

ADMINISTRATIVE REVIEW INSTRUCTION

Instructions for Amending DRO Approved Site Plans:

- General Information:**
- 1) No intake on 1st Tuesday and 3rd Thursday of the month,
 - 2) Applications are taken on a first come first serve basis, **Tuesdays and Thursdays from 9:00 AM to 12:00 Noon**, and
 - 3) Applications are not accepted if you are currently in the DRO or Public Hearing Process.

- Please Order:**
- 1) **4 days prior** to submitting, please order DRO file and mylar,
 - 2) Know control/petition number to order
 - Call **(561) 233-5039 or (561) 233-5242**,
 - In person at the File Room Service Window,
 - Via e-mail to: Filezone@co.palm-beach.fl.us, or
 - Via the Web at: http://www.pbcgov.com/pzb/zoning/services/file_request.htm
 - 3) No application will be accepted without the file and Mylar.

- Please Complete:**
- (Attached)**
- 1) Administrative Review Application (Agency Review or Zoning Review) (submit paper copy & in pdf format saved on disc),
 - 2) Justification Statement (submit paper copy & in Word format saved on disc),
 - 3) Affidavit of Completeness & Accuracy (Agency Review only), Consent form, signed by agent, notarized (submit paper copy & in pdf format saved on disc),
 - 4) Submitted site plans shall show revision(s) (submit paper copy & in TIF format saved on disc),
 - 5) All pdf documents must be saved as “individual” pdfs – no continuous pdf documents will be accepted, and
 - 6) Application Fee: ZR-\$140.60 or AR-\$432.25, to be determined by Planner.

Applications/Questions: Contact Elizabeth Murray at 561-233-5302.

- How it Works:**
- 1) Pre-apps & Applications are taken on a first come first serve basis, Tues. & Thurs. from 9:00 AM to 12:00 Noon (no intake on 2nd Tuesday and 3rd Thurs. of the month),
 - 2) Please Sign-in with the receptionist, go to file room and pick-up the petition file & mylar you ordered, be seated until you are called,
 - 3) A Planner will meet with you for approx.30 minutes,
 - 4) Required sign offs by Zoning or County Agencies to be determined by staff,
 - 5) Graphic/text changes to the plan will be completed or drawn by you,
 - 6) A black ink (no color) graphic drawing on an adhesive transfer (sticky-back) may be placed on the plan if the Planner approves,
 - 7) Noting the changes, signing & dating of the plan is completed by staff and 3 copies of the amended plan will be made for you.

- Next Stop, Building Division:**
- 1) Submit Building Permit Application and all required supporting information/documents to Permitting on 1st floor,
 - 2) Include 2 copies of the approved site plan,
 - 3) Any conditions, and 2 copies of the latest DRO result letter (if issued to you by Planner).

Types of Amendments We can Approve Minor Deviations such as, but not Limited to:

- Non conflict with BCC approved conditions,
- Minor change in sign location,
- Minor modifications to parking areas (such as the relocation of a handicapped parking space,
- Relocation of terminal islands to accommodate trees or utility lines,
- Addition of phase lines that correspond to proposed plat and or building construction and which are unrelated to traffic performance requirements,
- Reduction in building footprint size,
- Addition of small canopies,
- Removal of excess parking for additional open space not required by current Code,
- Minor revisions to lot lines to be consistent with a recorded plat,
- Temporary sales trailers,
- Satellite dish locations,
- Minor increase of square footage in recreation facilities,
- Unmanned equipment buildings for towers,
- ATM machine location,
- Modifications required by ADA,
- Fences and walls; above ground tanks, and
- Sales models in PDDs.

Not sure whether your change qualifies as an Administrative Amendment?

Call On-Call Planner at 233-5200 and ask.