



**Department of Planning,
Zoning & Building**

100 Australian Avenue
West Palm Beach, FL 33406
(561) 233-5000

Planning Division 233-5300

Zoning Division 233-5200

Building Division 233-5100

Code Enforcement 233-5500

Contractors Certification 233-5525

Administration Office 233-5005

Executive Office 233-5003

www.pbcgov.com/pzb

**Palm Beach County
Board of County
Commissioners**

Tony Masiotti, Chairman

Addie L. Greene, Vice Chairperson

Karen T. Marcus

Jeff Koons

Warren H. Newell

Mary McCarty

Burt Aaronson

County Administrator

Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer"*

To: Zoning Agents & Interested Parties

From: Jon MacGillis, Zoning Director 

Date: August 18, 2006

**RE: Required naming convention for all application
submittal documents on Disc or CD**

In an effort to assist Zoning staff expedite the application intake and review process we have established naming conventions (see attachment) for all required documents submitted by Applicants on either a Disc or CD Rom. We request you follow these requirements in order to avoid delays in processing and distributing of applications.

If you have questions, contact me at 561-233-5223, or Donna Adelsperger, at 561-233-5224.

JM/jm

Attachment: Naming convention chart

Name of Documents when placed on a disc for ePZB uploading

Community Development Applications	
General Application (includes Affidavit of Completeness and Accuracy, General Tabular, Liens and Fines Determination or Liens and Fines Certification)	1, 2, 4 -6
Consent(s) by name (ie Consent – Smith, E.)	3
Pre-Application Supplement	8
Conditional Use Supplement	11
Planned Development District and Tabular Supplement	13 and 13a
Development Order Amendment / Expedited Application Consideration Supplement	14
Development Order Abandonment Supplement	15
TDR Supplement	16
TDR Contract for Sale (Public Hearing)	16a
TDR Escrow (Public Hearing)	16b
TDR Deed (Public Hearing)	16c
TDR Contract for Sale (DRO)	16d
TDR Escrow (DRO)	16e
TDR Deed (DRO)	16f
Tower Review	18
Tower Waiver Supplemental	19
DRO Supplement	22
Administrative Amendment Supplement	23
Administrative Amendment Affidavit of Consent	24
Concurrency Supplemental	30
Separate Concurrency	31
Buildable Lot Review	32
Legal Lot Review	33
Type II ZC Variance	43
Master Plan (MP) each page separately (i.e. MP p1)	
Site Plan (SP) each page separately (i.e. SP p1; SP p2)	
Regulating Plan (RP) each page separately (i.e. RP p1; RP p2)	
Traffic Report/Statement	
Drainage Report	
Warranty Deed(s) by name (i.e. Smith, E.)	
Survey or Plat each page separately (i.e. survey p1; survey p2)	
Elevations each page separately (ie Elevation p1; elevation p2)	
Shared Parking Study	
Phase I Audit	
Phase II Audit	
School Concurrency	

Justification Statement	
Zoning Confirmation letter	
Planning Letter	
Dust Control	
Legal Description in WORD	

Administrative Review and Public Information applications	
General Application (includes Affidavit of Completeness and Accuracy, General Tabular, Liens and Fines Determination or Liens and Fines Certification)	1, 2, 4 -6
Supplemental Application (one of those listed to the right)	42/45/46/47/70/71/72/ 73/74/75/76/77
Consent(s) by name (ie Consent – Smith, E.)	3
Master Plan (MP) each page separately (i.e. MP p1)	
Site Plan (SP) each page separately (i.e. SP p1; SP p2)	
Regulating Plan (RP) each page separately (i.e. RP p1; RP p2)	
Warranty Deed(s) by name (i.e. Smith, E.)	
Survey or Plat (i.e. survey p1; survey p2)	
Justification Statement	
Zoning Confirmation letter	
Legal Description in WORD	
Pictures (S,N,W,E)	
Home Owner's Association Letter (approval/denial)	
Floor Plan (if lot coverage is near max allowable %)	