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

Please include the following forms/fees with the indicated application type:
Note: not all fees/forms apply to every application, please confirm with staff prior to paying.

COMMENCEMENT OF DEVELOPMENT
- Administrative Time Extension Application
- Administrative Time Extension Application Fee, $379
- Liens and Fines Determination Application
- Liens and Fines Determination Filing Fee, $67.00 per PCN

TIME CERTAIN CONDITIONS OF APPROVAL
- Administrative Time Extension Application
- Administrative Time Extension Application Fee, $379

PROJECT BUILDOUT CONDITION OF APPROVAL (ENGINEERING)
- Administrative Time Extension Application
- Administrative Time Extension Application Fee, $379
- Approved Traffic Impact Study
- Traffic Impact Study Review Fee, $3.20 per new daily trip (minimum $480)
  Please contact the Traffic Division for more information at 561-684-4030.

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.

FAQ

Who may apply for an Administrative Time Extension?
The owner of record, the current agent, or mortgagee demonstrating a secured interest in the property which is not being protected by the owner may apply for an administrative time extension.

What is the review criteria for Approval for an Administrative Time Extension?

- *Attempts by the applicant to complete the unfulfilled condition;*
- *Any changed circumstance which may have interfered with the ability of the property owner to meet the requirement;*
- *Actions of other parties that may have precluded compliance; and the property owner will be notified in writing of the approval or denial of the time extension request. Extensions commence upon the expiration of the date to comply with the time requirement;*
- *The existence of extraordinary mitigating factors;*
- *There must be no outstanding liens, fines or code violations on the affected properties.*

What are the maximum time periods for an Administrative Time Extension?

- *Typically, an administrative time extension of up to twelve (12) months may be granted unless the condition is a "no permits after due date" or Traffic Performance Standards condition.*
- *Subsequent applications may be filed; however, total administrative extensions approved shall not exceed twenty-four (24) months except when government caused delays can be documented as the reason for failure to meet the required deadlines.*
- *If the Board of County Commissioners has previously approved a time extension, any administrative extensions of time shall not extend more than twenty-four (24) months from the original date for compliance except when there have been government caused delays.*

Signatures on behalf of a corporation authorizing the filing of an application and affirming and certifying statements...
Applications for time extensions, as authorized by the Palm Beach County Unified Land Development Code, Article 2, Chapter E, contain a page for signature(s) authorizing the filing of the application and affirming and certifying certain statements. If the applicant is a corporation, a person authorized by the corporation must sign the application (the president, vice president, or any other person as permitted by a resolution of the corporation).