

**Palm Beach County Zoning Division**

2300 N. Jog Road

West Palm Beach, Florida 33411

Phone: (561) 233-5200

2025 GENERAL APPLICATION - INSTRUCTIONS
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All Zoning applications require submittal of this General Application and must be preceded with a Pre-Application Review (PAR) with issuance of a Referral Number and invoice for online submittal. Part 2 is not required for not required for Unity of Title or Release, Unity of Control or Release, Temporary Use, Temporary Sign, Reasonable Accommodation, or Special Permit. The Part 2 table below can be deleted for those applications. For Confirmation of Community Residence, use Form 132 in lieu of this General Application form. Email questions and request for Word version of this form to PZB-ZoningIntake@pbc.gov . See [GeoNav](#) for yellow items.

Part 1 – General Information			
Application Name		Date	
Control No./Name		Control Acres	
Address or Location	<i>List frontage street first, then distance from nearest cross street.</i>		
PCNs			
Owner Name			
Agent/Applicant			
Email		Phone	
A. Request Summary			
Application Summary	<i>Provide a short paragraph summarizing the proposal / requests, including acreages and use changes proposed</i>		
Zoning Requests	<i>Indicate the Zoning Application Request. See Zoning Applications List & Instructions</i>		
B. Subject Site Data			
Existing Uses	<i>Describe the existing use of the site.</i>		
Future Land Use	<i>Indicate the current FLU and any concurrently proposed changes</i>		
Zoning	<i>Indicate the current Zoning District and the proposed Zoning if change proposed</i>		
Overlay*	<i>Indicate the Comprehensive Plan and/or ULDC Overlay</i>		
Acres – with additions/deletions	<i>Describe the acreage of the (approvals) and whether or not the request will add or delete acres, and provide such acreages and final total acres.</i>		
Access	<i>Indicate current access and any proposed access or changes</i>		
Development Order	<i>Indicate whether the site has an approved Development Order and/or Permit, and describe the approval(s). Include applicable Resolution number(s)</i>		
Code Violation	<i>Indicate Case number if site is subject to a Code Violation and/or Special Magistrate Order, and describe how this request will resolve the case.</i>		
Building Permits	<i>Indicate Building Permit number if site has one in process, and describe the relationship between this request and that permit.</i>		

Part 2 – Detailed Information	
A. Prior and Concurrent Applications	
WHP/TDR	<i>Indicate any workforce housing and/or transfer of dev. rights approved or proposed</i>
FLUA Amendment	<i>Indicate if a concurrent future land use amendment is proposed or a prior one adopted.</i>
Monitoring	<i>Indicate if the site was subject to a time extension issued by Monitoring</i>
Resolution & Conditions of Approval	<i>Indicate whether changes are proposed to previously approved conditions of approval, and the Resolution Number(s). If the site has existing conditions of approval, the General Application will require an Exhibit with status of conditions and changes.</i>
B. Concurrency Determination Data	
Non-Residential Intensity	<i>Describe the approved and/or built non-residential uses and if square footage or seats will be increased or decreased by this request, and by what figures. Indicate changes to square footage, uses, seats, and Skilled Nursing beds as applicable. If complicated, submit Site Plan Data in strike out and underline format.</i>
Residential Density Units	<i>Describe the approved and/or built residential uses and if the dwelling units will be increased or decreased by this request, and indicate the future land use density, and bonus densities. Indicate current and proposed density changes, including any units proposed from a Bonus Program, include the housing type</i>
Residents/Beds	<i>Indicate current and proposed changes to Congregate Living Facility and/or Community Residential housing residents / beds</i>
Water	<i>Indicate if the site is connected to water. If not, indicate if the site will be connected to water. Indicate Provider</i>
Sewer	<i>Indicate if the site is connected to sewer. If not, indicate if the site will be connected to sewer. Indicate Provider</i>
Health Dept. Uses	<i>Indicate any existing or proposed: Hospitals, medical clinics, day cares, schools, personal services, cement plants, power plants, sugar Mills, dry cleaners, crematories, cement batching plants, surface coating facilities, CLFs, restaurants, lounges</i>
Health Dept. Hazardous Material	<i>Indicate any existing or proposed hazardous material stored or produced on the site, including the type and amount of:</i> <ul style="list-style-type: none"> <i>• industrial, manufacturing, special or hazardous waste that may be generated;</i> <i>• airborne pollutants that may be generated (i.e. dust or other unconfined particulates such as NOx, SOx, CO, VOC's, heavy metals, etc.); and,</i> <i>• any special handling of solid waste that may be required.</i>
C. Environmental Determination Data	
ERM Regulations	<i>Indicate whether:</i> <ul style="list-style-type: none"> <i>• Site has wellfields or is located within a Wellfield Protection Zone</i> <i>• Site is located within the Coastal Protection Zone</i> <i>• Regulated substances were previously or proposed to be stored on site, including storage of regulated substances in underground storage tank systems that are greater than 550 gallons</i> <i>• Application proposes to excavate a mined lake on site</i>
ERM Review of Native Vegetation	<i>Indicate if the site has native vegetation that is not part of a landscape plan or development permit, and what, if any, changes will be proposed by this application. For sites that do not have an approved Development Order and are undeveloped, indicate whether there is native vegetation on site subject to Art. 14.B.8.C. If so, indicate whether removal or relocation of Native Vegetation required, and if so, application intake will require a copy of the draft Protect Native Vegetation Application to ERM. Application forms are available from the ERM Permit Center-PZB.</i>

Part 3. Applicant Data	
A. Agent Information	
Identify the information for the agent processing the application. This will be the primary contact for the Division.	
Name(s)	
Company Name	
Address	
City, State, Zip	
Phone / Fax Number	
Email Address	
B. Applicant Information	
Identify the information for each Property Owner and Contract Purchaser. Duplicate table as needed. Each Owner and each Applicant / Contract Purchaser must submit Attachment C & Attachment E.	
Name	
Company Name	
Address	
City, State, Zip	
Phone / Fax Number	
Email Address	
Interest	<i>Indicate whether person is a Property Owner or Contract Purchaser.</i>
Name	
Company Name	
Address	
City, State, Zip	
Phone / Fax Number	
Email Address	
Interest	<i>Indicate whether person is a Property Owner or Contract Purchaser.</i>

Note: Refer to PZB Zoning Website for all ULDC Articles <http://www.pbcgov.com/uldc/index.htm>
referenced in this document and the Technical Manual for helpful information
<http://www.pbcgov.com/techmanual/index.htm>