

TECHNICAL MANUAL

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TITLE 1 – APPLICATION CHECKLIST, DOCUMENTS, AND PUBLIC NOTIFICATION SIGNS

[Revised: 8/2023]

1.A ZONING APPLICATION SUBMITTAL CHECKLIST AND DOCUMENTS

1.A.1 Sufficiency Review

Pursuant to Article (Art.) 2.A.7, Sufficiency Review, of the “Palm Beach County 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 an application for sufficiency, the DRO will reference the Sufficiency Checklist. An application will be deemed insufficient if certain critical information is incomplete, missing, or not accurate.

For Public Hearing, Administrative Review, and Administrative Modifications through Full DRO, see the Sufficiency Checklist for Public Hearing and Full DRO Applications processes:

[https://discover.pbcgov.org/pzb/zoning/PDF/Checklists/DRO and PH Sufficiency Checklist.pdf](https://discover.pbcgov.org/pzb/zoning/PDF/Checklists/DRO_and_PH_Sufficiency_Checklist.pdf)

For Administrative Modifications through Zoning Agency Review (ZAR) or Type 1 Variance(s), see the Sufficiency Checklist for ZAR or Type 1 Variance processes (application must be submitted electronically via online):

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

For Privately Initiated Amendments (PIAs) (i.e., amendments to the ULDC), see the [PIA Sufficiency Checklist](#).

1.A.1.A Application Submission

All applications shall be submitted electronically for Public Hearing, Administrative Review, and Administrative Modifications through Full DRO. See ShareFile Instructions here:

https://discover.pbcgov.org/pzb/zoning/PDF/ShareFile_Instructions.pdf

All applications shall be submitted electronically for Administrative Modifications through ZAR or Type 1 Variance. Access ePZB Login here:

<https://www.pbcgov.org/ePZB.Admin.WebSPA/#/login>

All applications for PIAs shall be submitted in person or electronically by appointment only. Please Contact the Code Revision Section for assistance.

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 access ways 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 1 – [Cross-Access Agreement Example \(One-Way\).pdf](#)

Example 2 – [Cross-Access Agreement Example \(Two-Way\).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 Chapter 61G15-23, Seals, Florida Administrative Code and 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

- 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.H, Definitions and Acronyms).

Example – [Shared Parking Agreement.pdf](#)

- 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 Parking Demand Statement

A statement, digitally signed and sealed by a Professional Engineer, that identifies the proposed use(s) and affirms that the proposed number of parking spaces will not negatively impact the use(s) or users of the site if a Type 1 Waiver to reduce required parking is granted. **[8/2023]**

Example – [Parking Demand Statement.pdf](#)

1.A.2.E Survey

All Zoning applications submitted for approval to the Survey Section must include a digitally certified, signed, and sealed Boundary Survey to support the Master Plan (Preliminary), 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. **[8/2023]**

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 properties must support a Zoning (Master, Site, or Subdivision) Plan.

- 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, issuer’s 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.

- 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, F.A.C., Procedures for Signing and Sealing Electronically Transmitted Surveys 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](#)

- 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 Survey," or "Record Survey" may be required as needed and as directed by the Survey Section.

- 5. Modifications to Prior Approved Master Plans** – Applications with proposed internal modifications to a previously approved Master Plan, that propose no changes to the last approved Master Plan acreage, boundary, or legal description shall not be required to submit a new legal description or survey of the subject property. The Applicant shall clearly indicate in the required application documents (e.g., forms, Justification Statement), that the modifications are only internal to the subject property, and the approved acreage and boundary/legal description will remain the same.

1.A.2.F 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 ULDC 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. Digital Signature and Seal** – All Traffic documents must be digitally signed and sealed and be capable of verification in conformance with Rule 61G15-23, Seals, Florida Administrative Code and Florida Administrative Register. All digital signatures and seals shall be verifiable.

1.A.2.G 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.H Unity of Control

In accordance with ULDC Art. 5.F, Legal Documents, Art. 11, Subdivision, Platting, and Required Improvements, and Art. 3.E.1.I, Unified 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 \(One Owner\).pdf](#)

1.A.3 Zoning Agency Review (ZAR) Additional Documents

Additional documents may be required to validate the amendment(s) requested to an approved plan, including, but are not limited to: **[8/2023]**

- 1.A.3.A** A copy of the plat and plat comment(s). **[8/2023]**
- 1.A.3.B** A recorded Official Records Book copy for an easement. **[8/2023]**
- 1.A.3.C** An abstracted survey. **[8/2023]**
- 1.A.3.D** Comments from the Building Division resulting from the Building Permit that triggered the plan amendment. **[8/2023]**
- 1.A.3.E** For Projects located in the Westgate Overlay (WCRAO), a Westgate Community Redevelopment Agency letter for applications adding or modifying uses. **[8/2023]**
- 1.A.3.F** Supporting documents for the Consent(s). **[8/2023]**

1.A.4 DRO Agencies Required for Site Plan Amendments through Zoning Agency Review (ZAR)

The Table below provides the most common requests to amend approved Zoning Plans and the Agency involved. This Table is to be used to determine the total number of Agencies required to review an application for an Administrative Modification through the ZAR pursuant to ULDC Art. 2.C.4.A.3, Zoning Agency Review (ZAR). This list is not intended to be exhaustive as the DRO may also determine an Agency needs to review an application based on a reason not listed here, if so the Applicant or Agent will be informed of the reason(s).

Table 1.A.4 – DRO Agencies Required for Site Plan Amendments through ZAR [8/2023]

AGENCY (1)	REQUEST	AGENCY	REQUEST
ADDRESSING:	<ul style="list-style-type: none"> • Changes in street names or new street names 	AIRPORTS:	<ul style="list-style-type: none"> • Any modification to projects managed by Airports • Changes to building heights in airport overlays • Addition of above-ground storage tanks within airport overlays
COUNTY ATTORNEY:	<ul style="list-style-type: none"> • Questionable legal documents of any kind • Modified lease areas of communication towers • Addition or deletion of cross access 	ERM (ENVIRONMENTAL RESOURCES MANAGEMENT):	<ul style="list-style-type: none"> • Modification to any preserve, tree preservation area, mitigation area, littoral zone, or conservation area • Any impacts to native vegetation • Modification of trees under ERM's protection • Underground storage tank systems that are greater than 550 gallons containing Regulated Substances • Change of use within a Wellfield Protection Zone

Table 1.A.4 – DRO Agencies Required for Site Plan Amendments through ZAR [8/2023]

AGENCY (1)	REQUEST	AGENCY	REQUEST
FIRE RESCUE:	<ul style="list-style-type: none"> • Modification of sidewalks leading to or from buildings • Changes in pedestrian access points of a building • Relocation or expansion of building adjacent to another building • Relocation or addition of internal access points • Any gates or fences that may impede access of fire trucks or personnel • Any canopy, porte-cochère, or other structure that extends over a main drive or vehicle access • Increase the number of seats in restaurants • Additions or modifications to fuel tanks or chemical storage 	HEALTH DEPARTMENT:	<ul style="list-style-type: none"> • Private wells, sewage tanks, lift stations • Addition of swimming pools • Uses: Hospitals, medical clinics, day cares, schools, personal services, cement plants, power plants, sugar Mills, dry cleaners, crematories, cement batching plants, surface coating facilities, CLFs, restaurants, lounges
LAND DEVELOPMENT:	<ul style="list-style-type: none"> • Increase or relocation of building square footage affecting drainage areas • Changes in drainage or detention/retention areas • Any application that reduces permeable surfaces of a lot • Any subdivision or combination of parcels • Any changes related to plats • Modification to any easements, tracts, or property lines • Abandonment of R-O-W • Addition of gates or fences adjacent to R-O-W • On-street parking • Underground storage tanks 	LWDD (LAKE WORTH DRAINAGE DISTRICT):	<ul style="list-style-type: none"> • Any modification to property or easements managed by LWDD
PALM TRAN:	<ul style="list-style-type: none"> • Any modification to easements managed by Palm Tran • Any new use located on an Arterial or Collector R-O-W 	PARKS AND RECREATION:	<ul style="list-style-type: none"> • Any modifications to parks and recreation pods/areas or open space • New uses such as CLFs, Schools, Day Cares

Table 1.A.4 – DRO Agencies Required for Site Plan Amendments through ZAR [8/2023]

AGENCY (1)	REQUEST	AGENCY	REQUEST
PLANNING:	<ul style="list-style-type: none"> Any modification to projects within the AGR Tier Any changes to workforce housing Any project that changes density Developments in the URAO Addition or deletion of cross access 	SCHOOL DISTRICT OF PBC:	<ul style="list-style-type: none"> Any project that is managed by the School Board, i.e., schools
SURVEY:	<ul style="list-style-type: none"> Any project that requires a survey to be submitted 	TRAFFIC:	<ul style="list-style-type: none"> Any modification to traffic circulation Any changes to parking All new or change of use Addition of gates or fences adjacent to R-O-W
WATER UTILITIES:	<ul style="list-style-type: none"> Any modification made to a utility Any uses that require a grease trap, such as restaurants Lift stations Car washes, restaurants, dry cleaners 	ZONING:	<ul style="list-style-type: none"> All requests including: <ul style="list-style-type: none"> Any changes to required vegetation or landscape areas within a project Any change to a Vegetation Disposition Chart Easements within landscape buffers, foundation planting, or landscape islands
Notes:			
1.	Public schools subject to all Agencies.		

1.B PUBLIC NOTIFICATION SIGNS

Pursuant to ULDC Art. 2.B.5, Notification, 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 Correx);
- 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 Zoning applications that are subject to Board of County Commissioners (BCC) or Zoning Commission (ZC) public hearings (see required format below): **[8/2023]**

**PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC HEARING
Visit County Web page at:
www.pbcgov.com/pzb/notices**

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

**APPLICATION NUMBER
APPLICATION NAME**



- H. The sign shall include the text listed below for Type 1 Variance applications that are subject to public meetings (see required format below): **[8/2023]**

**PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC MEETING
Visit County Web page at:
www.pbcgov.com/pzb/notices
(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 appropriately supported and installed to maintain integrity in the ground of the subject property using the following: **[8/2023]**
 - 1. Three – Metal dowels; or
 - 2. Two – 2” x 2” or 2” x 4” 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 15 days prior to the hearing date by the Applicant indicating that the signs were installed consistent with these requirements. **[8/2023]**
- B. A photograph of the sign(s). Submit the photograph to the Zoning Division to demonstrate compliance with the Notice Requirements pursuant to the ULDC; and, **[8/2023]**
- C. All required sign(s) shall be installed a minimum of 15-calendar days prior to the scheduled public hearing or meeting. **[8/2023]**

Figure 1.B.1 – Example of Public Notification Sign with QR Code

