



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

2025 ZONING APPLICATIONS LIST & INSTRUCTIONS

All Zoning applications require an online submittal a Pre-Application Review (PAR) Request Form with an application. The PAR allows Staff to confirm the associated request and allows the Applicant to ask questions to various departments. Following the routing and review of the PAR, staff will issue a Referral Number for the Applicant with a fee invoice for the Applicant to submit the complete application and documents through the online portal. All PARs must be accompanied by the Application Form for the associated request. The list below provides all of the Zoning Applications and Approval process, with associated forms. Contact the following email with questions: PZB-ZoningIntake@pbc.gov.

A. Confirmation Letters

The following applications require submittal of the **PAR Request Form** and a copy of the items listed below. The applicant can submit all associated documentation with the request.

- Confirmation for a Family Community Residence, Recovery Community Residence, Transitional community Residence or Congregate Living Facility – **Attach Application Form 132**
- Zoning Confirmation Letter – **Attach a letter** with the address and question(s), and the

B. Administrative Applications without a Development Order

The following applications require submittal of the **PAR Request Form** and **Form 1, General Application, Parts 1 and 3**. Part 2 is not required. The applicant may submit all associated documentation with the request.

- Unity of Title and Release of Unity of Control
- Unity of Control and Release of Unity of Control
- Temporary Use (TU) or Temporary Sign – Balloon (SPSB) or Grand Opening (SPSG)
- Billboard Special Permits – Demolition (SPBD), Relocation (SPBR), or Replacement/Maintenance (SPBT)
- Reasonable Accommodation (RA)
- Special Permit for Dog Friendly Dining
- Pre-Application Conference (PAC)

C. Administrative Applications with Development Order

The following applications require submittal of the **PAR Request Form** and **Form 1, General Application** (all Parts). Applicants may also attach a site plan or other documents for a cursory review. A detailed site plan review will require a submittal of a PAC.

- Development Review Officer (DRO) Approval
 - New approvals identified as DRO in Art. 4 Use Matrix, and Type 2 or Type 3 Concurrent Review
 - Administrative Modifications to Board approvals (subject to Art. 2)
 - Within 2 months of a Public Hearing approval, an Expedited DRO (DROE) without a PAR for Finalization of Board approved plans
- Zoning Agency Review (ZAR)
- Zoning Review (ZZR)
- Subdivision Plans
- Type 1 Waiver (W)
- Type 1 Variance (AV)
- Abandonment of an Administrative Approval (ABN)

D. Public Hearing Applications with Development Order

The following applications require submittal of the **PAR Request Form** and **Form 1, General Application**, Parts 1 and 3. Part 2 is not necessary for these applications. Applicants may also attach a site plan or other documents for a cursory review. A detailed site plan review will require a submittal of a PAC.

- Board of County Commissioners approval
 - Class A Conditional Use (CA), including Transfer of Development Rights and Workforce Housing greater than 2 units per acre bonus
 - Rezoning to a Planned Development District (PDD) or straight zoning (Z)
 - Development Order Amendment (DOA) of a BCC Approval, including Expedited Application Consideration (EAC)
 - Type 2 Waiver
 - Abandonment of a BCC approval (ABN)
- Zoning Commission approval
 - Class B Conditional Use (CB)
 - Type 2 Variance – Zoning (ZV) or Subdivision (SV)
 - Type 2 Waiver (W)
 - Abandonment of a BCC approval (ABN)

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>