



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 S. County Rd
 Palm Beach, FL 33480
permits@townofpalmbeach.com

Administrative Review Application

The Town Council has granted staff the ability to administratively review certain projects per the [Project Designation Manual Matrix](#). For more information on documents to be submitted with this application, see the Administrative Review Application Guide.

Payment of the Administrative Review Application fee may be made via credit card through the [Citizen Access Portal \(EPL\)](#). If the subject property is a Landmarked property or part of the Historically Significant Building (HSB) program, the fee is \$150.00 plus a 2% technology fee. All other properties are considered ARCOM properties and have a fee of \$350.00 plus a 2% technology fee. All fees can be found in the Master Fee Schedule.

PROPERTY STATUS:

_____ **ARCOM**

_____ **Landmarked, Historically Significant Building, or Under consideration**

****If Landmarked, is this a tax abatement project? YES _____ or NO _____**

MASTER BUILDING PERMIT # _____

- I. **PROJECT ADDRESS:** _____
- II. **DESCRIPTION OF REQUEST:** Provide a brief comprehensive description of the proposed project. If needed, include a Letter of Intent (LOI) or list of proposed changes on a separate sheet.

- III. **BUSINESS NAME/TENANT INFO** (For commercial properties ONLY) _____
 Phone number: _____ Email: _____
- IV. **DESIGN PROFESSIONAL NAME AND CONTACT INFO:**
- V. Name of Professional: _____ License #: _____
 Phone Number: _____ Email: _____
- VI. **CONTRACTOR NAME AND CONTACT INFO:**
 Construction Company: _____
 Phone Number: _____ Email: _____
- VII. **PROPERTY OWNER / AGENT NAME AND CONTACT INFORMATION:**
 Property Owner's Name: _____
 Owners address (if different from subject address): _____
 Phone Number: _____ Email: _____
- VIII. **Applicant Signature:** _____ Date: _____
 (Printed Name) _____ Title: _____

FOR STAFF USE ONLY: