



Department of Planning, Zoning & Building

2300 North Jog Road

West Palm Beach, FL 33411

(561) 233-5000

Planning Division (561) 233-5300

Zoning Division (561) 233-5200

Building Division (561) 233-5100

Code Enforcement (561) 233-5500

Contractors Certification (561) 233-5525

Administration Office (561) 233-5005

Executive Office (561) 233-5228

www.pbcgov.com/pzb

Palm Beach County Board of County Commissioners

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Mary Lou Berger

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
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News Release

FOR IMMEDIATE RELEASE ON:

Date: October 20, 2020

FOR MORE INFORMATION, CALL:

Jon MacGillis, 561-233-5234

NEW ZONING PROCEDURES TO ADDRESS COVID-19

The previously implemented COVID-19 procedures have been revised.

Appointments:

- Appointments and Meetings with staff will be conducted primarily by phone or virtually (Zoom or WebEx) If in person meetings are required, we encourage a maximum of 3 in the party. Any remaining applicants / customers can participate by phone or virtually.
- Landscape Field Inspections – To arrange an appointment, please call: 561-233-5170 or click on the following link: [Schedule Inspection Online](#).
- Please contact the specific Zoning Division Section (Contact information provided below) to schedule appointments or to reach staff in the various Zoning Sections.

Fees/Payment:

Fee can be made by:

- Online Payment System-please use the following link: [Online Payment Portal](#)
- In person at: Vista Center, 2300 North Jog Road, 1st Floor -Cashier Booth.
- DO NOT send checks to the Zoning Division or PZB by USPS/FedEx.

Walk In Customers:

Informational / On-Call Planner assistance and File Room Requests are available with the following:

- Applicant / Customer will be allowed in the lobby. If there are 4 people in the lobby when you arrive you will be asked to sign in and wait in the snack bar until you are called by staff to be assisted.
- Commercial Business Tax Receipts and Liquor License applications can be dropped off in the red bin outside of the Zoning Lobby (Main Atrium). Applications received by 12:00 Noon will be processed and ready for pick up the next business day at 5:00 pm. You can also wait to see the Informational Planner for Sign-Off.

General Questions:

- To speak with one of the Informational Planners for responses to general Zoning questions, please call 561-233-5200 or email your questions to: PZB-ZonePOC@pbcgov.org
- Congregate Living Facility (CLF), please fill out the [CLF Application Form #108](#) and email it to Marie Derosé at: MDerosé@pbcgov.org

Application Submittals\ Resubmittals:

- Development Review Officer (DRO) and Community Development (CD) – Submittals and Resubmittals will be accepted via ShareFile File Transfer Protocol Site (FTP). This process was implemented in March 2020 and has resulted in less walk-in and more efficient use of staff / applicant time and resources. **See Link to FTP instruction below and contact information for CD Staff to address any questions regarding this procedure.** [Zoning Division FTP Site Instructions](#) or Contact: Lindsey Walter at: 561-233-5229 or Vismary Dorta at: 561-233-5575 if you have any questions.
- Public Initiated Amendments (PIA) – Please contact the Code Revision Section before submitting any application requests. To obtain an application, contact Alex Biray at: 561-233-5243

Public Hearings & Meetings:

- BCC Zoning Meetings conducted in person at the Palm Beach County Government Center.
- Zoning Commission – Meetings conducted in person at 2300 North Jog Road, Vista Center.
- Land Development Regulation Advisory Board (LDRAB/LDRC) – Meetings conducted in person at 2300 North Jog Road, Vista Center.
- Type 1 Variance Meetings – Meetings conducted in person at 2300 North Jog Road, Vista Center.

Zoning Division Section Phone Numbers:

- Public Information - Contact: 561-233-5578
- Community Development - Contact Phone: 561-233-5041
- Code Revision - Contact: 561-233-5243
- Administrative Review – Contact: 561-233-5224
- Permit Review/Landscaping – Contact: 561-233-5578