

TECHNICAL MANUAL

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TITLE 1 – APPLICATION CHECKLIST, DOCUMENTS AND PUBLIC NOTIFICATION SIGNS

[Revised: 10/28/19]

1.A ZONING APPLICATION SUBMITTAL CHECKLIST AND DOCUMENTS

1A.1 Sufficiency List

Pursuant to Art. 2.A of the Unified Land Development Code (ULDC), an application must contain sufficient and accurate information, which includes but is not limited to: application forms, plans and supporting documents for the Development Review Officer (DRO) and other County Agencies to commence review. In reviewing for the sufficiency of an application, the DRO will reference the Application Sufficiency Checklist, see links below. An application will be deemed insufficient by the DRO if certain critical information is incomplete, missing or not accurate.

1.A.1.A Public Hearing, Administrative Review and Administrative Modifications through Full DRO

See Sufficiency Checklist for Public Hearing and Full DRO Application Process: (submit in person, application must be submitted in digital format, e.g. in a CD or USB Flash/Thumb drives).

[http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/DRO_and PH Sufficiency Checklist.pdf](http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/DRO_and_PH_Sufficiency_Checklist.pdf)

1.A.1.B Administrative Modifications through ZAR or Type 1 Variance

See Sufficiency Checklist for ZAR or Type 1 Variance Process (application must be submitted electronically, aka online).

[http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/ZAR_and Type 1 Variance Sufficiency Checklist.pdf](http://discover.pbcgov.org/pzb/zoning/PDF/Checklists/ZAR_and_Type_1_Variance_Sufficiency_Checklist.pdf)

1.A.2 Documents Required by County Agencies (Zoning, Land Development, Survey and Traffic)

The following documents may be required as part of the Zoning application submittal. Examples of these documents and reference to websites are provided to assist the Applicants in the preparation of Zoning applications. For definitions and property development regulations, refer to the ULDC.

1.A.2.A Cross Access Agreement

A restrictive covenant requiring property owners to share access points between adjacent properties and all internal accessways in order to provide safe traffic circulation by eliminating the number of curb cuts on the street system through the establishment of a cross-access easement.

Example: [Cross Access Agreement Example.pdf](#)

1.A.2.B Drainage Study or Drainage Statement

A statement outlining how the stormwater runoff system will be designed for a proposed or existing project. It shall also list the Agencies responsible for the regulation and permitting of stormwater runoff for the site and identify the location of the legal positive outfall for the site.

Example 1 – [Drainage Statement Example 1.pdf](#)

Example 2 – [Drainage Statement Example 2.pdf](#)

Example 3 – [Drainage Statement Signature Example 3.pdf](#)

All Drainage documents must be digitally signed and sealed and be capable of verification in conformance with Rule Chapter 61G15-23 Seals, Florida Administrative Code & Florida Administrative Register. All digital signatures and seals shall be verifiable.

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61G15-23>

1.A.2.C Shared Parking Agreement and Study

Date Article was Merged 11/15/19

1.A.2.C.1 Shared Parking Agreement

A restrictive covenant between property owners that allows the reduction of parking for multiple or mixed use development in close proximity to one another, and which have different peak parking demand and operating hours. The covenant is usually supported by a Shared Parking Study. See Shared Parking definition in the ULDC (Art. 1.I).

Example

[Shared Parking Agreement](#)

1.A.2.C.2 Shared Parking Study

A study to allow for a reduction of parking spaces required for different uses located on the same or nearby parcels. The uses must have different peak parking demands and operating hours.

Example

[Shared Parking Study Example.pdf](#)

1.A.2.D Survey

All Zoning applications submitted for approval to the Survey Section must include a certified, signed and sealed Boundary Survey to support the Master Plan (initial), Site Plan or Plat and be prepared by a Florida Professional Surveyor and Mapper and be less than one year old. A Survey subject to the above requirements may be requested by the Zoning Division for the review of other types of applications, e.g. Building Permit review.

1.A.2.D.1 Boundary Surveys

- Residential and commercial Boundary Surveys submitted for approval to the Survey Section must be a certified, signed and sealed Boundary Survey prepared within one year by a Florida Professional Surveyor and Mapper.
- Boundary Survey must also conform to the most current Florida Standards of Practice and all Palm Beach County requirements in force at the time of application.
- Boundary surveys for commercial property must support a Zoning (Master, Site or Subdivision) Plan.

1.A.2.D.2 Title

A Title Policy, Title Commitment, Title Search/Exam, Opinion of Title or Property Information Report (options mandated by use) current to within one year must be shown on all surveys, including date, policy number, issuers name, address and the disposition of all schedule B-II encumbrances. Title information must be kept current to within one year throughout the entire approval process.

1.A.2.D.3 Digital Signature and Seal

All survey documents must be digitally signed and sealed and be capable of verification in conformance with Florida Surveying and Mapping Standards of Practice Rule [5J-17.062](#), Procedures for signing and sealing electronically transmitted plans, specification, reports or other documents. All digital signatures and seals shall be verifiable.

Example 1 – [Survey Identrust Digital Signature Example.pdf](#)

Example 2 – [Survey Report Example.pdf](#)

1.A.2.D.4 Plat

A recorded Plat may be submitted in lieu of a Boundary Survey when the Master Plan, Site Plan and Plat are identical and the Plat is less than one year old. A "Tree Survey", "As-Built" or "Record Survey" may be required as needed and as directed by the Survey Section.

1.A.2.E Traffic Impact Study or Statement

A traffic study of links and intersections within the Test 1 Radius of Development Influence and Test 2 Radius of Development Influence of a proposed Project; and including the information, and prepared in

accordance with the requirements, set forth in Art. 12.C.1.C.2, Traffic Generation. For the Transportation Element of the Plan, it is the "LOS Impact Statement" referred to in the Capital Improvement Element of the Plan.

Example 1 – [Traffic Statement Example 1.pdf](#)

Example 2 – [Traffic Statement Signature Report Example 2.pdf](#)

Example 3 – [Traffic Statement Signature Report Example 3.pdf](#)

1.A.2.E.1 Digital Signature and Seal

All Traffic documents must be digitally signed and sealed and be capable of verification in conformance with Rule Chapter 61G15-23 Seals, Florida Administrative Code & Florida Administrative Register. All digital signatures and seals shall be verifiable.

1.A.2.F Unity of Title

A document recorded in the office of the Clerk of the Circuit Court of PBC stipulating that a lot, lots or parcel of land shall be held under single ownership, shall not be eligible for further subdivision and shall not be transferred, conveyed, sold or divided in any unit other than in its entirety.

Example 1 – [Unity of Title Example 1.pdf](#)

Example 2 - [Unity of Title Example 2.pdf](#)

1.A.2.G Unity of Control

A covenant recorded in the office of the Clerk of the Circuit Court of PBC stipulating that a lot, lots, or project with different owners shall be developed according to a common site or master plan providing unified control and the combined lots shall meet land development requirements as if they are one lot.

Example 1 - [Unity of Control Example 1.pdf](#)

Example 2 - [Unity of Control Example 2.pdf](#)

1.B PUBLIC NOTIFICATION SIGNS

Pursuant to Art. 2.B.5, Notifications of the Unified Land Development Code (ULDC), the Applicant shall post Public Notification Signs on the subject property with information of the public hearing and/or public meeting. Public Notification Signs shall be prepared following these standards:

1.B.1 Sign Specifications and QR Code

- A. Sign Dimensions: 3' x 4';
- B. Sign Color: Yellow (Coroplast Yellow Corax);
- C. Material: Coroplast (water proof; 4mm), or similar material;
- D. Font: Arial;
- E. Font Color: Black;
- F. Font Size: Minimum 3", and must fit uniformly on the sign face area;
- G. The sign shall include the text listed below for all Applications that are subject to Public Hearings (See required format below):

**PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC HEARING
Visit County Web page at:**

<http://discover.pbcgov.org/pzb/Pages/Public-Hearing-Meeting-Notices.aspx>

Or call the Zoning Division at: 561-233-5200

**APPLICATION NUMBER
APPLICATION NAME**

- H. The sign shall include the text listed below for all Applications that are subject to Public Meetings (See required format below):

**PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC MEETING
Visit County Web page at:**

http://www.pbcgov.com/pzb/notices/Type_IB_Variances/index.asp

**(Which is now known as Type 1 Variance)
Or call the Zoning Division at: 561-233-5200**

**APPLICATION NUMBER
APPLICATION NAME**

1.B.2 Installation

- A. The sign shall be supported and installed in the ground of the subject property using the following:
 1. Three - metal dowels; OR,
 2. Two - 2"x2" or 2"x4" wood post.
- B. Signs shall not be allowed to be attached to trees, fences, walls, utility poles/boxes or any structures.

1.B.3 Proof of Installation

The Applicant shall submit to the Zoning Division the following:

- A. A complete [Affidavit of Installation of Notification Signs](#) (Form #28) must be submitted by the Applicant indicating that the signs were installed consistent with these requirements.
- B. A photograph of the sign(s) with the installation date stamped on the photograph. Submit the photograph to the Zoning Division to demonstrate compliance with the Notice Requirements pursuant to the ULDC; and,
- C. The required number of sign(s) shall be installed a minimum of 15 working days prior to the scheduled Public Hearing or Meeting.

EXAMPLE OF PUBLIC NOTIFICATION SIGN WITH QR CODE



