



## 2025 COMPREHENSIVE PLAN TEXT AND MAP SERIES AMENDMENT **INSTRUCTIONS**

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### Palm Beach County Planning Division

2300 North Jog Road, WPB, FL 33411, (561) 233-5300

### INTRODUCTION

The Palm Beach County Comprehensive Plan's Future Land Use Atlas (FLUA) identifies the future land use (FLU) designation for every parcel in unincorporated County. Pursuant to Board of County Commissioner (BCC) direction on July 15, 2008 and reaffirmed on October 11, 2011, proposed FLUA amendments that are in violation of a clearly prohibitive (shall/shall not) policy identified pursuant to the Prohibitive Policy Directive of the FLUA Amendment application will not be processed. Pursuant to BCC direction on February 23, 2012, property owners may submit an application to request a Text Amendment to the Comprehensive Plan. These requests must be made in conjunction with a site specific FLUA Amendment or Development Order and requested in order to alleviate an inconsistency with a prohibitive policy of the Comprehensive Plan. Amendments are legislative; submittal of an application and the payment of the required processing fees does not convey any entitlements to the subject parcel(s), and does not imply that the BCC will ultimately approve amendment.

### INITIATION

Privately proposed text amendments to the Comprehensive Plan require a review and recommendation by the Planning Commission and Initiation by the Board of County Commissioners. Any privately proposed text amendment that requires an amendment to the ULDC for implementation requires that the applications for the text and ULDC applications be considered by the Board of initiation concurrently.

### INSTRUCTIONS

The following guidelines provide instructions for the completion of the application. This application is available via the Planning website (<http://www.pbcgov.com/pzb/Planning/>).

1. **Pre-Application Meetings:** A Pre-Application Meeting is required to be held prior to the Text Amendment Application intake to identify the scope of the amendment request. Proposed text amendments that will have ULDC implications require a pre-application meeting with both Planning and Zoning Division staff.
2. **Application Fee:** The Text Amendment application requires the submittal of fees as detailed below (see <https://discover.pbcgov.org/pzb/PDF/Fees.pdf>)
  - a. **Text Amendment Initiation Fee (Phase 1).** This fee (code 04101) is due with the submittal of the Text Amendment Request Application.
  - b. **Text Amendment Processing Fee (Phase 2).** This fee (code 04121) is due with the submittal of the associated FLUA Amendment Application is for the processing.
3. **Text Amendment Application Intake:** In order to be accepted for processing, a proposed text amendment must be structured to meet the following parameters:

- a. The affected Policies and proposed changes must be identified. Proposed changes may be provided in strike out and underline. The changes must directly related to and required in order to process the FLUA amendment; broad policy implications shall not be processed.
- b. Following the submittal of the Text Amendment Application, staff will identify whether the text amendment is sufficient for processing and will identify any additional data and analysis that will be required as part of the FLUA intake.
- c. Any identified sufficiency issues must be resolved prior to the FLUA intake or the FLUA application will not be accepted for processing.

**4. Amendment Submittal:** Applications must be filed by appointment with the Planning Division, 2300 N. Jog Road, 2nd Floor, West Palm Beach, FL 33411.

The following items are required as part of the application submittal, and the application will **not be accepted** unless all of the items are submitted.

<b>Text Initiation Application Submittal Requirements</b>
Pre-application meeting held prior to submittal
Submit to Planning Division by appointment
<b>Fee paid to PZB Cashier:</b> Text Fee 04101 – Phase 1
<p><b><u>Application Forms:</u></b></p> <ul style="list-style-type: none"> <li>• FLUA Application Parts 1 &amp; Part 2</li> <li>• Text Application Part 7</li> </ul> <p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>A. PCNs, Legal Description, Warranty Deed</li> <li>B. Agent Consent Form</li> <li>C. Applicant’s Ownership Affidavit</li> <li>E. Disclosure of Ownership Interests</li> <li>G. Consistency with Comprehensive Plan</li> <li>P. Survey</li> </ul>
<p>Please submit all application materials including:</p> <ul style="list-style-type: none"> <li>• Microsoft Word files of the Text Application Part 7 and Attachment G; and</li> <li>• PDF files of both application forms and all attachments, including the survey.</li> </ul>

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