



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200

PRE-APPLICATION CONFERENCE (PAC) SUBMITTAL & INSTRUCTIONS

Pursuant to Unified Land Development Code (ULDC), Art.2.A.5.A, Pre-Application Conference (PAC), the PAC provides an opportunity for an Applicant to submit information for review by the Zoning Division and other County Agencies prior to the submittal of the formal application. Prior to submittal of a PAC, an Applicant is required to submit a Pre-Application Review (PAR) Request and General Application through the online portal. Following staff review, the Zoning Division will issue a Reference Number and fee invoice for online submittal of the PAC. Email questions to PZB-ZoningIntake@pbc.gov.

When submitting the PAC, the Applicant shall include the following:

1. Form 1, General Application, and any forms related to concurrent review as applicable, and associated fees.
2. A letter or Justification Statement including the following:
 - a. Identification of the proposed uses as defined in Art. 4, Use Regulations;
 - b. Identification of the requested processes;
 - c. Application of Code requirements specific to the use(s) of the subject property;
 - d. Review of the proposed Conceptual Plan for those applications in the IRO or PRA; and,
 - e. Specific questions pertinent to the application for County Agencies to respond.
3. All applicable plans and documents that the Applicant requests to be reviewed by County Staff, including, but not limited to: plans, traffic study, drainage statement, survey, aerial, landscaping plans, etc.
4. If the application pertains to IRO or PRA overlays, the submittal must include:
 - a. Identification and documentation regarding proposed Variances or Waivers;
 - b. Identification of previously approved BCC Conditions of Approval, if applicable.
 - c. A Conceptual Plan in compliance with the Zoning Technical Manual, Title 2, Plans. The Conceptual Plan shall indicate and delineate the applicable items listed in Art.2, Table 2.A.5.A – Conceptual Plan.

The submitted application will be reviewed by the Zoning Division for sufficiency as provided in Art. 2.B, Public Hearing Processes and Art. 2.C, Administrative Processes.

Once the application is sufficient, the Zoning Division will distribute to County Review Agencies for review and comment.

If requested by the Applicant and/or determined to be necessary the Zoning Division, the Division will schedule a meeting with the Applicant and County Review Agencies to discuss the proposal.

Within 10 days of the conclusion of the County Agency Review, the Zoning Division will issue a DRO Result Letter from the DRO with formal comments and responses to the Applicant's questions.