



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

LAST UPDATED: 08/15/23

JULY 2023 through JANUARY 2024 SCHEDULE OF MEETINGS AND DEADLINES

Please note that only **complete** applications shall be scheduled and placed on an agenda; the timeline represented herein may be extended if any application is determined to be incomplete or submittals are not made in a timely manner. Should the number of applications exceed sufficient time for the commission to duly consider each item during the regularly scheduled meeting, a follow-up meeting may be scheduled to review the remainder of the items, or the items may be placed on the next month's agenda.

Please note - Submittals are due no later than **2:00pm** on the calendar date of the 'Submit Pre-App', 'First Submittal', 'Second Submittal' and 'Drop Off' grey columns listed below. Dates are subject to change. (M = Monday T= Tuesday W= Wednesday R=Thursday F=Friday)

SUBMIT PRE-APP SETS (DIGITAL)	PRE-APP MEETING	FIRST SUBMITTAL	STAFF COMMENT ISSUED	SECOND SUBMITTAL	NOTICE TO PROCEED INVOICE ISSUED	CERT OF MAILING DUE	DROP OFF PAPER SETS FEES PAID	MEETING DATE		
								LPC	ARCOM	TC
04/23 M	05/01 M	05/11 R	05/22 M	05/30 T	06/05 M	06/09 F	06/13 T	07/19	07/26	08/09
05/22 M	05/31 W	06/08 R	06/20 T	06/26 M	07/03 M	07/07 F	07/11 T	08/16	08/23	09/13
06/26 M	06/30 F	07/13 R	07/24 M	07/31 M	08/07 M	08/11 F	08/15 T	09/20	09/27	10/11
07/24 M	07/31 M	08/10 R	08/21 M	08/28 M	09/05 T	09/08 F	09/12 T	10/18	10/25	11/15
08/21 M	08/28 M	09/07 R	09/18 M	09/25 M	10/02 M	10/06 F	10/12 R	11/17 F	11/20 M	12/13
09/18 M	09/25 M	10/05 R	10/16 M	10/23 M	10/30 M	11/03 F	11/09 R	12/20	12/15 F	tbd
10/16 M	10/23 M	11/02 R	11/13 M	11/20 M	11/28 T	12/01 F	12/07 R	01/17/24	01/24/24	tbd

NOTE: FOR COMMERCIAL PROJECTS REQUIRING A TRAFFIC STUDY, A COMPLETED PEER REVIEW WILL BE A REQUIREMENT OF FIRST SUBMITTAL.

NOTE: Any application deferred by the Commission or Council shall submit revised plans and letter of intent (LOI) to Town Hall twelve (12) calendar days (typically a Monday) from the hearing date at which the item was deferred.

The Landmark Preservation Commission (LPC) generally meets on the third Wednesday of each month. The Architectural Commission (ARCOM) generally meets on the fourth Wednesday of each month. The Town Council Development Review meeting is generally held on the Wednesday AFTER the Second Tuesday of each month. Some deviations from this schedule may be necessary due to holidays or other conflicts, please check the schedule carefully and regularly.

For assignment of case file numbers and to begin the process for placement of a project on the an agenda, email DEVREV@TownOfPalmBeach.com on or before the date listed under "SUBMIT PRE-APP SETS" column above, per the Uniform Development Review Instructions. The email shall include project address, brief description of application scope/request, and a set of plans (developed enough to facilitate a discussion with staff at pre-app). File numbers will be issued and placement on the earliest available pre-app agenda will be confirmed. Attendance of a Pre-App meeting is required before submitting First Submittal. After the meeting, a checklist is issued of all required documentation necessary to submit a first-submittal package.

Please refer to the PZ&B Department's UNIFORM DEVELOPMENT REVIEW INSTRUCTIONS for step-by-step instructions of each stage of the development review (**ARCOM, LPC and TOWN COUNCIL**) application process. This document and the Uniform Development Review Application can be found on the Town's website at <https://www.townofpalmbeach.com/286/ApplicationsInformationLinks>.