



**Department of
Planning, Zoning & Building**

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West Palm Beach, FL 33406
(561) 233-5000
Planning Division 233-5500
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5600
Contractor's Certification 233-5525
Administration Office 233-5005
Executive Office 233-5003
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INTEROFFICE MEMORANDUM

TO: Interested Parties
Zoning Division Staff

FROM: William Whiteford, AICP *AW*
Zoning Director

DATE: February 28, 2002

RE: Implementation of Changes to Concurrency Review Process

The Zoning Division will be implementing changes to the Concurrency Review process in response to both industry suggestions and DRC Oversight Committee recommendations. The changes will accomplish several goals:

1. streamline the review process by eliminating duplication of application submittal requirements;
2. shorten and simplify the Concurrency Supplemental Application to eliminate the need of providing duplicate information;
3. allow applications to be submitted as part of zoning application or as a stand alone zoning application;
4. providers will review concurrency applications concurrent with public hearing applications; and
5. for combined review projects, concurrency review will be expanded to be consistent with the public hearing and site plan review processes, providing additional time for the applicant to resolve issues.

The new review process will begin with the March 6, 2002 intake. Zoning staff presented the DRC Oversight findings to the DRC Committee and public on February 27. The Code Revision staff are currently processing amendments to Article 11 to reflect these procedural changes to the Concurrency review process.

If you have any questions or comments, please contact Jon MacGillis, at 233-5223 or Ron Sullivan, at 233-5214.

WW/JM/jm

cc: Verdina Baker, Assistant County Administrator
Barbara Alterman, Executive Director PZB

Notice of Implementation:

Combined Concurrency Intake/Review Process

Beginning with the March 6, 2002 intake, applicants submitting for Concurrency and Public Hearing or Site Plan (DRC) approval may combine the submissions.

- The combined submittal will be done through the regular Public Hearing or DRC intake.
- Gold Cover sheets will no longer be needed.
- Packets will include two additional cover sheets
 - Land Development- for Legal Positive Outfall
 - Mass Transit
- Packets will include a 1 page Concurrency Supplemental Application.
- Applications will include a modified coversheet for water/sewer to allow for mailing to providers other than Palm Beach County.
- Concurrency comments will be included in the Comments letter for each project.
- Certificates will not be issue for these approvals- the Concurrency Reservation will be shown on the plan.

For applicants that wish to get a concurrency reservation prior to submitting plans for approval or for permitted uses that do not require plan approval, the intake and review process will not change. Applicants will submit applications with gold cover sheets to Concurrency as before and the Reservations will be valid for 1 year.

If you have questions concerning the new process, contact Ron Sullivan at 233-5214 or Brad Dunker at 233-5217.

Concurrency Review

Applications requiring Public Hearing or DRC approval

Intake
Public Hearing

Reduce application to one page and reduce submittal requirements

Intake
DRC

Distribution
Public Hearing

Distribution
DRC

Project Manager ensures Providers sign off on Concurrency with/without Conditions

Project Manager ensures Providers sign off on Concurrency prior to DRC certification

Public Hearing
ZC/BCC

DRC Meeting

Condition on Petition related to Concurrency

- *DRC Condition on Site Plan
- *List Uses related to approval
- *List Quantity/Size
- *Modifications to Uses/Quantities will require DRC approval

By January 28, 2003, the applicant shall obtain Final Site Plan approval in order to vest the Concurrency

Applications submitted prior to Public Hearing or those not requiring Public Hearing or DRC approval

Intake
DRC (Concurrency)

Distribution of Provider Forms
DRC (Concurrency)

DRC (Concurrency) Staff monitor
15 day Review Period

All responses positive
Staff issue
Certificate

Negative response
90 day negotiation
period

All responses positive
issue Certificate

Negative response
Deny

Concurrency Review Process

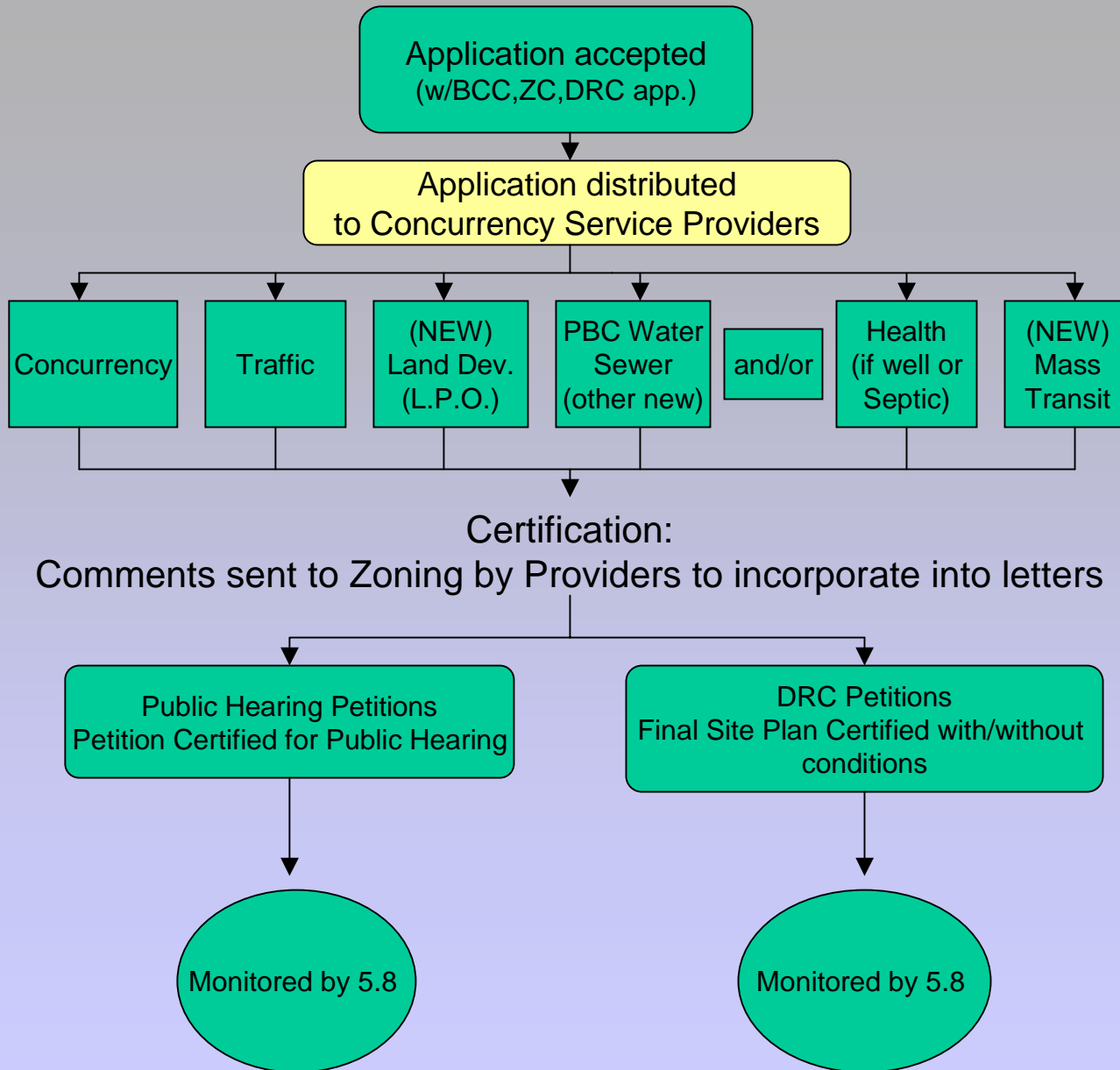
Proposed Changes to Concurrency Review Process

(resulting from recommendations made by DRC Oversight Committee)

- Combine Concurrency Intake with Public Hearing & DRC Intake (to avoid duplication of documents & processing, reduce agent's time, reduce staff time)
- Combine Concurrency Review with Public Hearing & DRC Processes (to improve the development review process)
- Abbreviated Concurrency Application (to reduce duplication of information required at intake)
- Concurrency approval will be valid provided the Site Plan is valid.
- Monitoring will be done by BCC or DRC condition.
- Applicant can still apply for Concurrency prior to Public Hearing or DRC Process similar to current Concurrency review process
- Permitted uses (not requiring Zoning or DRC approval) will be processed similar to current Concurrency review process
- Public Hearing & DRC staff can review combined concurrency applications as part of regular project review (to facilitate review)

Internal Application Processing

Comments



Agent responsible for providing required information for each Provider

Zoning Tech & Concurrency staff review application for completeness

Each Provider will receive the Concurrency application with Public Hearing or DRC application

Providers send concurrency comments to Zoning with Public Hearing or DRC comments. Concurrency comments will be incorporated into Comment Letters

Petition will not be Certified until all Concurrency Providers sign off on Concurrency

Concurrency approval reflected in tabular on approved Site Plan. No more Certificates for items going to BCC/ZC or DRC

New Provider Form for Legal Positive Outfall

LAND DEVELOPMENT
DRAINAGE (LEGAL POSITIVE OUTFALL)

PETITION NO. _____ INTAKE DATE _____
PROJECT NAME _____ INITIAL DRC DATE _____

1 - Concurrency Supplemental Application
 1 - Justification Statement
 1 - Survey or Plat
 1 - Site Plan, if applicable _____**
 1 - Location Map
 1 - Drainage Statement
 1 - Applicable information called for in item IC of Concurrency Certification Supplemental Application

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- To be included in the DRC or BCC submittal packet.
- Includes information from the old concurrency cover sheet.
- Sent to Land Development for review.
- If required, the information will be forwarded to the applicable Drainage District for further review.

New Provider Form for Mass Transit

MASS TRANSIT
Metropolitan Planning Organization (if traffic tpd >200)

PETITION NO. _____ INTAKE DATE _____
PROJECT NAME _____ INITIAL DRC DATE _____

[] 1 - *Justification Statement*
[] 1 - *Location Map*
[] 1 - *Copy of any other associated documentation, if available (such as mass transit statement from traffic study/report)*
[] 1 - *11 x 17 stamped manilla envelope (no metered mail) addressed to Mr. Gerald Gawaldo, PalmTran, 3201 Electronics Way, West Palm Beach, FL 33407*

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- To be included in the DRC or BCC submittal packet.
- Includes information from the old concurrency cover sheet.
- Sent to the Metropolitan Planning Organization (MPO) for review.
- Long-term goals include examining the possibility of a “blanket” letter from MPO regarding capacity.

Concurrency Provider Form

FORM # 10

CONCURRENCY

PETITION NO. _____ INTAKE DATE _____

PROJECT NAME _____ INITIAL DRC DATE _____

1 - General Application (original) and all referenced attachments
 1 - Supplemental Application(s) and all referenced attachments
 1 - Justification Statement
 1 - Survey or Plat
 1 - Preliminary Development Plan (PDP *), if applicable ____**
 1 - Site Plan, if applicable ____**

* Includes requirement for Registering Plan, Land Use Justification Report and Phasing Plan
** N/A if not applicable.

VERY IMPORTANT

This is not a Concurrency Application. A separate application and fee are required to be submitted to the Zoning Division. Submit the Concurrency Application a minimum of ten (10) working days before the Zoning Application submitted out of date. For further information contact Bill Cross at 233-5217.

REVISED 12/01/2000

- **Becomes Concurrency submittal for applications seeking BCC or DRC site plan approval.**
- **Concurrency Comments are included in the letters from the Project Managers.**
- **Ties Concurrency directly to the site plan.**

Draft Site Plan Table

4(13)

CONCURRENCY APPROVAL CHART			
Project Data			
Use	Sq. Ft./ Units	Reserved Capacity	
Single Family	140 Units	Solid Waste	Yes
		Traffic	1,480 TPD
		Transit	Yes
		Drainage	Yes
		Water	0.060 MGD
		Sewer	0.034 MGD
		Parks/Rec	Yes
		Fire/Rescue	Yes

NOTES:
Certificate revised 12/9/99 per concurrency revision form received 12/6/99 to delete 8 SFD units.

DRC Approval of the data and drawings depicted on this site plan shall include and represent the approval of Concurrency for the uses and units of measure listed in the above Concurrency Approval Chart.

SEE CONDITIONS