

**PBC ZONING DIVISION
PRIVATELY INITIATED AMENDMENT (PIA) APPLICATIONS
SUFFICIENCY CHECKLIST**

[Updated 03/26/20]

All required application forms and related documents submitted to the Zoning Division, are reviewed by the Project Manager (PM) for sufficiency. The assigned PM shall utilize the Reasons for Insufficiency (listed below) to determine whether or not an application is sufficient.

1. The applicant will be notified if an application is deemed insufficient, where Staff have identified the required corrections. No further action will be taken on an Insufficient application until an Applicant addresses the required corrections.
2. The Resubmittal dates are determined by the Zoning Director.
3. The first two Resubmittals are free. Additional fees will be charged on the third and subsequent resubmittal. Time extension for insufficient applications are applicable as contained in Art. 2.D

REASONS FOR INSUFFICIENCY		
ZONING (Z)		
Sufficient?		Item #
No	Yes	Any one of the following items shall result in an application being deemed insufficient:
<input type="checkbox"/>	<input type="checkbox"/>	1 Failure to meet with Zoning Staff for a Pre-Application Appointment (PAA) before submitting an application that required PAA [Article 2.] .
<input type="checkbox"/>	<input type="checkbox"/>	2 Missing, incomplete or inconsistent information: Forms, Justification Statement and/or supporting documents.
<input type="checkbox"/>	<input type="checkbox"/>	3 Forms and additional documentation are not legible.
<input type="checkbox"/>	<input type="checkbox"/>	4 Missing request or incorrect requests based on the submitted documents.
<input type="checkbox"/>	<input type="checkbox"/>	5 Missing responses to the Standards for a PIA pursuant to Art 2.D.
<input type="checkbox"/>	<input type="checkbox"/>	6 Fees not consistent with the number of request(s) because the requests changed after the PAA, or inconsistent with documentation provided to Staff for fee request..
<input type="checkbox"/>	<input type="checkbox"/>	7 Missing proposed language for a Concurrent Text change to the Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	8 PAA Result Letter from the applicable Palm Beach County Official who interprets the Article proposed for Amendment.