



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 South County Road
 Palm Beach, FL 33480
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UNIFORM DEVELOPMENT REVIEW INSTRUCTIONS

Updated 05/22/23

These Application Procedures apply to all Development Review Applications (**ARCOM, LANDMARKS and TOWN COUNCIL**) to be used by applicants when submitting projects for development review. Applicants should be familiar with the procedures outlined below to ensure the timely, responsive submission of applications for consideration. Proper submission of applications will facilitate processing by the Planning, Zoning and Building Department and placement on the next available agenda with minimal delay.

Note that only **complete** applications shall be scheduled for consideration and placed on an agenda. The final number of applications placed on an agenda may at times be limited in order to allow sufficient time for the applicants to present, and the review commission to duly consider each item during the scheduled meeting.

Below are step by step instructions for each stage in the development review application process:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10		
SUBMIT PRE-APP SETS FOR REVIEW	PRE-APP MEETING	FIRST SUBMITTAL	STAFF REVIEW	FINAL SUBMITTAL	NOTICE TO PROCEED ISSUED / FINAL INVOICE GENERATE	CERT OF MAILING SUBMITTAL	DROP OFF FINAL 12 PAPER SETS AND FEES PAID	AGENDA FINALIZED	MEETING DATE		
									LPC	ARCOM	TC DRC

STEP 1 – SUBMIT PRE-APP SETS FOR REVIEW

Applicants are required to submit basic drawings to staff up advance of the Pre-application (PRE-APP) Review Meeting.

STEP 2 - PRE-APP MEETING

PRE-APP Meeting – All combination, Town Council, ARCOM and Landmarks projects are required to have a Pre-app meeting; projects that are not required to have a Pre-application Review Meeting shall be determined by PZ&B staff. The Pre-app conference will be held once a month, please consult this schedule of deadlines or the PZ&B Department web page.

PRE-APP Meeting with the PZ&B Department (Design and Preservation, and Zoning staff) serves as a preliminary step in the review process to familiarize PZ&B staff with the project and identify potential issues. Timeline wise, this meeting may occur up to 9 months in advance of the First Submittal deadline; after such time, a new Pre-app meeting should be scheduled. During the Pre-app meeting, the applicant will receive a checklist of all required documentation necessary to submit a complete application and a general outline of the readiness of the project.

STEP 3 - FIRST SUBMITTAL DEADLINE (ARCOM/LPC)

All required documentation identified in the Pre-app checklist must be submitted by 2 PM the First Submittal deadline. Reviews will be assigned to all applicable Town disciplines which may include Fire Prevention, Public Works, Design and Preservation Review and Zoning Review. A Letter of Intent (LOI)

from applicant's representative outlining requests, including full scope of architectural and site plan proposals, is required and to be included in the submittal.

***Provide the PZB Department with digital submittal in PDFs (see file naming convention below) and TWO (2) minisets of 11"x17" architectural plans for each submittal for staff review: LETTER OF INTENT (LOI), CHECKLIST, APPLICATION, ARCHITECTURAL AND LANDSCAPE PLANS BOUND TOGETHER (named in accordance with the naming convention below). All digital files must be 24 megabytes or less in total.**

STEP 4 – STAFF REVIEW / COMMENTS ISSUED BY ALL DISCIPLINES

Town staff has ten (10) business days to review and issue corrections and recommendations, known as 'FIRST SUBMITTAL COMMENTS'. Comments and draft invoices will be sent via e-mail to the applicant or representative no later than by date listed in the schedule.

STEP 5 - FINAL SUBMITTAL DEADLINE and NEW FILE FEE

The complete submittal package must be delivered to Town hall by 2:00 pm on the Final Submittal deadline. Among the other required documents, an architectural response narrative is now required responding to all comments issued in 'FIRST SUBMITTAL COMMENTS'. Please note that only complete applications shall be scheduled for consideration and placed on an agenda. The Package to include signed and notarized application, all original documents and TWO signed and sealed 11"x17" mini set of plans.

If one or more reviews have failed the Final Submittal, the application will not be accepted and will be required to be resubmitted for future consideration at the next available meeting date either as a new First or Final submittal as determined by PZ&B staff.

STEP 6 - NOTICE TO PROCEED ISSUED AND INVOICE BALANCE GENERATED

PZ&B staff has five (5) business days to review the resubmitted revised documents in the submittal. If Final Submittal reviews have been passed, the application has been deemed complete and accepted and an invoice will be finalized for the fees (# variances). PZ&B staff will provide all applicants with generated NOTICE to be included in mailer to affected property owners in radius map.

STEP 7 – CERTIFICATE OF MAILING

A copy of the completed USPS Certificate of Mailing – Firm (PS form 3665) Postmarked with Date of Receipt by the USPS shall be electronically submitted to the Town of Palm Beach via email. 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 received by the Postal Service.

STEP 8 - DROP OFF PAPER SETS AND ALL FEES PAID

Applicant to deliver 12 complete minisets and digital documents of FINAL SUBMITTAL to Town Hall for distribution to members. All remaining fees must be paid in order to be placed on agenda.

STEP 9 – AGENDA FINALIZED

PZ&B staff will place all complete applications that received a NTP on the agenda for the next available meeting date place an advertisement in the newspaper and post the AD in Town Hall.

STEP 10 – PUBLIC HEARING MEETING DATE

GOAL: Once the meeting agenda has been finalized, staff will prepare a Staff Report for each item approximately two (2) weeks prior to the meeting date.

REQUIRED DOCUMENTS

Listed below are the **basic required** documents for an application submittal. Additional documentation will be identified in the checklist provided at the Pre-application meeting.

- Development Review Checklist
- Development Review Application (available on the PZ&B Department website)
- Letter of Intent (LOI)
- Recent Signed and Sealed Survey dated within 6mos that contains: dimensions of property bounds, easements, lot area, Grade as defined in the Town Code and spot elevations.
- Plan Architectural set - 11"x17"
 - All necessary graphic diagrams (lot coverage, cubic content ratio (CCR), open space, angle of vision, building height plane, and safe sight triangles) and corresponding calculations
 - Town of Palm Beach Zoning Legend, fully completed
 - Neighborhood context study*- 11"x17"
 - Architectural Drawings*- 11"x17"
 - Landscape Drawings*- 11"x17"
 - □ Plan submittal requirements (Paginate on each sheet in the lower right corner, sequentially) Cover Sheet with file number, address, project team, complete bulleted point scope of work, sheet index, title clearly labeled "First" and "Final Submittal", respectively, and dated with date of hearing. All plan material (architectural drawings, landscape drawings, exhibits, etc..) shall be bound together for each complete set. **(All drawings to contain property lines, setback lines, with legible line weights, dimensions, and text call outs).**
- Digital copy of above (CD or jump drive) with a **MAXIMUM** of 24 megabytes.

EMAILING SUBMITTALS

Required documents shall be submitted digitally by emailing DEVREV@TownOfPalmBeach.com. Following the formatting instructions outlined below:

PRE-APP:

Subject Line format: PREAPP_ PROPERTY ADDRESS

Example: PREAPP_123 MAINSTREET DR

FIRST SUBMITTAL:

Subject format: APPLICATION NUMBER PROPERTY ADDRESS_FIRST SUB_MMMYY

The "MMYY" shall be the first three letters of the month with the last two numbers of the year that the project is tentatively going to.

Example: ARC-23-123 123 SEABREEZE AVE_FIRST SUB_JUN23

COA-23-305 628 MAINSTREET_FIRST SUB_JAN23

ARC-23-175 (ZON-23-015) 515 OLEANDER AVE_FIRST SUB_SEP23

FINAL SUBMITTAL:

Subject format: APPLICATION NUMBER PROPERTY ADDRESS_FINAL SUB_MMMYY

The "MMYY" shall be the first three letters of the month with the last two numbers of the year that the project is tentatively going to.

Example: ARC-23-123 123 SEABREEZE AVE_FINAL SUB_JUN23

COA-23-305 628 MAINSTREET_FINAL SUB_JAN23

ARC-23-175 (ZON-23-015) 515 OLEANDER AVE_FINAL SUB_SEP23

CERT OF MAILING:

Subject Line format: CERT OF MAILING_PROPERTY ADDRESS_MMMYY

Example: CERT OF MAILING_789 MAIN RD_JUL23

FINAL DROP OFF

Subject format: APPLICATION NUMBER PROPERTY ADDRESS_FINAL SUB_MMMYY

The "MMYY" shall be the first three letters of the month with the last two numbers of the year that the project is tentatively going to.

Example: ARC-23-123 123 SEABREEZE AVE_DROP OFF_JUN23

COA-23-305 628 MAINSTREET_DROP OFF_JAN23

ARC-23-175 (ZON-23-015) 515 OLEANDER AVE_DROP OFF_SEP23

*** Applicants will need to use a file sharing application/website of their choice to send a link of the required digital documents. Examples of file sharing applications/websites are Google Drive, Dropbox, WeTransfer, and OneDrive.**

FILE NAMING CONVENTIONS

The uniform file naming convention for all documents in an application submittal (USE ALL CAPS).

First digital copy: APPLICATION NUMBER PROPERTY ADDRESS_CD NAME_FIRST SUB_DATE

FIRST SUBMITTAL: APPLICATION NUMBER PROPERTY ADDRESS_FILE NAME_FIRST SUB_DATE.pdf

Second Digital copy: APPLICATION NUMBER PROPERTY ADDRESS_CD NAME_SECOND SUB_DATE

FECOND SUBMITTAL: APPLICATION NUMBER PROPERTY ADDRESS_FILE NAME_SECOND SUB_DATE.pdf

SUPPLEMENTAL: APPLICATION NUMBER PROPERTY ADDRESS_FILE NAME_SUPP_DATE.pdf

EXAMPLES:

- ZON-21-003 234 SEABREEZE AVE_LOI_FIRST SUB_05-19-21.pdf
- ARC-21-018 150 N LAKE WAY_PLANS_FIRST SUB_05-19-21.pdf
- COA-21-011 209 PHIPPS PLAZA_MAILER_ FIRST SUB_05-19-21.pdf

- ZON-21-003, 234 SEABREEZE AVE_LOI_SECOND SUB_06-03-21.pdf
- ARC-21-018 150 N LAKE WAY_PLANS_SECOND SUB_06-03-21.pdf
- COA-21-011 209 PHIPPS PLAZA_MAILER_ SECOND SUB_06-03-21.pdf

- ZON-21-003, 234 SEABREEZE AVE_LOI_SUPP_06-10-21.pdf
- ARC-21-018 150 N LAKE WAY_PLANS_ SUPP_06-10-21.pdf
- COA-21-011 209 PHIPPS PLAZA_MAILER_ SUPP_06-10-21.pdf

FILE NAME / DOCUMENT**DESCRIPTION OF DOCUMENT**

- | <u>FILE NAME / DOCUMENT</u> | <u>DESCRIPTION OF DOCUMENT</u> |
|------------------------------------|---|
| • APP | Completed Development Review Application |
| • CHECKLIST | Pre-application Checklist |
| • LOI | Letter of Intent |
| • RESPONSE | Architectural Narrative response to First Submittal Comments |
| • MAILER | List of Property Owners, Certified Letter and Map |
| • CERT OF MAILING | Certificate of Mailing |
| • AFFID | Notice Affidavit |
| • SURVEY | Recent Signed and Sealed Survey |
| • PLANS | Architectural Plans and Exhibits and Landscaping Plans and Exhibits |
| • OPER | Operations plans |
| • MICRO | Microfilm |

- LETTERS Letters of support/no objection
- PRES Presentation at Hearing
- ARBOR Arborist or tree report
- DEMO Demolition Report
- STRUCTURE Structural Report
- HISTORIC Historic Resources Report
- SUPPLE Supplemental material
- OTHER Other documentation as may be required

FILING DEADLINE: The submittal package must be submitted **as provided in the published schedule**. Please note that submittal packages **will not be accepted after 2 p.m.** on the date due, for consideration at any of the development review meetings. **Please contact staff at devrev@townofpalmbeach.com or sign in at the front intake lobby computer to schedule a submittal appointment.**

The First Submittal package should consist of items on the Development Review Checklist, including:

- **TWO (2) REDUCED TABLOID SIZED (11" x 17") MINISETS SETS of the plans clearly labeled FIRST SUBMITTAL on cover sheet**
- **TWO (2) LETTER SIZED (8 ½" x 11") SETS of the Letter of Intent (LOI), Checklist, Application, Mailing Radius map and list of property owners**
- **Digital copy (CD, jump drive, or email) of above documents as individual Adobe (PDF) format files. Must be submitted by the deadline for application submission. All digital submissions must be 24 megabytes or less. Name the file and disc: See "NAMING CONVENTIONS" above.**

The Second Submittal package should consist of revised submittal:

- **REVISED TWO REDUCED TABLOID SIZED (11" x 17") MINISETS SETS of the plans clearly labeled SECOND SUBMITTAL on cover sheet**
- **REVISED TWO LETTER SIZED (8 ½" x 11") SETS of the revised LOI, a revised Application if necessary, and the Architectural Narrative Response**
- **REVISED Final Digital copy (CD, jump drive, or email) of above as individual Adobe (PDF) format. Must be submitted by the deadline for application submission. All digital submissions must be 24 megabytes or less. Name the file and disc: See "NAMING CONVENTIONS" above.**

IF notified with Notice To Proceed, the Final DROP OFF delivery should consist:

- **Check** for any outstanding fees associated with the application
- **12 TWELVE REDUCED TABLOID SIZED (11" x 17") MINISETS SETS of the FINAL SUBMITTAL plans**
- **12 TWELVE LETTER SIZED (8 ½" x 11") SETS of the Letter of Intent (LOI)**
- **Digital Copy (CD, jump drive, or email) of all documents on the checklist as individual Adobe (PDF) format. Must be submitted by the deadline for application submission. All digital submissions must be 24 megabytes or less. Name the file and disc: see "NAMING CONVENTIONS" above.**

The Presentation file shall be delivered:

- **Presentation file can include additional graphic and illustrative information and renderings not part of the FINAL SUBMITTAL;** additionally, supplemental information may be provided. However, no additional revisions or substantial changes should be included in this presentation after the **NTP** deadline; if additional revisions are desired, the item will be moved to the next available meeting as determined by staff.
- The presentation sequence for projects should be as follows, and all of the following should be on the "Presentation Disc."
- Necessary documents and drawings should be on the "Presentation Disc"; at minimum these

should include: Streetscape drawings Site plan, Floor plans, Elevations (existing and proposed on the same page), renderings without landscaping (in full color), Renderings with landscaping (in full color), materials and finishes

- Necessary photographs (without panoramic or fish eye lens) should be part of the "Presentation Disc". Landscape presentations should include some photographs of the building and should be on the "Presentation Disc".
- Landscape projects must have colored presentations and a building elevation drawing with an overlay drawing of the proposed landscaping on the "Presentation Disc". Include all four landscape elevations.
- Color photographs (without panoramic or fish eye lens) of any existing buildings on the subject property must be included on the "Presentation Disc," and a detailed photographic inventory of all exterior and interior spaces is required as part of the demolition report that must be included in the "presentation" for all demolition applications.
- New residential structures and major additions must show the surrounding structures in a small scale elevation line drawing (street scape), a minimum of two houses on either side in relationship of the proposed building. In addition, a study including at least 400 feet on either side of the subject parcel, on both sides of the street may be presented. All on the "Presentation Disc."
- Architectural models and / or 3-d virtual walk models are required for projects over 10,000 square feet.
- **Presentation file must be submitted by 3PM the Friday before the meeting date via a CD, jump drive, or email. All digital submissions must be 24 megabytes or less. Name the file and disc: see "NAMING CONVENTIONS" above.**

NOTIFICATION TO SURROUNDING PROPERTY OWNERS

- Tax map identifying a **300' radius or other radius distance if required**, around the subject property including the subject property and list of property owners within the **300' radius or other radius distance if required**, including the subject property owner.
- A copy of the **MAILER NOTICE**, prepared by the Town of Palm Beach, shall be mailed **FIRST CLASS (NOT CERTIFIED MAIL)** to all affected property owners from list above and to TOWN HALL. Address for Town Hall as follows:

Town of Palm Beach
 Planning, Zoning & Building Department
 360 South County Road
 P.O. Box 2029
 Palm Beach, FL 33480

- **Envelope contents shall only include the prepared PZ&B double sided NOTICE.** Envelopes must be mailed at least 30 days or more in advance of the meeting date after Notice to Proceed is given. **Envelopes shall indicate** the assigned file case number (or **numbers** if single mailer envelope is used for those projects requiring both LPC/ARCOM approval and Town Council approval) clearly legible on the bottom left corner of each envelope or underneath the return address (ex: ARC-21-001).
- A completed USPS Certificate of Mailing – Firm (PS Form 3665) Postmarked with Date of Receipt by the USPS shall be submitted to the Town of Palm Beach. This service provides evidence that the sender 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 received by the Postal Service.