INSTRUCTIONS
STATE OF EMERGENCY TIME EXTENSION APPLICATION
Planning Division, Monitoring Section
Palm Beach County Unified Land Development Code (ULDC) - Article 2, Chapter E

Per Section 252.363, F.S., the declaration of a state of emergency issued by the Governor for a natural emergency tolls the period remaining to exercise the rights under a permit or other authorization for the duration of the emergency declaration.

As it pertains to ULDC Article 2.E. “Monitoring”, State of Emergency Time Extensions apply to:

- Commencement of Development
- Time Certain Conditions of Approval

The processing fee for each new State of Emergency Time Extension Application is **$379**.

If the Executive Order is extended by the Governor an applicant can re-apply to receive the additional tolling days. The processing fee for subsequent re-applications is $113.

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 shack@pbc.gov
- 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.