



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
ZONING DIVISION
POLICY AND PROCEDURE**

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PPM # ZO-O-019

Issued: 08/05

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**SUBJECT: PROCESSING APPLICATIONS FOR PUBLIC HEARING (PH) AND
DEVELOPMENT REVIEW OFFICER (DRO)**

AUTHORITY: Article 2.B., Public Hearing; and, 2.D., Administrative Processes.

PURPOSE: To establish consistent policies for the processing of applications, while documenting administrative procedures for certification or approval of site plans subject to DRO review.

PROCEDURES: The following procedures shall be followed when processing Zoning applications.

A. Fees

1. All required fees, as outlined in the latest official Fee Schedule, must be paid at time of submittal.
2. An applicant may pay 3 document resubmittal fees at the time of initial submittal in lieu of paying those fees separately at a later date.
3. All outstanding fees must be paid prior to making a request for placement of an application on a DRO agenda.
4. All refund requests will be reviewed in accordance with the Refund Policy memo (PZ-F-005).

B. Submittal of Applications

1. **Preapplication meeting.** A preapplication meeting with staff is recommended prior to application submittal. This meeting can be used as a tool to address questions regarding review processes, plan format, and applications, and to identify potential issues.
2. **Minimum Application Acceptance Criteria:** The following list includes required items that will determine whether or not an application will be accepted at intake. The applicant is responsible for ensuring each application:

- a. Complies with all applicable ULDC requirements
- b. Contains all required documents listed on the specific application checklist. (visit the Zoning Web Page at http://www.pbcgov.com/pzb/Zoning/dro/submittal_package.htm)
- c. Is consistent with all Use, Supplemental Requirements and process and procedures of the Code.
- d. Complies with all BCC, ZC, B of A, and DRO conditions of approval.

All accepted applications are subject to a more detailed sufficiency review.

3. **Sufficiency review.** Once the application is accepted, a staff review will be conducted to verify compliance with the ULDC. Items deemed insufficient will not be scheduled for an initial meeting. The applicant will receive an insufficiency letter and may pick-up their application from the appropriate Section. A determination of sufficiency will be made based primarily upon:

- a. Compliance with Technical Requirements Manual standards
- b. Plan legibility and format,
- c. Supporting documentation: i.e. non-conforming use determination.

4. **Expedited DRO review (EDA / signature only).** EDA review is intended for minor revisions to approved site plans. Final DRO staff makes the determination whether or not an application may be reviewed through this process. These applications require review by 5 or fewer agencies. Additional information or issues that may arise during the review of an EDA may require the application to be reviewed through the full DRO process. In addition, agencies not included in the original distribution may be added upon their request.

C. Distribution and Review

- 1. Staff shall process and distribute applications to all applicable agencies within 7 calendar days from date of sufficiency.
- 2. All agencies shall be responsible for retrieving application packets from the designated location in the Zoning Division.
- 3. All agencies shall review application within the established timeframes, pursuant to the Official Zoning Calendar.

D. DRO Comments

- 1. All DRO agencies shall submit comments based upon the review process and in accordance with items a. and b. below:
 - a. Public Hearing - 8 working days prior to the meeting
 - b. Final DRO - 8 working days prior to the meeting

2. Comments or Certification Issues shall be entered into ePZB by the appropriate agency. Attention to accuracy and substance of the comment or conditions should be reviewed by each agency prior to signing off in ePZB. Each agency shall also be responsible for including the appropriate "trailers" at the end of each condition, based upon the format established by Monitoring.
3. Each agency shall ensure backup staff is available to sign off and revise or update certification issues or conditions, in case the assigned project manager is absent from work. This item is critical in ensuring applications are reviewed in a timely manner.
4. Each agency shall review all comments/conditions prior to final letters being generated by the secretary. The Zoning project manager shall bring errors and redundant language to the attention of the agency project manager, and coordinate the necessary corrections.
5. Updating comments and conditions is the responsibility of each Agency.
6. The finalized comment letter may be viewed on the PBC website at www.pbc.gov/zoning/dro.

E. Procedures Prior To DRO Meeting

1. The Zoning Division is responsible for preparing and distributing the agenda and backup material to the agencies and applicant at least 5 *working days* prior to the meeting.
2. The project manager or secretary will email the comment letter to the applicant or otherwise advise when the letter will be available for pick-up. The letter should be available 3 working days prior to the meeting date.
3. All applicants must attend the first DRO meeting. During this initial meeting agency comments/conditions will be discussed with the applicant.
 - a. Public Hearing – applications will be certified (with or without conditions) and scheduled for a public hearing, or not certified.
 - b. Final DRO – applications will be approved (with or without conditions), or not approved.
4. Public Hearing and final DRO secretaries shall monitor the DRO Agenda GroupWise mailbox prior to preparing the agenda.

F. Conduct of the Meeting

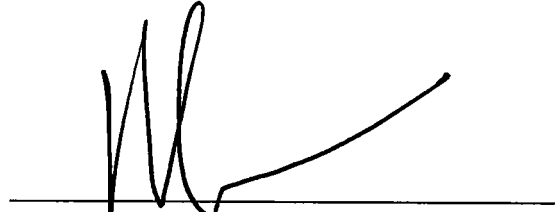
1. The Zoning Director's designee from DRO and Public Hearing shall Chair the meeting.

2. The DRO secretary shall be responsible for maintaining all digital (tapes/videos) and paper copies of material from the meeting.
3. The DRO Chairperson shall review the agenda at the start of the meeting and determine whether or not any amendments to the agenda will be required.
4. Applications on the agenda will be heard in the following order: consent, EDA (signature only), new requests, rescheduled (previously heard) items, and workshop items.
5. The Chair shall recognize each agency/committee member to allow them to address their comments.
6. Based on the direction of the discussion, the Chair may recommend that the applicant schedule a separate meeting with the affected agency to resolve outstanding issues.
7. The project manager and the applicant may sign Mylars, for applications approved at the Final DRO meeting. The applicant's signature will serve as verification that the information included on the mylar is accurate. These plans will be taken to graphics within (7 days Robin and Debbie; final results not till 3-4 days after the meeting) days of the meeting.
8. Applications are allowed to remain in the DRO process for 6 months after the initial meeting date. A request for a time extension may be made in writing to the Zoning Director. The request should demonstrate the existence of extraordinary mitigating factors that preclude certification or approval.

G. Follow-up

1. A result list shall be made available within 7 working days following the meeting. The list will indicate the status of each application (certified, approved, etc). This list shall also be posted on the PZB web site within 2 weeks of the meeting date.
2. Result letters shall be made available to the applicant within 8 working days following the meeting.
3. One copy of the plans for applications receiving final DRO approval at the meeting will be available within 3 working days of the meeting, provided the applicant provides the mylar prior to the meeting date.
4. One copy of the plans for applications receiving final DRO approval following the meeting will be made available within 5 days of the applicant providing the mylar.
5. The applicant must submit required revised documents to the Public Hearing or Final DRO section (whichever is appropriate) for distribution to the reviewing agency.
6. The applicant is responsible for rescheduling applications with

outstanding certification issues for a later meeting date once outstanding issues have been resolved. The Zoning Division may be contacted at DROAGENDA@PBCGOV.COM in order to be placed on a subsequent DRO Agenda. You must make the request at least five (5) working days prior to the meeting.



Director