

**INSTRUCTIONS**  
**STATE OF EMERGENCY TIME EXTENSION APPLICATION**  
**Monitoring Division**

Palm Beach County Unified Land Development Code - Article 2, Chapter E

State of Emergency Time Extensions apply to:

- Commencement
- Conditions of Approval
- Traffic Performance Standards (TPS)

The processing fee for each Time Extension Application is **\$359**.

Written authorization must be provided if the applicant is not the property owner, and if the applicant or property owner is a corporation or other business entity.

You may submit an application either **in-person** or **online**.

To submit an application in-person:

- visit our offices located at 2300 North Jog Road, West Palm Beach, FL 33411
- bring the completed Time Extension application(s)
- staff will review the application and then provide you with an invoice number
- staff will direct you to the PZ&B cashier's office to pay the invoice by check
- once fees have been paid staff will process the application, and mail an approval letter to the property owner/agent

To submit an application via e-mail:

- e-mail the completed Time Extension application(s) (in pdf format) to the Monitoring Section at [mmichael@pbcgov.org](mailto:mmichael@pbcgov.org) or [shack@pbcgov.org](mailto:shack@pbcgov.org)
- staff will review the application and then provide you with an invoice number
- you may pay the invoice online (a convenience fee is charged)
- once fees have been paid staff will process the application, and e-mail an approval letter to the property owner/agent

**If you have any questions please contact Monitoring Section staff at 561-233-5322.**