



PBC ZONING DIVISION

PUBLIC HEARING AND MEETING APPLICATIONS

COURTESY NOTICE STANDARDS & AFFIDAVIT

INSTRUCTIONS: Pursuant to the Unified Land Development Code (ULDC), the property subject of a Zoning Application shall be subject to Notification. A Courtesy Notice shall be prepared to the standards provided below. The Zoning Division shall utilize the envelopes provided by the Applicant for the Courtesy Notice in order to be mailed out prior to the first public hearing or public meeting.

Courtesy Notice. The ULDC requires specific notification and posting requirements. Since the ULDC is amended from time to time, it is the responsibility of the Applicant to verify requirements at the time the application is submitted. It is recommended that one of the envelopes be addressed to the Applicant in order to receive a copy of the Courtesy Notice.

- a. Written Notice.** In order to satisfy the written notice provisions of the ULDC, the following documents must be submitted by appointment to the Zoning Division within 14 calendar days following the Certification of the application for a Public Hearing. Failure to submit within the required 14 days will result in an administrative postponement.
- A paper map and PDF list of property owners of real property and cooperatives, located within 500 feet of the periphery of the subject site, indicating the property address and property control number, whose names and addresses are known by reference to the latest published ad valorem tax records of PBC Property Appraiser.
 - When real property consists of a condominium, the list must include the condominium association and all real property owners living within 500 feet.
 - If the area within 500 feet is owned by the applicant or partner in interest, the 500 foot notification boundary shall be extended from these parcels to next adjacent parcel not own by the Applicant or partner in interest.
 - Notification shall be sent to each owner as the ownership appears on the last approved tax roll.
 - In the Exurban and Rural Tiers, the 500 feet shall be extended to 1,000 feet unless otherwise approved by the Zoning Director.
 - A paper and PDF notarized affidavit stating that the said list is complete and accurate, and is based on the latest official tax rolls;
 - A PDF copy of all of the address labels (in addition to the ones placed on the envelopes)
 - Legal size, white, self-adhesive envelopes labeled with each property owner name and address, that are addressed with return address on the upper left-hand corner to:
 - Palm Beach County Zoning Division, 2300 N Jog Rd, West Palm Beach, Florida 33411; and
 - It is recommended that one of the envelopes be addressed to the applicant in order to receive a copy of the Courtesy Notice.
 - The PDF copy of the address labels and the envelopes shall include all adjacent POAs, and all Municipalities and Counties within one mile the subject site, and if the site is located within an future annexation area, the associated municipality.
 - Enough stamps with first class postage (forever stamps) for each envelope. International mail shall include associated necessary postage.



PBC ZONING DIVISION - PUBLIC HEARING APPLICATION
APPLICANT'S NOTICE AFFIDAVIT

INSTRUCTIONS: To be completed by individual submitting application (property owner or authorized agent). This affidavit is valid for one year from date of notary, and unless otherwise specified.

Application Name/Number: _____

- 1. I am the owner, or the owner's authorized agent, of the real property legally described in Attachment A;
2. The accompanying Property Owners List is, to the best of my/our knowledge, a complete and accurate list of all property owners, mailing addresses and property control numbers as recorded in the latest official tax rolls for all property within five hundred (500) feet of the real property...
3. I will ensure that the real property legally described in Attachment A is posted with sign(s) in accordance with the requirements of the County's Unified Land Development Code...

I am the [] Property Owner [] Authorized Agent (check one)

(Name in print)

(Signature)

(Name of company, if applicable)

(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION

STATE OF FLORIDA/ COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this _____ day of _____, 20_____, by _____ (name of person acknowledging). He/she is [] personally known to me or [] has produced _____ as identification (choose one).

(Name in print)

(Signature)

My Commission Expires on: _____

NOTARY'S SEAL OR STAMP