



**TOWN OF PALM BEACH**  
 Planning, Zoning & Building Department  
 360 South County Road  
 Palm Beach, FL 33480  
 (561) 838-5430 • [www.townofpalmbeach.com](http://www.townofpalmbeach.com)

**PROJECT DESIGNATION MANUAL MATRIX**  
 Architectural Review Commission  
 Landmarks Preservation Commission

\*Adopted 7/13/2022

PROJECT	COMMISSION REVIEW		COMMISSION CHAIR REVIEW ↔	STAFF REVIEW	
	<u>ARCOM MAJOR</u> LPC: COA or HSB	<u>ARCOM MINOR</u> LPC: COA or HSB		STAFF APPROVAL	NEIGHBOR CONSENT
<b>NEW CONSTRUCTION</b>	New Residential -or- Commercial Building	Two Story Accessory Structure	One Story Accessory Structure	Freestanding Unenclosed Accessory Structure <i>(Pergolas, Trellises, Arbors, Follies, Canopies, etc.)</i>	
<b>DEMOLITION</b>	Landmark and Commercial Structures				
<b>ADDITIONS</b>	Two Story Addition visible from R-o-W -or- Additions to 3 <sup>rd</sup> Floor or Above	One Story Addition visible from R-o-W -or- Two Story Addition not visible from R-o-W	One Story Addition not visible from R-o-W > 400 SF -or- Second Floor Addition not visible from R-o-W > 200 SF	One Story Addition not visible from R-o-W < 400 SF -or- Second Floor Addition not visible < 200 SF	

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<b>BUILDING ALTERATIONS</b> <i>(Windows, Doors, Garage Doors, Roof, Siding, Gutters, Decorative Shutters, etc.)</i>	Major Façade Alterations impacting Architectural Style	C-WA District Street Facing Fenestration Alterations	Removal, Replacement, or Addition of Architectural Feature with Alternate Design -and- Installation of new "S" Tile	In-Kind Replacement of Architectural Features <i>including</i> "S" Tile Replacement	
<b>SOLAR PANELS</b>		Solar Panel Install			
<b>PAINT</b>			Change in Color Landmark & Commercial Buildings		
<b>OUTDOOR SEATING</b>				Furnishings Design Review	
<b>AWNINGS</b>				New Awnings or Recovering	
<b>HURRICANE SHUTTERS</b>			New Permanent Fixtures visible on Commercial	Replacement and Installation of Removable	

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<b>FENCES, WALLS, and GATES</b>		New Visible from R-o-W <i>-or-</i> Use of PVC Products And Corrugated Sheet Piling		In-Kind Replacement <i>-or-</i> New, Interior to Lot, Not on Property Lines or Readily Visible	New on Side or Rear Property Lines  <i>* Moves to Minor Project without Consent</i>
<b>MECHANICAL EQUIPMENT</b>  <i>Condensing Units, Pool Equipment, Cooling Towers, Water Filtration, and Generators up to 100kW*</i>  <i>*100kW+ Generators are required to be housed in a building. See New Construction or Additions Row</i>		New Equipment Visible from R-o-W		New Equipment Outside of Setbacks and not Visible from R-o-W*  <i>-or-</i> Replacement Equipment in Existing Location*  <i>*Meeting all FEMA, Screening, and Zoning Requirements</i>	New Mechanical Equipment Located within Setbacks*  <i>-or-</i> Replacement Equipment in Non-Conforming Location meeting FEMA Requirements*  <i>* Moves to Minor Project without Consent</i>
<b>MODIFICATIONS to ACTIVE DEVELOPMENT APPROVALS</b>			Maximum of (4) per year		

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<b>SITE ALTERATIONS</b> <i>Hardscape</i>  <i>Driveways, Patios, Pools, etc.</i>		Substantial Alterations to Site Hardscape	Minor Alterations to Site Hardscape	Interior to Lot, Not Readily Visible from R-o-W	
<b>SITE ALTERATIONS</b> <i>Landscape</i>		Substantial Alterations to Site Landscape		Alterations within Front Yard	On Side or Rear Property Lines  <i>* Moves to Minor Project without Consent</i>
<b>ARTIFICIAL TURF</b>		Front Yard or Readily Visible from R-o-W		Side and Rear Yards	
<b>LANDSCAPE LIGHTING</b>				With ToPB Exterior Lighting Affidavit	
<b>SPORTS COURTS</b>	Multifamily or Commercial Use	Single Family Use			
<b>SIGNAGE</b>	Illuminated			Non-Illuminated	

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STATUARY		Visible from R-o-W -or- Over 6' in height		Not Visible from R-o-W	
VARIANCE	All Variance Requests and Corresponding Projects as Determined by Staff				

The Project Designation Manual Matrix is intended to aid homeowners, design professionals, and Town staff in determining the path and level of design review authority for the above-mentioned categories for site and construction improvements within the Town of Palm Beach.

- All applications submitted for **Staff Review** will be subject to staff design review and will require full compliance with the Town of Palm Beach Zoning Code of Ordinances. Any project which may substantially impact neighboring properties or require zoning exceptions may require design review by a Commission, subject to determination by the Director of Planning and Zoning. Projects under the **Neighbor Consent** column require a written waiver of objection to the project by the immediately adjacent/abutting neighbor. A completed Neighbor Consent Form provided by the Town shall be submitted with the staff review application. Projects where neighbor consent is not obtained shall proceed to the Architectural Commission as a Minor Project, or to the Landmarks Preservation Commission as a Certificate of Appropriates (COA) or Historically Significant Building (HSB).
- For items submitted for **Commission Chair Review**, the respective Chair will delegate the request to either Commission Review (ARCOM or LPC) or Staff Review depending on the architectural compatibility of the request and of its potential impacts. Should the Chair determine that Commission Review is required, projects will proceed to the Architectural Commission as a Minor Project, or to the Landmarks Preservation Commission as a Certificate of Appropriates (COA) or Historically Significant Building (HSB).
- Any project that requires a **Variance** will proceed to the Architectural Commission as a Major Project, or to the Landmarks Preservation Commission as a Certificate of Appropriates (COA) or Historically Significant Building (HSB).
- For projects that require **Commission Review**, please see the Town of Palm Beach Schedule of Meetings and Deadlines.