address labels, must be obtained from the Palm Beach Property Appraiser's Office, Mapping Department, 301 North Olive Avenue, Fifth Floor, West Palm Beach. You will need a property identification number (known as a property control number or a folio number) of the subject property to obtain the list. You should allow at least 10 days to receive this list from the Property Appraiser. This list should be dated no earlier than ninety (90) days prior to the date of the first Town Council meeting at which the subject application will be heard.
- h. Sealed envelopes containing a copy of all pages of the Zoning Application (**including an 8.5"x11" location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, and indicates house numbers of the properties shown**) for all property owners whose names appear on the list attached to the Notice Affidavit, using the address labels provided by the Palm Beach Property Appraiser's Office (**MUST include the subject property owners**). Copies of the Zoning Application may be copied double-sided. The return address on each envelope should be as follows: Town of Palm Beach, Planning, Zoning & Building Department, 360 S. County Rd., P.O. Box 2029, Palm Beach, FL 33480. The assigned Zoning Case Number should appear on the face of the envelope just below the return address. All envelopes must carry adequate postage but **may not be metered**.
- i. All notices to surrounding property owners may be sent via regular mail, **EXCEPT FOR THE NOTICES TO THE PROPERTY OWNERS WHOSE PROPERTIES ABUT THE SUBJECT PROPERTY, AND THE NOTICE TO THE PROPERTY OWNER WHO IS ACROSS THE STREET FROM THE SUBJECT PROPERTY. THESE MUST BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AS WELL AS BY REGULAR MAIL. THE CASE NUMBER MUST BE MARKED ON THE WHITE AND GREEN CERTIFIED MAIL TAGS WHICH WILL BE RETURNED TO THE TOWN FOR THE RECORD.**
- j. An **unsealed envelope** containing a copy of the Zoning Application (**including a location map which clearly shows the subject property, displays a North arrow, indicates nearby cross streets, and indicates house numbers of the properties shown**). The envelope should be labeled with the zoning case # and the subject property address and clearly marked "**Sample**".
- k. Letters of approval from the Department of Environmental Protection or Army Corps of Engineers for projects east of the Coastal Construction Line or on Lake Worth. A Traffic concurrency statement from a licensed engineer when required by the Town. Any other correspondence associated with the application.
- l. A **disc** labeled with the zoning case number and property address that includes files as instructed on the attached "**Exhibit H**" **PROCEDURES FOR DIGITIZED SUBMISSION OF APPLICATION / PRESENTATION DOCUMENTS**. Only one application should be submitted per disk.

3. In addition, if the application is incomplete it may be deferred to the subsequent council meeting. If an application requires clarification or additional supplemental material, all required information must be provided no later than 14 days prior to the scheduled meeting in order for the application to be heard at that meeting.

4. If plans are revised subsequent to Town Council deferral, revisions must be received by the Department no later than eight (8) days prior to the next Town Council meeting. Check for fees due for revisions.

## EXHIBIT I

### PROCEDURES FOR DIGITIZED SUBMISSION OF APPLICATION / PRESENTATION DOCUMENTS

\* These procedures may be altered as the Town implements its paperless submission requirements.

1. **Prior to application submission deadline:**
  - Applicant received application number from PZB at pre-submittal meeting.
  
2. **Application submission deadline:** (See Submission Schedule (Exhibit G and on web):
  - Submit 1 digitized **RECORD** file on a disc containing all required documents (**in 1 PDF file**), e.g. checklist, application, plans, attachments, notice affidavit, notice list, sample envelope (including contents scanned), correspondence, etc. in Adobe (pdf) format. Must be submitted by the deadline for application submission.  
Name the file and disc: See "NAMING CONVENTIONS" below. Add RECORD as the last characters of the name.
  - Submit 1 digitized **APPLICATION** file on the same disc. The APPLICATION file consists of the application (pages 1-4 and any supplemental application pages) including the location map in Adobe (pdf) format. Be advised that one copy will be placed on the PZB web page and a copy will be attached to the agenda and placed on the web seven (7) days prior to the meeting.  
**PLEASE NOTE: All revisions to an application must be submitted no later than 3 working days prior to the DRC meeting immediately preceding the Council meeting at which the application will be heard, or the application may be deferred. (Typically 18 days prior to the scheduled Council meeting).**  
Naming of file: See NAMING CONVENTIONS below. Add APPLICATION as the last characters of the file name, (followed by version number (e.g. VER 07") if applicable).
  - 12 - 11"x17" maximum size paper sets of application and reduced plans.
  
3. **Presentation submission deadline:** The initial PRESENTATION file to be included with application submission. The final PRESENTATION file must be submitted no less than seven (7) days prior to the meeting.
  - Submit digitized **PRESENTATION** files in disc containing all documents (in 1 file, or if multiple files, in 1 folder) that will be used for presentation
  - All information submitted for presentation must match most current documents on file in PZB (same revision dates on all plans). Additional supplemental information may be included in the Presentation folder, as long as it is not a requirement of the application.
  - This file/folder will be placed in :\\Chambers\PRESENTATION\TOWN COUNCIL and will be retrieved by the applicant when preparing to make his or her presentation.
  - Applicant shall be prepared to use the mouse as a pointer in order to be seen from all screens. Applicant shall be prepared to zoom in or out as requested (or have slides pre-prepared to do so).  
Naming of file: See NAMING CONVENTIONS below. Add the presentation file number (e.g. PRESENTATION 02") as the last characters of the file name. Naming of folder: See NAMING CONVENTIONS below. If you are planning on resubmitting plans, 12 sets of 11" x 17"

plans submitted no later than 1 week prior to the meeting (same revision dates on plans). Plans that have been modified from the originally submitted plans may necessitate deferral of the application if they result in a change to the application or to plans if the plans were previously reviewed by other governmental agencies.

**4. NAMING CONVENTIONS: (PLEASE USE ALL CAPS)**

<u>Character</u>	<u>Format</u>
1-3 (as applicable)	SPR, VAR, or SE
4	BLANK SPACE
5-7	application number preceded by 0's where applicable
8	BLANK SPACE
9-12	4-digit year
13-20	MODIFIED (if applicable)
21	BLANK SPACE
22...	Street address (234 SEABREEZE AVE)
...	BLANK SPACE
...	RECORD, APPLICATION, PRESENTATION (as applicable)
...	Version (VER 01") (if applicable)

\* Do not use punctuation of any kind (no # \$ \* ( ) , . Etc)

**EXAMPLES - RECORD** SPR-007-2010 234 SEABREEZE AVE RECORD.pdf  
 VAR-019-2010 150 N LAKE WAY RECORD.pdf  
 SE-020-2010 MODIFIED 220 CLARKE AVE RECORD.pdf

**EXAMPLES - APPLICATION:** SPR-007-2010 234 SEABREEZE AVE APPLICATION VER 07.pdf  
 VAR-019-2010 150 N LAKE WAY APPLICATION.pdf  
 SE-020-2010 MODIFIED 220 CLARKE AVE APPLICATION.pdf

**EXAMPLES - PRESENTATION:** SPR-007-2010 234 SEABREEZE AVE APPLICATION VER 07.pdf  
 VAR-019-2010 150 N LAKE WAY APPLICATION.pdf  
 SE-020-2010 MODIFIED 220 CLARKE AVE APPLICATION.pdf

