



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 South County Road
 Palm Beach, FL 33480
 (561) 838-5431 • www.townofpalmbeach.com

DEVELOPMENT REVIEW APPLICATION

Updated 05/19/23

FILE NUMBER:	ZONING NUMBER (if applicable):	DATE:
ADDRESS:		
<p style="text-align: center;"><input type="checkbox"/> LANDMARKS</p> <input type="checkbox"/> Certificate of Appropriateness for design approval <input type="checkbox"/> Certificate of Appropriateness for demolition <input type="checkbox"/> Historically Significant building <input type="checkbox"/> Historic district/ Site designation / undesignation <input type="checkbox"/> Other (expand below) <input type="checkbox"/> Waiver <input type="checkbox"/> Tax abatement project	<p style="text-align: center;"><input type="checkbox"/> ARCOM</p> <input type="checkbox"/> Design review approval- major project <input type="checkbox"/> Design review approval- minor project <input type="checkbox"/> Design review approval- minor no notice <input type="checkbox"/> Demolition <input type="checkbox"/> Other (expand below)	
<p><input type="checkbox"/> TOWN COUNCIL</p> <input type="checkbox"/> Special exception <input type="checkbox"/> Variance(s) <input type="checkbox"/> Site plan review <input type="checkbox"/> Division of land / replat <input type="checkbox"/> Amendment to the Town's Zoning Code or Zoning Map or Comprehensive Plan or Future Land Use Map <input type="checkbox"/> Other (expand below)		
<input type="checkbox"/> Other:		
Property Information		
ADDRESS OF PROPERTY		
LEGAL DESCRIPTION (if necessary attach as separate exhibit)		
PROPERTY OWNER NAME		
CONTACT NUMBER AND/OR EMAIL		
APPLICANT NAME (if different than owner)		
CONTACT NUMBER AND/OR EMAIL		
Authorized Representative(s) Information (if applicable)		
NAME	<input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Other _____	
CONTACT PHONE	EMAIL ADDRESS	

Summary of Request (NOTE: A separate Letter of Intent (LOI) is required as part of the submittal prerequisite)

PROVIDE A BRIEF SCOPE OF PROJECT REQUEST

Project Information

Is there an existing building(s) on the site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include minor exterior demolition?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include total demolition?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include exterior alterations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include site plan modifications?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Provide the total square footage of the new construction.	SF.	
Provide the gross square footage of the new construction (including parking and all usable area).	SF.	

Design Professional (primary design professional responsible for project design)

NAME:	<input type="checkbox"/> Architect
LICENSE #:	<input type="checkbox"/> Contractor
<input type="checkbox"/> Check this box if you are a Commission member that will result in a voting conflict of interest	<input type="checkbox"/> Landscape Architect
	<input type="checkbox"/> Engineer
	<input type="checkbox"/> Other _____
CONTACT PHONE	EMAIL ADDRESS

Please read the following and acknowledge below:

- As part of the project approval, I voluntarily agree to dedicate a utility easement supporting the undergrounding project to the satisfaction of the Town of Palm Beach, which may include the installation of aboveground electrical equipment and pads to be placed on my property.

The aforementioned is acknowledged by:

- Owner of the subject property
- Authorized representative

SIGNATURE

PRINT NAME

DATE SIGNED

**“Exhibit A”
NOTICE AFFIDAVIT**

(rev 05/19/23)



FILE NUMBER: _____

FILE NUMBER: _____

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 the Application; 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 meeting 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, or other radius distance if required**, of the real property described in the Application, or all property within **three hundred (300) feet, or other radius distance if required**, of all contiguous property owned wholly or in part by the owner of the real property described in the Application for approval, if applicable; and
3. A copy of the **MAILER NOTICE**, prepared by the Town of Palm Beach, to all surrounding Property Owners (as described above in 2.) and **TOWN HALL** shall be included in each envelope submitted for mailing, and will be mailed **FIRST CLASS (NOT CERTIFIED MAIL) at least 30 days prior** to the meeting using the labels provided by the Property Appraiser's office.
4. A **completed USPS Certificate of Mailing – Firm (PS Form 3665)** submitted to and Postmarked with Date of Receipt to the USPS shall be **submitted to the Town of Palm Beach**. This service provides evidence that the mailer has presented individual items to the Postal Service for mailing. The Certificate of Mailing must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service.

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.
(Type of identification)

Applicant's Signature

Applicant's (or Agent's) Printed Name

Notary as to Owner or to Authorized Agent

Applicant's (or Agent's) Address

My Commission Expires: _____



Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>			
	Postmaster, per <i>(name of receiving employee)</i>					

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.					
2.					
3.					
4.					
5.					
6.					

Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Merchandise Return Service, Parcel Return Service, and USPS Retail Ground™.
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces *and* less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces *or* at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

Privately Printed Forms: The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).