



TOWN OF PALM BEACH
PLANNING, ZONING & BUILDING DEPARTMENT

FREQUENTLY ASKED QUESTIONS

What is an Advanced Irrigation Variance?

It is a variance allowing a property owner who has installed an “advanced irrigation controller” as part of their irrigation system to water on days of the week other than those prescribed in the Town’s Code of Ordinances. Once approved, the Variance is good for a year, and is renewed yearly by submitting a Certification that the system is operating properly.

Why was the program adopted?

The Town Council wished to provide an incentive for residents to install such systems, since both the individual residents and the community as a whole will benefit from the water conservation benefits of such systems, and therefore, expediting the conversion process is in the community’s best interests.

How do I receive a variance?

You may submit an application to the Planning, Zoning & Building Department. “Advanced Irrigation Variance Application” forms are available on the Town’s website (townofpalmbeach.com) on the Planning, Zoning & Building Department’s “Applications/Information/Link” page, or in the lobby of Town Hall. A \$300 fee is required for processing the variance application.

Does my signature need a notary?

No. We request that the owner sign the application to ensure that the owner is aware that a variance is being filed on their behalf, but the signature does not need to be notarized.

What is the cost to apply?

The application fee is \$300. This covers the application processing costs, and the cost of the sign issued to you. It also covers all of the annual renewals, but does not cover transfer costs.

Am I required to post a sign?

Yes, a small sign must be posted in your yard.

What if my sign is damaged?

The sign will require replacement. The Town can order another sign for you for the cost of replacement only.

What if I already have an advanced irrigation controller installed with my irrigation system?

If your system received a passed final inspection within the last 90 days, you should submit an Advanced Irrigation Variance Permit Application and the required fee, but a certification form will not be required, unless an inspection conducted by our Department finds that the system is not operating correctly. If so, the proper repairs must be completed, and a certification form submitted, in order for a variance to be approved.

When does the variance expire?

The variance is good for one year, and must be renewed annually.

How will I know when to renew?

PZB will notify you when your variance is about to expire. The date is also printed on your variance. We will use the e-mail address provided on your application to notify you.

How do I renew?

Prior to the renewal expiration, you should submit a recertification form completed by an entity properly licensed to perform such work. There is no renewal fee involved. An inspection will be performed, and a renewal will be issued. The certification forms are available on line or in our department.

What if I fail to renew?

You are required to remove the sign, and you may not water your lawn other than on the days of the week prescribed in the code. Failure to do both of these things will result in code enforcement action by the Town.

What if I sell my property?

The variance does not transfer automatically. The new owner is required to fill out a new application and submit it to our department with a transfer fee of \$75. A certification form, executed by an appropriately licensed entity indicating that the system is operating correctly will also be needed. Certification forms are available on our website or at our offices.

Where can I get additional information?

Go to the PZB webpage on the Town's website (townofpalmbeach.com), visit our offices at 360 S. County Road in Palm Beach, or call our Department at (561) 838-5431.