



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

JANUARY 26, 2018 2:00 PM – 4:00 PM

**PZ&B – VISTA CENTER, 2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)**

AGENDA

- 1) **REVIEW MINUTES:**
 - OCTOBER 6, 2017 MINUTES – (ATTACHMENT 1)
 - DECEMBER 8, 2017-SPECIAL MEETING ON ART 2 AND ART 7- MINUTES – (ATTACHMENT 2) – GLADYS
- 2) **CD APPLICATION –GOING PAPERLESS AND ELECTRONIC SIGNATURE FOR SURVEY FOR ZONING APPS – (PRESS RELEASE - ATTACHMENT 3) – JON**
- 3) **DRAC TASK LIST-CURRENTLY NO OPEN TASK – (ATTACHMENT 4) – JON**
- 4) **NAMING CONVENTION (ATTACHMENT 5) - JON**
- 5) **ePZB NOTIFICATION WHEN AGENCIES SIGNOFF ON COMMENTS/CONDITIONS-DISCUSS OPTIONS FOR NOTIFICATION - JON**
- 6) **ULDC ARTICLE 2 ADOPTED AMENDMENTS AND IMPLEMENTATION - JON**
- 7) **ULDC UPDATES - MONICA**
 - 2017-02 ROUND-TRAINING AND AVAILABILITY OF PDF AND INTERACTIVE CODE
 - 2018-01 ROUND OF AMENDMENTS – (ATTACHMENT 6)
 - LANDSCAPE SERVICE
 - WCRA AMENDMENTS
- 8) **LANDSCAPE SUBCOMMITTEE - EASEMENT OVERLAP IN LANDSCAPE ISLANDS - MARYANN**
- 9) **TOPICS FROM DRAC MEMBER – KEVIN MCGINLEY**
 - ABANDONMENT OF RESOLUTION
 - CONTROL NAME ASSIGNMENT
 - DIFFERENCE BETWEEN PROJECT HISTORY / PROPERTY HISTORY
 - ADDRESSING REQUIREMENT OF STANDARD LOADING ZONES/WAIVERS
- 10) **TOPICS FROM DRAC MEMBER – COLLENE WALTER**
 - TIMING OF ISSUANCE OF RESULTS LISTS & NOTIFICATION TO AGENTS
 - REQUIREMENT TO SUBMIT ELECTRONICALLY/DIGITALLY S&S DOCS FOR APPS PRIOR TO JAN. 1ST
 - REQUEST FOR CONSIDERATION OF A CODE AMENDMENT ART. 2
 - TO RELAX THE ADMIN AMENDMENT THRESHOLDS FOR PROJECTS UNDER SINGLE OWNERSHIP (I.E. SCHOOLS, SURF RANCHES, ETC.)
- 11) **TOPICS FOR NEXT MEETING MAY 4, 2018 – GLADYS**
- 12) **ELECTION OF CHAIR AND VICE CHAIR**
- 13) **ADJOURN**



SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, OCTOBER 6, 2017 2:00 PM-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
HEARING ROOM CHAMBER (VC-1W-47)

MINUTES

CALL TO ORDER: AT 2:02PM

ATTENDANCE:

MEMBERS PRESENT: Bradley Miller, Lauren McClellan, Jeff Brophy, Josh Nichols, Collene Walter, Kevin McGinley, and Gladys Digirolamo.

PZB ZONING STAFF:- Jon MacGillis, Maryann Kwok, Wendy Hernandez, Glenn Mark, Scott Cantor, William Cross, Alan Seaman, Barbara Pinkston, Carrie Rechenmacher, Carolina Valera, Monica Cantor, Lisa Amara, Diego Penaloza, Jan Rodriguez, Meredith Leigh, Carlos Torres, Melissa Matos, Adam Mendenhall and Yvonne Wamsley.

AGENDA

1. Opening Comments – Gladys Digirolamo

Gladys inquired for any changes to the August 8, 2017 draft meeting minutes, and there are no changes to the minutes.

2. DRAC Open Task List – Attachment 2 – Wendy Hernandez

Wendy went over the three open tasks.

1. Certification Comments – Wendy conveyed Zoning Staff are now putting Code Sections in DRO comments.
2. Justification Statement – Wendy reviewed Attachment 2 Memo in detail. She indicated that all six points noted in the memo would be required on the Justification Statement as part of the Application Submittal Requirements.
 - a. Kevin specifically inquired about bullet #6 regarding clarification on “relevant material and information”. If this particular point was coming from the applicant or Zoning Staff. Through discussion, Jon clarified and confirmed it would be the applicant’s “relevant material and information” that would be required not Zoning Staff.
 - b. Bradley wanted to discuss point #5 “conditions of approval” regarding abandon properties, which ones can be carried over? Jon stated the applicant needs to review the resolution and make sure which ones need to be carried forward and amended or deleted. Colleen inquired on status of conditions, can you respond to them on a separate page, Wendy confirmed yes you can.
 - c.

3. PBC Survey Staff – Gladys/Glenn Mark, Palm Beach County Surveying

Surveys

Gladys opened this discussion by clarifying her contact recently with Surveying on some projects in the AGR that had preservers. She said she was able to get confirmation from Surveying if Zoning was okay copying preserve polygons over to new applications that were not being amended then Survey would not have to review them again as part of new application. Glenn then discussed that every submittal will need to have a “clean/fresh” title search less than a year old. For MUPD’s, submittal’s can have a plat for the overall area, and a survey for the area that will be effected with the legal description. Glenn stated that survey and title is the basis for all submittals, if there are any questions, to call him before submitting.

Glen responded to specific questions from the DRAC members regarding survey requirements.

Electronic Signatures on surveys Jan 2018

Glenn conveyed that the Zoning would be going paperless Jan 2018, therefore, to notify all surveyors they must comply with FS 472 for signatures. There is a third party company that can assist with the electronic survey in "pdf" format and supply the required digital signatures, the company is called Entrust. DOT accepts this format as stated in Chapter 472/Rule 5J17.

For DROE's, Glenn will need a survey, and Wendy conveyed Zoning will carry it forward in ePZB.

4. ULDC Updates – Monica

Monica conveyed the following ordinances have been adopted by the BCC and are going to be included in Supplement 22 of the ULDC. The updates will be in "pdf" format only and available online in the Zoning Division web page by next Friday, October 13, 2017.

- a. Ord. 2017-025 – Round 2017-01
- b. Ord. 2017-026 – Art. 18, Flood Damage Prevention
- c. Ord. 2017-028 - Medical Marijuana Dispensing Facilities
- d. Ord. 2017-029 – Art. 4, Use Regulations related to Cocktail Lounge

Monica informed everyone the ordinances would be subject to a **Public Training on October 24, 2017** at 3pm in Room 58 at Vista Center. She also indicated there will be a Landscape Subcommittee meeting on November 1, 2017 at 9am. Monica indicated the latest Land Development Regulation Advisory Board (LDRAB) meeting including amendments for ULDC in Round 2017-02 is scheduled for October 25, 2017.

Monica informed everyone the revision to Art. 7 will go to the BCC on January 4, 2018 for first reading and be adopted on January 25, 2018.

5. Changes to Art. 2 – Changes to Plan Amendments - Lisa

Lisa reviewed the upcoming changes to the Private Text Amendment, Planning to bring to the amendments to the BCC in October. The amendments would cover the postponements by Planning Commission, minor modifications that currently requires a meeting with both Planning and Zoning staff at the same time etc the amendment would allow to have separate meetings with the necessary staff accordingly.

Lisa stated the intake process will change from 90 days to 45 working days, specifically for Type 2 and Type 3 pre-applications.

6. Art. 2 Amendments Updates – Maryann

Maryann explained the minor changes on Article 2 Chapter A – General Application, Chapter B – Class, and Chapter C – Administrative Approval.

Maryann updated everyone that there will no longer be a Type 1A Variance they will now become Type I Waivers, Special Permit will no longer be issued, this will now be Temporary Use approved by DRO, Zoning Agency Review.

Wendy conveyed the new calendar changes for CD intake/resubmittals. DRO meeting would only be necessary for workshop for PAC's. Wendy also suggested she could discuss at DRO, and Maryann agreed.

7. 2018 Calendar Meeting Dates – Gladys

Gladys reviewed the proposed meeting dates for 2018 on Friday's as follows and no changes were recommended to the Calendar.

- January 26, 2018
- May 4, 2018
- August 10, 2018
- November 9, 2018

8. Scheduling Meeting with CD Staff – Wendy

Wendy reviewed the Memo for Zoning Director on related to setting up appointments. She explained as stated in memo due to a loss of staff in the CD Section Planners will be blocking their calendar for appointments on Monday/Tuesday/Wednesday for pre-submittals. She requested applicants come to meetings prepared, so that the time with staff is used efficiently. In addition, she explained that there are only certain applications that require a pre-submittal meeting or Pre-Application Conference, so if it is not one of these processes you do not need a resubmittal with staff. Lauren asked if a variance request could be send via email for staff to review and confirm if okay to proceed without a meeting. Wendy said no this is a process in code that requires a meeting.

9. Off The Board – Bradley

Bradley inquired for clarification on DROE off the BCC, why can agencies add new comments while the Agent is only allowed to make changes to comply with conditions. Staff explained agencies should limit their comments to what necessary to sign off on the plan.

- Bradley suggested Subdivision Variance with Access
- Colleen inquired about Consent Form expiration, specifically the date used is from the time the Consent Form is executed for if it is from the time of submittal.

10. Topics for Next Meeting – Gladys

No new topics suggested at meeting. Will sent them to staff prior to the meeting.

11. Meeting Adjourn – 3:30



SPECIAL MEETING
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PZ&B – VISTA CENTER
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HEARING ROOM CHAMBER (VC-1W-47)

MINUTES

CALL TO ORDER: AT 2:02PM

ATTENDANCE:

MEMBERS PRESENT: Bradley Miller, Lauren McClellan, Jeff Brophy, Collene Walter, Kevin McGinley, Brian Cheguis, Patricia Lentini and Gladys Digirolamo.

INTERESTED PARTIES: Chuck Millar, Bill Whiteford, Denise Pennell, Elizee Michel, Corey O’Gorman, Jeff Oris

PZB ZONING STAFF:- Maryann Kwok, Wendy Hernandez, William Cross, Carolina Valera, Diego Penaloza, Meredith Leigh, Carlos Torres, Alan Seaman, Jan Rodriguez, Barbara Pinkston, Melissa Matos, Monica Cantor, Jean Matthews, Jorge Perez, Joanne Keller, Stephanie Gregory, Nancy Frontany, Lindsey Walter, Donna Adelsperger, Tia Counts, Khurshid Mohyuddin, Ramsay Bulkeley, Joni Brinkman, and Yvonne Wamsley.

AGENDA

1. OPENING COMMENTS – GLADYS DIGIROLAMO

Gladys opened the meeting at 2:02pm with introductions of everyone in attendance.

2. ART. 2 PROPOSED AMENDMENTS – MARYANN/WENDY

- Maryann reviewed the proposed amendments. Maryann brought up the reorder of the proceedings of the hearings, i.e. the applicant will do the presentation first and follow by staff. Bill Whiteford asked why did staff put that level of details in the Code, Maryann explained that order of proceedings is already in the Code, and that the order of proceedings in Art. 2 also follows the Quasi-Judicial hearing rules. Lauren McClellan suggested that it should be under the policies and not included in the Code.

Kevin inquired if there would be a time limit on the applicant’s presentation. Wendy explained that the time limit (30 minutes) for applicant’s will remain the same as stated in the current procedure, there are no new changes to this item. The time frames are set out in the Quasi Judicial Rules of procedure adopted by the BCC

- Community Development
Wendy reviewed the December (current) calendar and compared those dates that are being proposed on the new calendar. She provided the following dates as an example of the new calendar, as follows:

Process/Activity	Date/Timeline
Submittal	2 nd Monday of Month starting January 8, 2018
Sufficiency review	No change- 10 working days from Submittal
Staff Review	1 st comments 10 days from Sufficiency determination
Resubmittal	2 nd and 4 th Monday of the Month (days may be adjusted for holidays)
Staff Review	10 days from Re-Submittal
Certification	No change 3 rd Wednesday of the Month
ZC	No change-Typically 1 st Thurs of Month
BCC	No change- Typically 4 th Thurs of month

PZB Staff will have 10 “working” days for review

Staff will still have a DRO meeting the 2nd Wednesday of each month. 1st Friday of the month, if an Applicant wants to meet with the DRO representatives to discuss (Workshop) their application, they can request to meet with Staff Friday before the DRO meeting. This time is the same as what is currently in practice for agenda request. If you have a Pre-application Conference, Staff will still discuss your application at the DRO meeting. Open and closing of epzb for comments/issues is synonymous with the dates of submittal/resubmittal (Open to Staff, Closed to Agent), and the dates Staff comments are due (Open to Agent, Closed to Staff).

- **AR/PI SECTION - ALAN**

Special Permits – Alan conveyed the change to “Temporary Use” will take effect February 2018. There is no difference in the processing.

Maryann indicated the Temporary Use fees have been increased slightly, but the fee Schedule will be presented to Management and then Industry before presenting to the BCC for adoption.

- **PERMITTING/LANDSCAPE – MELISSA**

For Admin Variance, Melissa stated it will be the last Monday of the month, and only for one (1) day. There will be no window, and submittal will be completed through our online process.

Type 1A Variance – this will now become a “Waiver”.

Type 1B Variance – this will now become a Type 1

- **Plan/Format – Maryann/Wendy**

The required plan format moving forward in January 2018 will be only in the “DWF” format. This is for consistency with the staff. This will be for “Zoning Plans”, ie Master Plan, Site Plans, Regulating, Signage, Architectural.

No redlines / highlights.

Survey’s – will be submitted in the “PDF” format only, to include the electronic signature and seal. This will be a mandatory requirement.

File Name – Staff stated they were updating the naming convention document that describes the document formats.

- **ISSUES RAISED BY AGENTS**

Gladys Digirolamo Possibility of notification sent to agent? – Alan conveyed he would check with Jon and our team of the possibility of having ePZB send the agent a notification. This item was tabled for follow-up.

Collene Walter inquired as to when the new change AR/ZR would take effect for new code – Alan indicated it would be February 2018.

Collene Walter asked if the Surveyor’s were aware of the electronic signature and seal requirements. Staff stated they would follow up.

Brian Chequis requested clarification on naming convention as Staff are not consistent between the different sections, ie CD, AR/PI

3. Westgate CRA – Master Plan Presentation

Denise Pennell of West CRA presented the overview of the Westgate CRA and the staff associated with the project. Westgate CRA wanted to get feedback from other agents and contractors based on previous experiences working within the Westgate CRA Overlay.

Bradley Miller conveyed that conflict of Code and Code outside of the Westgate Overlay is an area to review. There seems to be a lack when it comes to variances and the types of variances.

Collene Walter suggested review of the “type of use” for the land. In addition, to reduce the “soft costs” for the initial work.

Corey reviewed the map of the Overlay of Westgate in addition to their timeline. The anticipation is to have a draft of the

The Westgate CRA staff indicated they will be taking input from PZB staff, other agents, and contractors from their experiences.

The timeline for Westgate CRA are as follows:

12/15/17 TASK 1: Project Initiation & Stakeholder Input

1/31/18 TASK 2: Review & Analysis

3/30/18 TASK 3: Recommended Amendments

6/1/18 TASK 4: Public Input & Proposed Draft Amendments

This timeline also includes possible amendments to the Comp Plan, but does not include actual initiation of the amendments which will follow a separate timeline once the language is drafted.

4. Meeting Adjourn – 3:30



**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



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Board of County
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News Release

FOR IMMEDIATE RELEASE ON:

Revised: January 4th, 2018

Date: December 20, 2017

FOR MORE INFORMATION, CALL:

Jon MacGillis, 561-233-5234

Community Development - Zoning Application Submittal Requirements Changes as of January 2018

Please be advised of the following changes to the submittal requirements for Public Hearing and Development Review Officer (DRO) applications, **effective January 9th, 2018.**

- All Zoning application documents shall be submitted on a CD-ROM or thumb drive. We no longer require paper copies of application documents. The Electronic ePZB File will be the Official Zoning Petition File, starting January, 2018.

Note:

Electronic Signatures **are required** on all Surveys submitted for zoning applications and must meet standards of Florida Surveying and Mapping Standards, rule 5J-17-062.

PBC Land Development or Traffic Departments currently **do not require** electronic signatures on Drainage Statements or Traffic Studies for Zoning Applications.

Until the Zoning Technical Manual Title II is amended in February 2018, to reflect this requirement, please refer to the examples provided below for specifications. Any application and/or resubmittals currently in the zoning process will not be affected by these changes.

Examples of Electronic Signatures:

[Survey](#)

[Surveyor's Report](#)

If you have any questions, please contact me at 561-233-5234 or Wendy Hernandez, Zoning Manager at 561-233-5218.

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Calendar- Variance Deadlines	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Finalizing	5/11/2012	Colleen Walter	11-14-14 CLOSED Discussed with DRAC-2015 Calendar out and Wendy said implemented changes. 10-21-14 Dates reflected on 2015 Calendar. Discussed at August DRAC Meeting. 8-12-14 Wendy to discuss with DRAB on 8-15-14 some suggested changes to Type II Standalone Variances. 5-5-14 No changes - staff has not had time to discuss internally. 1/31/2014- to discuss again at DRAC meeting. Staff have issue with variance deadlines. Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013 Effective 1/1/2013
Information on a Master Plan	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Closed	5/11/2012	Gladys DiGirolamo	11-14-14 CLOSED Discussed with DRAC and agreed changes to Tech Manual will address this matter. 10-31-14 Title 2 of Tech Manual has been modified to remove information we no longer require on the Master Plan. Hopefully, this will address this task. Updated Tech Manual tentatively scheduled for publishing Dec 2014. -12-14 Wendy and Maryann reviewed all the requests from Agents with regards to amount of detail being shown on Master Plan. Met with Joanne Keller and are recommending changes to Tech Manual to clarify what needs to be on Master Plan. Will review at the 8-15-14 DRAC Meeting 5-8-14 This is on hold until CD Staff is able to hire additional staff to complete task. 1-29-14: Maryann/CD Staff to convene one additional meeting on Tech Manual, Title 2 changes. 8-13-13: task still pending; drafted modifications to the Technical Manual; 06-07-13 Wendy said she met in last month with several DRAC members to address their concerns with too much information on Master Plan. Working on draft to reflect changes agreed to and once done will send out to Committee for review. Then the Technical Manual will be update. 8-13-13 Subcommittee need to discuss Tech Manual changes. Staff to finalize the proposed changes prior to next DRAC meeting. 10-22-13: Wendy: Information on Master Plan-Maryann and Wendy convened a Task Team which some of the DRAC members participated on. Staff would like another meeting to follow up on the suggested changes. The changes involve coordination between Zoning and Land Development on what needs to be on the plans.
Architecture Review	Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing	Wendy	Closed	5/9/2014	Scott Mosolf	11-14-14 CLOSED-Monica gave overview of proposed 2014-02 ULDC code amendment going for adoption Jan 2015. 10-31-14 Arch Subcommittee convened and made recommendations for Code Amendment. ZC will review draft code language at Nov ZC Hearing. DRAC to review amendments at Nov 14 Meeting. LDRAB to review changes at Nov 12 Meeting. 8-12-14 BCC directed staff to convene a LDRAB Subcommittee to review the Arch Guidelines for submittal requirements. The first meeting of Subcommittee is September 10, 2014 from 1:30 to 3:00 at Vista Center
Regulating Plan and Tech Manual Updates	Maryann to finish her ongoing meetings with industry and staff are update Title 2	Maryann	Closed	5/9/2014	Bradley Miller	11-14-14 CLOSED-Reviewed changes to Tech Manual and agreed this task has been addressed. Reviewed Tech Manual to be published Dec 2014. 10-31-14 Staff made significant changes to Title 2 to address this topic. Staff will review the changes at the Nov 14 DRAC Meeting for final input 8-12-14 At the DRAC Meeting on 8-15-14 Wendy will address the proposed changes staff are working on.
Subdivision Plan	Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process	Jon	Closed	5/9/2014	Gladys DiGirolamo	11-14-14 CLOSED-Testing this new process and agreed to implement January 2014. 10-31-14 Wendy and Joanne to give update on TEST application they have been processing. 8-12-14 Jon met with Gladys to discuss her inquiry in more detail. We agreed that we could test a project with Zoning and Land Development to see if this could work. If we have no issues we can report back on possible implementation date.

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
ePZB Project History Screen	8-15-14 DRAC requested access to ePZB Project History Screen	Jon	Closed	2/15/2015	DRAC	06-20-15 CLOSED-Implement and released to Public 05-28-15 Implemented in Winter 2015 to public. Still working on other enhancements but that will be finalized till late 2015. 11-14-14 ISS gave DRAC a demo on new screen. DRAC did not suggest any changes. Screen needs to be signed off by PZB Management in Nov 2014 then ISS will finalize the screens. Expected Jan 2014 release to public. 10-31-14 ISS will give a demo on new screen they created under eZINFO for the public to view historical information for current and historical applications. DRAC will be provided opportunity to see screens and give input before moved to production. 8-21-14 ISS yes it can be done but would require programming and a priority. We can discuss at a future Zoning ePZB Meeting. 8-15-14 Can public access ePZB Project History on applications?
Subdivision Plan submitted with final Subdivision Plan for non-residential	11-14-14 Request to process Plat and Final Subdivision Plan concurrent.	Joanne K and Jon MacGillis	Closed	Processing	Jeff B	11-12-2015- CLOSED- This allows an Applicant to submit the subdivision plans at same time as off the board Master Plan, but follows the regular DRO time schedule. 8-13-15 Project was on DRO 8-12-15. Subdivision and plat was approved at meeting. Amending PPM 41 to reflect changes to the type 3 concurrent review process. 5-29-15 DRAC Meeting-discussed that GL Homes has application in process to truth the residential subdivision plan to the plat. Hopefully, this process will work and if no issues we can establish a date to implement fully in Summer 2015. 04-15-15 Agents and Staff have 3 projects we are processing to do final testing of new process for residential projects. Also, Maryann send modified Policy and Procedural Memo to DRAC in early 2015 for comments so updates can be finalized. 11-14-14 Jeff B raised issue of changing existing process by allowing applicant to submit for Plat and Final Subdivision at same time. Save time and reduce the amount of DRO Agency Amendments. Jon agreed in 2015 to setup meeting with Land Development and Zoning and DRAC Members to discuss merits of request.
Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.	4-15-15 Special DRAC Meeting	Alan, Bill, Wendy, MMK, Jon	Closed	1/28/2016	DRAC	02-01-16 2015-02 BCC adopted amendment to increase building by 50% provided complies with all other DRO thresholds. 11-12-2015- Pending code amendment review. 8-11-15 2015-02 Round-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Staff will bring DRAFT to August 21, 2015 DRAC Meeting 5-29-15 DRAC Meeting-request for update on next step. Lauren said staff will process ULDC code amendment for the 2015-02 ULDC Round of Amendments. She went over the adoption Hearings of January 2016. 4-14-15 Special DRAC meeting. Possibly in the 2015 Round-2 Amendments. Collene suggested that this should not apply to a single owner/single entity (not single user) such as a school which could may be comprised of a multiple of uses affiliated with the school, and since it's under one campus, she thought that it is a reasonable request to amend the above language. She suggested items under Art. 2.D.1.G.1.a criteria should be revised to not apply to these sites as well changes to 2.D.1.G.1.b to allow additional square footage above the 5%/5,000 square feet. We did use other examples of CLF, places of worship where these facilities could be run under an organization . Additionally, Collene suggested the concept of a bubble plan for these plans and commercial plans similar to a Master Plan for a PUD.

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Review DRO Administrative Review what goes to Zoning vs. Agencies	5/29/2015	Alan/Jon	Closed	5/29/2015	Gladys DiGirolamo	11-12-2015 There are pending Code amendments related to recreation club house changes that can be processed through ZAR/ZZR review. 7-17-15 Special DRAC Meeting today. Alan gave presentation on the DRO Agency Review Process and identified reasons for delay in processing applications. Staff responded to questions about the review, fees, resubmittals, etc. Minutes will be posted on the Zoning Web Page under Press Release by end of July 2015. 5-29-15 Gladys requested meeting with DRAC members who want to attend, Alan and Wendy to discuss process to understand what has to go to full Zoning vs. Agency and or full DRO.
Planning Condition on Workforce Housing	8/21/2015	Bryan Davis	Closed	8/21/2015	Colleen Walter	02-05-15 at DRAC Meeting today we discussed that Planning will get the Plat Book and Page Number on the WFH recordation and simply go into ePZB and close out the ePZB Condition and put the Book/Page in reason for closing condition. Since no one from Planning was at DRAC Jon sent email to Bryan as this being his direction 02-01-16 Need further clarification on issue from Collene in order to ensure we address this issue. 11-12-2015 Staff is reviewing request and coordinating with ISS.
Design Guidelines	8/21/2015	Jon MacGillis	Closed	8/21/2015	Jon MacGillis	CLOSED: July adoption of round 2016-01 remove Design Guidelines from ULDC. 7-11-16: 2016-01 Removing Deign Standards and in 2016-02 Removing requirement for Regulation Plan, unless submitted as a BCC Condition. 05-06-16: Review final drafts ULDC & Tech Manual updates. 02-01-16 Design Guideline Task Team met once in 2015. Made some progress identifying what is in Code in terms of Regulating Plan vs Guidelines. Meeting 2 is scheduled for 2-3-16 to review other jurisdiction examples as well as a DRAFT Chapter for Design Guidelines in the Tech Manual. 11-12-2015 Staff is gathering information from the municpalitis for Jon to analyze, a second meeting has not been set up to date. 9-15-2015- Design Guidelines task team 1st meeting.
DRO Concurrent Review Process Type II and Type III PPM ZO-O-041	Report on revisions to current PPM ZO-O-041 to clarify procedures for Concurrent Review application with and without PAC	Maryann/Wendy	Closed	5/29/2015	Gladys DiGirolamo	CLOSED 08-31-16 Provided Training 101 for the changes to the DRO Concurrent Review process. 7-11-16: Done-we need to go over the DRO Concurrent Review and PAC updates. 05-06-16: Review PPM with DRAC to get input; include Building, LD Staff in discussion. 02-02-16- (WH) 4 projects went through process; 1 concurrent went through smoothly; 3 stayed in the system longer than 6mths. There is a 5th project recently accepted in our system and we are testing it. 11-12-2015- Still under review. Projects staff have had in are all running differently and not concurrently. 7-12-15 Staff and DRAC Members have had several meetings to further refine process. Maryann and Wendy are updating the current PPM on this process and will provide a update at the DRAC August 21 Meeting.

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Administrative Review (ZAR/ZZR) DRO Online Submittal	9/13/2016	Alan/Jon	Closed	5/29/2015	Colleen Walter	2-8-17-New Online system implented and applicant using it. 9-13-16 Online application submittal process was available for applicant's use. Few minor changes but overall a good rollout. 7-11-16: Alan will give update on Task related on Online Submittal timeline (hopefully release in August) 05-06-16: ISS still reviews new ePZB screens. Zoning to update DRAC on timeline for release. 02-01-16 ISS still in final programming stage of the online submittal modules. Have had numerous meetings with staff to ensure key features are added to address both staff and industry requests. Expect to release for industry testing in April 2016. 11-12-2015- Currently in the programming stages with the ISS Division. Not finalized to date 8-12-15-ISS Staff to attend August 21 DRAC Meeting to provide members a demo on the new DRO Agency Review screens they are working on for Zoning. 5-29-15 Request by DRAC Members for a Demo on the new Online DRO Administrative Process. Alan to take lead on setting up demo.
Regulation Plan - Remove requirement from ULDC- made it optional	Regulating Plan	Jon/ Bill	Closed	5/29/2016	Gladys DiGirolamo	2-27-17 Closed - Ord 2017-002 removes the requirement for Regulation Plan and makes it optional. 2016-02 Removing requirement for Regulation Plan, unless required as a BCC Condition.
Consent Forms	Authorization for each application	Jon/ Wendy	Closed	9/23/2016	Colleen Walter	3-7-17-County Attorney's office stated the forms have to be updated with each application we cannot use blank authorization. 9-23-16 Colleen asks if Consent Forms can be submitted as a blanket consent. PM says that it is only valid for the specific project or 1 year from signing. Staff will discuss.
Certification comments-request code section in comment	Cited specific code section in each certification issue so clear for applicant on requirement	Wendy	Open	6/9/2017	Damian Brink	10/1/17 Staff PM's have been reminded to do this when preparing comments. Supervisors will monitor successful implementation. 9/1/17: Project Manages have been instructed to provide code sections in their comments. Monitor this to confirm compliance. We ask Agents to also site sections of code in their response when appropriate.
Application Justification Statement	Provide example of what an acceptable Justification Statement would be.	Wendy	Open	6/9/2017	Kevin McGinley	10/1/17 - Provide DRAC members with handout what a good "Justification Statement" should include. Also, went over it at Oct. DRAC meeting. 9/1/17-Memo from Wendy included on DRAC Sept 15 Agenda with key points to include in a complete Justification Statement. 6/9/17-Request if staff can provide bullets on what are key components of an acceptable "Justification"
Survey Comments	Survey adding a lot of comments to ePZB recently can they attend next DRAC Meeting?	Glenn Mark	Open	6/9/2017	Yeksy Schomberg	10/1/17: Discussed at Oct. LDRAB with Glenn Mark surveying. Addressed DRAC member qustion. Jan 2018 Zoning will require electronic signature for surveys. 9/1/17-Survey invited and confirmed attendance at Sept 15 DRAC Meeting. 6/9/17-Request Survey staff attend Sept DRAC Meeting to discuss number of DRO comments on applications and level of specificity

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

ADMINISTRATIVE REVIEW - APPLICATIONS

ADMINISTRATIVE REVIEW - APPLICATIONS				
			For Applicant	
Form #	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
46	Application	Appeal- Zoning Director Interpretation	Appeal- ZD Interpretation	PDF
TBD	Application	Billboard Special Permit Application	Billboard Special Permit Application	PDF
TBD	Application	Business Tax Receipts	BTR	PDF
34	Application	Concurrency for Administrative Exemption	Concurrency Exemption	PDF
30	Application	Concurrency Supplemental	Concurrency Supplemental	PDF
115	Application	Control Name Change Request	Control Name Change Request	PDF
6	Application	Liens and Fines Certification	Liens and Fines Certification	PDF
5	Application	Liens and Fines Determination	Liens and Fines Determination	PDF
74	Application	Removal Agreement for Mobile Home	Removal Agreement for Mobile Home	PDF
114	Application	Request for Zoning Confirmation - URA Opt Out	Request for Zoning Confirmation - URA Opt Out	PDF
31	Application	Separate Concurrency Application	Separate Concurrency Application	PDF
18b	Application	Tower or Structure Removal Bond	Tower-Structure Removal Bond	PDF
18a	Application	Tower Removal Replacement	Tower Removal Agreement	PDF
18	Application	Tower Technical Submittal Requirements	Tower Technical Requirements	PDF
93	Application	Zoning Agency Review General	ZAR General Application	PDF

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ADMINISTRATIVE REVIEW - ARCHITECTURAL

ADMINISTRATIVE REVIEW - ARCHITECTURAL				
Form#	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
NA	Architectural	Material Samples	Material Samples	PDF
NA	Architectural	Paint Colors	Paint Colors	PDF
NA	Architectural	Final Architectural Elevation	FAE 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Architectural	Final Floor Plan	FFP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Architectural	Final Roof Plan	FRFP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been ended, and are no longer in use.

ADMINISTRATIVE REVIEW - LEGAL				
Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
2	Legal	Affidavit of Completeness and Accuracy	Affidavit of Completeness and Accuracy	PDF
3	Legal	Consent	Consent (If there are multiple owners/contract purchasers, save each Consent separately and label name of each owner or contract purchaser). Examples: Consent - Smith, John Consent - Jones, Jane	PDF
NA	Legal	Cross Access Agreement	Cross Access Agreement	PDF
NA	Legal	Deed - Legal Lot Review	Include Deeds dated prior to 2/5/1973 and Deeds dated between 2/5/1973 and 6/16/1992.	PDF
NA	Legal	Legal Description	Legal Description -If more than one legal description, save and name each legal description separately. Examples: -Rezoning Legal Description 1, Rezoning Legal Description 2 -Overall New Legal Description 1, Overall New Description Legal 2	WORD
NA	Legal	Liability Insurance	Liability Insurance	PDF
NA	Legal	LWDD Release	LWDD Release	PDF
NA	Legal	Plat	Plat -Submit all pages as one document	PDF
NA	Legal	Shared Parking Agreement	Shared Parking Agreement	PDF
NA	Legal	Survey	Survey -Submit all pages as one document	PDF

NA	Legal	Warranty Deed(s)	Warranty Deed Save and name each Warranty Deed separately. e.g. Warranty Deed - Smith, E , Warranty Deed – Jones M	PDF
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Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been ended, and are no longer in use.

ADMINISTRATIVE REVIEW - LETTERS

Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
NA	Letters	Concurrency Certificate	Concurrency Certificate	PDF
NA	Letters	General Correspondence	General Correspondence	PDF
NA	Letters	HOA	Letter-HOA	PDF
NA	Letters	Insufficiency	Letter-Insufficiency	PDF
NA	Letters	Refund	Letter - Refund	PDF
NA	Letters	Result	Letter-Result	PDF
NA	Letters	Sufficiency	Letter-Sufficiency	PDF
50	Letters	Zoning Confirmation	Zoning Confirmation Letter Request	PDF

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

ADMINISTRATIVE REVIEW - PLANS

ADMINISTRATIVE REVIEW - PLANS				
			For Applicant	
	Document Category	Document Type	Document Detail	File Type
			Save and name Document using the following:	
NA	Plans	Final Master Plan	FMP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Plans	Final Site Plan	FSP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Plans	Final Subdivision Plan	FSBP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Plans	Final Regulating Plan	FRP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX

NA	Plans	Final Master Sign Plan	FMSP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Plans	Final Alternative Sign Plan	FASP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Plans	Final Landscape Plan	FLP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Plans	Final Alternative Landscape Plan (optional)	FALP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (Clouded or (blank) if not clouded) - Plans that are not part of a set will have a Page Number of "0" (zero) - Page #'s are displayed on the original plan within the stamp box, next to the exhibit #. - Exhibit #'s are displayed on the original plan within the stamp box. - Revision clouds must be RED in color and outline every modification.	DWF/DWFX
NA	Plans	Final Street Plan	FSTP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (add Clouded or (blank) if not clouded)	DWF/DWFX
NA	Plans	Final Phasing Plan	FPHP 1_32 (Plan type) (page # of set)_(Exhibit # of plan being modified) (add Clouded or (blank) if not clouded)	DWF/DWFX
NA	Plans	Visual Impact Analysis	Visual Impact Analysis	DWF/DWFX

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ADMINISTRATIVE REVIEW - RESOLUTIONS/CONDITIONS

			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Conditions	DRO Conditions	DRO Conditions	PDF
NA	Conditions	Special Permit Conditions	Special Permit Conditions	PDF
NA	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
NA	Conditions	Type I or 2 Variance Conditions	Type I or 2 Variance Conditions	PDF
NA	Resolution	ZC Resolution	ZC Resolution	PDF

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ADMINISTRATIVE REVIEW - STATEMENT/STUDY

			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Statement	Drainage Statement	Drainage Statement	PDF
NA	Statement	Justification Statement	Justification Statement	PDF/WORD
NA	Statement	Parking Study/Statement	Parking Study/Statement	PDF
NA	Statement	Shared Parking Study	Shared Parking Study	PDF
NA	Statement	Shared Parking Agreement	Shared Parking Agreement	PDF
NA	Statement	Traffic Statement/Study	Traffic Statement/Study	PDF

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COMMUNITY DEVELOPMENT - APPLICATIONS

Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
112	Application	Affidavit of Understanding Declining PAC	Affidavit of Understanding Declining PAC	PDF
63	Application	Alternative Sign Plan Supplemental	ASP Supplemental	PDF
1	Application	General Application Public Hearing and Administrative Review	General Application	PDF
115	Application	Control Name Change Request	Control Name Change Request	PDF
59	Application	Landscape Permit Supplemental	Landscape Permit Supplemental Application	PDF
6	Application	Liens and Fines Certification	Liens and Fines Certification	PDF
5	Application	Liens and Fines Determination	Liens and Fines Determination	PDF
62	Application	Outdoor Lighting Standards Certification	Outdoor Lighting Standards Certification	PDF
100	Application	Pre-Application Conference Submittal Requirements	Pre-Application Conference	PDF
92	Application	Public Ownership Zoning District Deviation	PO Zoning District Deviation	PDF
114	Application	Request for Zoning Confirmation - URA OPT OUT	Request for Zoning Confirmation - URA Opt Out	PDF
TBD	Application	School Concurrency Supplemental	School Concurrency Supplemental	PDF
31	Application	Separate Concurrency	Separate Concurrency Application	PDF
18	Application	Tower Technical Submittal Requirements	Tower Technical Requirements	PDF
18a	Application	Tower Removal Agreement	Tower Removal Agreement	PDF
18b	Application	Tower-Structure Removal Bond	Tower-Structure Removal Bond	PDF
16	Application	Transfer Development Rights Supplemental	TDR Supplemental	PDF
60	Application	Tree Removal and Replacement	Tree Removal and Replacement	PDF
99	Application	Type 3 Excavation Preapplication	Type 3 Excavation Preapplication Checklist	PDF
43	Application	Type 2 Variance - ZC Concurrent	Type 2 Variance	PDF
19	Application	Waiver Supplemental Application	Waiver Supplemental	PDF

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COMMUNITY DEVELOPMENT - ARCHITECTURAL

COMMUNITY DEVELOPMENT - ARCHITECTURAL				
Form#	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
NA	Architectural	Material Samples	Material Samples	PDF
NA	Architectural	Paint Colors	Paint Colors	PDF
NA	Architectural	Peer Review Certificate	Peer Review Certificate	PDF
NA	Architectural	Preliminary Architectural Elevation	Boca Lago PUD_PAE1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_PAE1, and Boca Lago PUD_PAE2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_PAE1, Building B_PAE1, etc.)	DWF/DWFX
NA	Architectural	Final Architectural Elevation	Boca Lago PUD_FAE1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_FAE1, and Boca Lago PUD_FAE2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_FAE1, Building B_FAE1, etc.)	DWF/DWFX
NA	Architectural	Preliminary Floor Plan	Villa Lago_PFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Villa Lago_PFP1, and Villa Lago_PFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_PFP1, Building B_PFP1, etc.)	DWF/DWFX
NA	Architectural	Final Floor Plan	Villa Lago_FFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Villa Lago_FFP1, and Villa Lago_FFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_FFP1, Building B_FFP1, etc.)	DWF/DWFX
NA	Architectural	Preliminary Roof Plan	Boca Lago PUD_PRFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_PRFP1, and Boca Lago PUD_PRFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_PRFP1, Building B_PRFP1, etc.)	DWF/DWFX

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COMMUNITY DEVELOPMENT - ARCHITECTURAL				
			For Applicant	
Form#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Architectural	Final Roof Plan	Boca Lago PUD_FRFP1 -If more than one architectural elevation page per plan, label each page separately (i.e. Boca Lago PUD_FRFP1, and Boca Lago PUD_FRFP2 etc.) -If multiple buildings, and plan is for a specific building, identify the building separately (i.e Building A_FRFP1, Building B_FRFP1, etc.)	DWF/DWfx

Instructions: For submittal of applications, the applicant must use the correct Application Forms/Checklist as provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

COMMUNITY DEVELOPMENT - GRAPHICS

COMMUNITY DEVELOPMENT - GRAPHICS				
Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Graphics	Aerial	Aerial	PDF
NA	Graphics	Land Use Atlas Map	Land Use Atlas Map	PDF
NA	Graphics	Location Map	Location Map	PDF
NA	Graphics	Natural Features Inventory and Map	Natural Features Inventory and Map	PDF
NA	Graphics	Newspaper Articles	Newspaper Articles	PDF
NA	Graphics	Photographs	Photographs Save and name each photo separately -Indicate N, S, E, W, Front, Side, Rear or Intersection e.g. Photo 1 -North, Photo 2 - South, etc.	JPEG
NA	Graphics	Powerpoint Presentation	Powerpoint Presentation	PDF
NA	Plans	Visual Impact Analysis	Visual Impact Analysis	DWF/DWFX
NA	Graphics	Wellfield Protection Zone Map	Wellfield Protection Zone Map	PDF
NA	Graphics	Zoning Quad Map	Zoning Quad Map	PDF

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

COMMUNITY DEVELOPMENT - LEGAL

Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
2	Legal	Affidavit of Completeness and Accuracy	Affidavit of Completeness and Accuracy	PDF
NA	Legal	Affidavit of Incorporation	Affidavit of Incorporation	PDF
NA	Legal	Articles of Incorporation	Articles of Incorporation	PDF
24	Legal	Affidavit of Understanding for DRO Type 2 or 3	Affidavit of Understanding for DRO Type 2 Affidavit of Understanding for DRO Type 3	PDF
NA	Legal	Authorization	Authorization	PDF
3	Legal	Consent	Consent (If there are multiple owners/contract purchasers, save each Consent separately and label name of each owner or contract purchaser). Examples: Consent - Smith, John Consent - Jones, Jane	PDF
NA	Legal	Conservation Easement	Conservation Easement	PDF
NA	Legal	Covenants	Covenants	PDF
NA	Legal	Cross Access Agreement	Cross Access Agreement	PDF
NA	Legal	Deed - Legal Lot Review	Include Deeds dated prior to 2/5/1973 and Deeds dated between 2/5/1973 and 6/16/1992.	PDF
8	Legal	Disclosure of Ownership Interests - Applicant	Disclosure of Ownership -Applicant (If there are multiple applicants, save each applicant separately. If there are multiple pages for each applicant, save each page separately) Examples: Disclosure Applicant- Smith John, page 1 Disclosure Applicant- Smith John, page 2 Disclosure Applicant- Jones, Jane, page 1 Disclosure Applicant- Jones, Jane, page 2	PDF/TIFF

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

COMMUNITY DEVELOPMENT - LEGAL

COMMUNITY DEVELOPMENT - LEGAL				
Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
9	Legal	Disclosure of Ownership Interests - Property Owner	Disclosure of Ownership -Owner (If there are multiple owners, save each owner separately. If there are multiple pages for each owner,) Examples: Disclosure Property- Smith John, page 1 Disclosure Property- Smith John, page 2 Disclosure Property - Jones, Jane, page 1 Disclosure Property- Jones, Jane, page 2	PDF/TIFF
NA	Legal	Legal Description	Legal Description -If more than one legal description, save and name each legal description separately. Examples: -Rezoning Legal Description 1, Rezoning Legal Description 2 -Overall New Legal Description 1, Overall New Description Legal 2	WORD
NA	Legal	Plat	Plat -If more than one page per survey or plat, save and name each page separately Examples: Rezoning Plat 1, Rezoning Plat 2 Overall New Survey 1, Overall New Survey 2	PDF
NA	Legal	Proof of Legal Access	Proof of Legal Access	PDF
NA	Legal	Shared Parking Agreement	Shared Parking Agreement	PDF
NA	Legal	Survey	<u>Survey</u> All Surveys must be digitally signed and sealed and be capable of verification, in conformance with FSMS Rule 5J.17.062. Submit all pages as one document.	PDF
16a	Legal	TDR Contract for Sale and Purchase (Public Hearing)	TDR Contract for Sale and Purchase (PH)	PDF
16b	Legal	TDR Deed	TDR Deed	PDF
16d	Legal	TDR Contract for Sale and Purchase (DRO)	TDR Contract for Sale and Purchase (DRO)	PDF

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

COMMUNITY DEVELOPMENT - LEGAL

COMMUNITY DEVELOPMENT - LEGAL				
Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
NA	Legal	Warranty Deed	Warranty Deed Save and name each Warranty Deed separately Examples: Warranty Deed - Smith, E., Warranty Deed – Jones M	PDF

Instructions: For submittal of applications, the applicant must use the correct Application Forms/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

COMMUNITY DEVELOPMENT - LETTERS

ID#	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
NA	Letters	Continuance	Continuance Letter	PDF
NA	Letters	Denial	Denial Letter	PDF
NA	Letters	Expedited Application Consideration	Expedited Application Consideration Letter	PDF
NA	Letters	Final DRO Approval	Final DRO Approval	PDF
NA	Letters	FDOT Drainage	FDOT Drainage	PDF
NA	Letters	General Correspondence	General Correspondence	PDF
NA	Letters	HOA	HOA Letter	PDF
NA	Letters	Insufficiency	Insufficiency	PDF
NA	Letters	Neighborhood Area	Letter - Delray Alliance; Letter - Jupiter Farms Neighborhood Association Letter - Coalition of Boynton West Residential Association (COBWRA)	PDF
NA	Letters	Petition	Letter-Petition	PDF
NA	Letters	Planning Density	Letter-Planning Density	PDF
NA	Letters	Postponement	Letter-Postponement	PDF
NA	Letters	Preapplication	Letter-Preapplication	PDF
NA	Letters	Refund	Letter-Refund	PDF
NA	Letters	Result	Letter-Result	PDF
NA	Letters	Revocation	Letter-Revocation	PDF
NA	Letters	Sufficiency	Letter-Sufficiency	PDF
51	Letters	Vested Use Confirmation	Letter-Vested Use Confirmation	PDF
NA	Letters	Waiver	Letter-Waiver	PDF
NA	Letters	Workforce Housing Covenants	Letter-WFH Covenants	PDF
NA	Letters	Withdrawal	Letter-Withdrawal	PDF
NA	Letters	Zoning Confirmation - URA Opt Out	Zoning Confirmation - URA Opt Out	PDF
50	Letters	Zoning Confirmation Letter Request	Zoning Confirmation Letter Request	PDF

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below includes the current Forms that are available on-line. Those Forms that are not listed have been discontinued, and are no longer in use.

COMMUNITY DEVELOPMENT - PLANS

COMMUNITY DEVELOPMENT - PLANS				
			For Applicant	
ID#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Preliminary Master Plan	Boca Lago_PMP1 -If more than one page per plan, save and name each page separately, (i.e. Boca Lago_PMP1, Boca Lago_PMP2, etc.)	DWF/DWFX
NA	Plans	Final Master Plan	Boca Lago_FMP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FMP1, Boca Lago_FMP2, etc.)	DWF/DWFX
NA	Plans	Conceptual Master Plan	Boca Lago_CMP	DWF/DWFX
NA	Plans	Preliminary Site Plan	Boca Lago_PSP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_PSP1, Villa Lago_PSP2, etc.)	DWF/DWFX
NA	Plans	Final Site Plan	Boca Lago_FSP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FSP1, Villa Lago_FSP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Subdivision Plan	Tract 2_PSBP1 -If more than one page per plan, save and name each page separately (i.e. Tract 2_PSBP1, Tract 2_PSBP2, etc.)	DWF/DWFX
NA	Plans	Final Subdivision Plan	Tract 2_FSBP1 -If more than one page per plan, save and label each page separately (i.e. Tract 2_FSBP1, Tract 2_FSBP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Regulating Plan	Boca Lago_PRP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PRP1, Boca Lago_PRP2, etc.)	DWF/DWFX
NA	Plans	Final Regulating Plan	Boca Lago_FRP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FRP1, Boca Lago_FRP2, etc.)	DWF/DWFX

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COMMUNITY DEVELOPMENT - PLANS				
			For Applicant	
ID#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Preliminary Master Sign Plan	Golfview Shopping Plaza_PMSP1 -If more than one page per plan, save and name each page separately (i.e. Golfview Shopping Plaza_PMSP1, Golfview Shopping Plaza_PMSP2, etc.)	DWF/DWFX
NA	Plans	Final Master Sign Plan	Golfview Shopping Plaza_FMSP1 -If more than one page per plan, save and name each page separately (i.e. Golfview Shopping Plaza_FMSP1, Golfview Shopping Plaza_FMSP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Alternative Sign Plan	Golfview Shopping Plaza_PASP1 -If more than one page per plan, save and label each page separately (i.e. Golfview Shopping Plaza_PASP1, Golfview Shopping Plaza_PASP2, etc.)	DWF/DWFX
NA	Plans	Final Alternative Sign Plan	Golfview Shopping Plaza_FASP1 -If more than one page per plan, save and name each page separately (i.e. Golfview Shopping Plaza_FASP1, Golfview Shopping Plaza_FASP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Landscape Plan	Parcel 2_PLP1 -If more than one page per plan, save and name each page separately (i.e. Parcel 2_PLP1, Parcel 2_PLP2 etc.)	DWF/DWFX
NA	Plans	Final Landscape Plan	Parcel 2_FLP1 -If more than one page per plan, save and name each page separately (i.e. Parcel 2_FLP1, Parcel 2_FLP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Alternative Landscape Plan	Pacel 2_PALP1 -If more than one page per plan, save and name each page separately (i.e. Pacel 2_PALP1, Parcel 2_PALP2 etc.)	DWF/DWFX

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COMMUNITY DEVELOPMENT - PLANS				
			For Applicant	
ID#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Alternative Landscape Plan	Parcel 2_FALP1 -If more than one page per plan, save and name each page separately (i.e. Parcel 2_FALP1, Parcel 2_FALP2 etc.)	DWF/DWFX
NA	Plans	Preliminary Street Plan	Boca Lago_PSTP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PSTP1, Boca Lago_PSTP2, etc.)	DWF/DWFX
NA	Plans	Final Street Plan	Boca Lago_FSTP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FSTP1, Boca Lago_FSTP2, etc.)	DWF/DWFX
NA	Plans	Preliminary AG Enclave Allocation Plan	Boca Lago_PAGEP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PAGEP1, Boca Lago_PAGEP2, etc.)	DWF/DWFX
NA	Plans	Final AG Enclave Allocation Plan	Boca Lago_FAGEP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FAGEP1, Boca Lago_FAGEP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Phasing Plan	Boca Lago_PPHP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_PPHP1, Boca Lago_PPHP2, etc.)	DWF/DWFX
NA	Plans	Final Phasing Plan	Boca Lago_FPHP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FPHP1, Boca Lago_FPHP2, etc.)	DWF/DWFX
NA	Plans	Preliminary Block Plan	Delray Market Place_PBP1 -If more than one page per plan, save and name each page separately (i.e. Delray Market Place_PBP1, Delray Market Place_PBP2, etc.)	DWF/DWFX

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COMMUNITY DEVELOPMENT - PLANS

COMMUNITY DEVELOPMENT - PLANS				
			For Applicant	
ID#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Block Plan	Delray Marketplace_FBP1 -If more than one page per plan, save and name each page separately (i.e. Delray Marketplace_FBP1, Delray Marketplace_FBP2 etc.)	DWF/DWfx
NA	Plans	Preliminary Pedestrian Pathway Plan	Delray Marketplace_PPEDP1 -If more than one page per plan, save and name each page separately (i.e. Delray Marketplace_PPEDP1, Delray Marketplace_PPEDP2 etc.)	DWF/DWfx
NA	Plans	Final Pedestrian Pathway Plan	Delray Marketplace_FPEDP1 If more than one page per plan, save and name each page separately (i.e. Delray Marketplace_FPEDP1, Delray Marketplace_FPEDP2, etc.)	DWF/DWfx

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COMMUNITY DEVELOPMENT - RESOLUTIONS/CONDITIONS				
			For Applicant	
ID#	Document Category	Document Type	Document Detail Save and name Document using the following:	File type
NA	Resolution	BCC Resolution	BCC Resolution	PDF
NA	Conditions	DRO Conditions	DRO Conditions	PDF
NA	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
NA	Conditions	Type I Variance Conditions	Type I Variance Conditions	PDF
NA	Resolution	ZC Resolution	ZC Resolution	PDF

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COMMUNITY DEVELOPMENT - STAFF REPORT				
	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Staff Reports	BCC Staff Report	BCC Staff Report	PDF
NA	Staff Reports	Planning Commission	Planning Commission	PDF
NA	Staff Reports	Type I Variance	Type 1 Variance	PDF
NA	Staff Reports	ZC Staff Report	ZC Staff Report	PDF

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COMMUNITY DEVELOPMENT - STATEMENT/STUDY				
ID#	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
NA	Statement	Drainage Statement	Drainage Statement	PDF
NA	Statement	Dust Control Plan Statement	Dust Control Plan Statement	PDF
NA	Statement	Justification Statement	Justification Statement	PDF/WORD
NA	Statement	Market Study/Analysis	Market Study/Analysis	PDF
NA	Statement	Mining Studies	Mining Studies	PDF
NA	Statement	Parking Study/Statement	Parking Study/Statement	PDF
NA	Statement	Phase I Audit	Phase I Audit	PDF
NA	Statement	Phase II Audit	Phase 2 Audit	PDF
NA	Statement	Propagation Study	Propagation Study	PDF
NA	Statement	Property Appraiser Information	Property Appraiser Information	PDF
NA	Statement	Shared Parking Study	Shared Parking Study	PDF
NA	Statement	Traffic Statement/Study	Traffic Statement/Study	PDF

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PERMIT/LANDSCAPE - APPLICATIONS

For Applicant				
Form #	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
5	Application	Liens and Fines Determination	Liens and Fines Determination	PDF
6	Application	Liens and Fines Certification	Liens and Fines Certification	PDF
45	Application	Type I Variance Checklist	Type I Variance Checklist	PDF
45a	Application	Type I Variance Supplemental	Type I Variance Supplemental	PDF
47a	Application	Type I Variance Appeal Supplemental	Type I Variance Appeal Supplemental	PDF

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PERMIT/LANDSCAPE - GRAPHICS

PERMIT/LANDSCAPE - GRAPHICS				
Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
NA	Graphics	Aerial	Aerial	PDF
NA	Graphics	Photographs	Photographs Save and name each photo separately -Indicate N, S, E, W, Front, Side, Rear or Intersection e.g. Photo 1 -North, Photo 2 - South, etc.	JPEG

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PERMIT/LANDSCAPE - LEGAL (For County Attorney's Review)

PERMIT/LANDSCAPE - LEGAL (For County Attorney's Review)				
Form #	Document Category	Document Type	For Applicant	
			Document Detail Save and name Document using the following:	File Type
2	Legal	Affidavit of Completeness and Accuracy	Affidavit of Completeness and Accuracy	PDF
25	Legal	Affidavit of Vacant Lot Maintenance & Planting	Affidavit of Vacant Lot Maintenance & Planting Requirements	PDF
3	Legal	Consent	Consent (If there are multiple owners/contract purchasers; save each Consent separately and label name of each owner or contract purchaser). Example: Consent - Smith, John Consent - Jones, Jane	PDF
NA	Legal	Legal Description	Legal Description -If more than one legal description, save and name each legal description separately. Example: -Rezoning Legal Description 1, Rezoning Legal Description 2 -Overall New Legal Description 1, Overall New Description Legal 2	WORD
NA	Legal	Survey	Survey or Plat -Submit all pages as one document	PDF
NA	Legal	Warranty Deed	Warranty Deed Save and name each Warranty Deed separately, e.g. Warranty Deed - Smith, E., Warranty Deed – Jones M	PDF

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PERMIT/LANDSCAPE - LETTERS

PERMIT/LANDSCAPE - LETTERS				
Form #	Document Category	Document Type	For Applicant	File Type
			Document Detail Save and name Document using the following:	
NA	Letters	General Correspondence	General Correspondence	PDF
NA	Letters	HOA	Letter-HOA	PDF
NA	Letters	Insufficiency	Letter-Insufficiency	PDF
NA	Letters	Postponement	Letter-Postponement	PDF
NA	Letters	Refund	Letter - Refund	PDF
NA	Letters	Result	Letter-Result	PDF
NA	Letters	Withdrawal	Letter-Withdrawal	PDF
50	Letters	Zoning Confirmation	Zoning Confirmation Letter Request	PDF

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PERMIT/LANDSCAPE - PLANS				
			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Plans	Final Alternative Landscape Plan	Villa Lago_FALP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FALP1, Villa Lago_FALP2 etc.)	DWF/DWFX
NA	Plans	Final Alternative Sign Plan	Villa Lago_FASP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FASP1, Villa Lago_FASP2, etc.)	DWF/DWFX
NA	Plans	Final Landscape Plan	Villa Lago_FLP1 -If more than one page per plan, save and name each page separately (i.e. Villa Lago_FLP1, Villa Lago_FLP2, etc.)	DWF/DWFX
NA	Plans	Final Master Plan	Boca Lago_FMP1 *FMP [Proposed Amendments] -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FMP1, Boca Lago_FMP2, etc.) *-Must also label [Proposed Amendments] on disc for Administrative Amendments *-Must identify revisions with cloud(s) for Administrative Amendments	DWF/DWFX
NA	Plans	Final Master Sign Plan	Boca Lago_FMSP1 --If more than one page per plan, save and name each page separately (i.e. Boca Lago_FMSP1, Boca Lago_FMSP2 etc.)	DWF/DWFX
NA	Plans	Final Regulating Plan	Boca Lago_FRP1 -If more than one page per plan, save and name each page separately (i.e. Boca Lago_FRP1, Boca Lago_FRP2 etc.)	DWF/DWFX

NA	Plans	Final Site Plan	<p>Villa Lago_FSP1</p> <p>*FSP [Proposed Amendments]</p> <p>-If more than one page per plan, save and name each page separately (i.e. Villa Lago_FSP1, Villa Lago_FSP2, etc.)</p> <p>*-Must also label [Proposed Amendments] on disc for Administrative Amendments</p> <p>*-Must identify revisions with cloud(s) for Administrative Amendments</p>	DWF/DWFX
NA	Plans	Final Subdivision Plan	<p>Parcel 2_FSBP1</p> <p>*FSBP [Proposed Amendments]</p> <p>-If more than one page per plan, save and name each page separately (i.e. Parcel 2_FSBP1, Parcel 2_FSBP2, etc.)</p> <p>*-Must also label [Proposed Amendments] on disc for Administrative Amendments</p> <p>*-Must identify revisions with cloud(s) for Administrative Amendments</p>	DWF/DWFX

Instructions: For submittal of applications, the applicant must use the correct Application Form/Checklist provided by the County. The applicant must save each completed Form, Document or Plan and name them as identified below. Incorrect naming of Form/Document/Plan shall result in delay of the review process or consider as an insufficient application. The list below contains the most current Forms that are available on-line, and in a PDF format. Those Forms that are not listed have been ended, and are no longer in use.

PERMIT/LANDSCAPE - RESOLUTION

			For Applicant	
	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Resolution	BCC Resolution	BCC Resolution	PDF
NA	Conditions	DRO Conditions	DRO Conditions	PDF
NA	Conditions	Special Permit Conditions	Special Permit Conditions	PDF
NA	Conditions	Status of Conditions of Approval	Status of Conditions	PDF
NA	Conditions	Type I Variance Conditions	Type I Variance Conditions	PDF
NA	Resolution	ZC Resolution	ZC Resolution	PDF

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PERMIT/LANDSCAPE - STAFF REPORT				
	Document Category	Document Type	For Applicant Document Detail Save and name Document using the following:	File Type
NA	Staff Reports	BCC Staff Report	BCC Staff Report	PDF
NA	Staff Reports	Planning Commission	Planning Commission	PDF
NA	Staff Reports	Type 1 or 2 Variance	Type 1 or 2 Variance	PDF
NA	Staff Reports	ZC Staff Report	ZC Staff Report	PDF

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PERMIT/LANDSCAPE - STATEMENT/STUDY				
			For Applicant	
ID#	Document Category	Document Type	Document Detail Save and name Document using the following:	File Type
NA	Statement	Justification Statement	Justification Statement	PDF/WORD
NA	Statement	Property Appraiser Information	Property Appraiser Information	PDF

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 2018-01
 (Updated 1/8/18)

SUMMARY OF KEY MEETINGS AND PUBLIC HEARINGS	
Land Development Regulation Advisory Board (LDRAB) Meetings:	BCC Zoning Hearings:
<ul style="list-style-type: none"> • February 28, 2018 (Annual Meeting) • March 28, 2018 • April 25, 2018 • May 23, 2018 [Land Development Regulation Commission (LDRC)] 	<ul style="list-style-type: none"> • June 28, 2018: Request for Permission to Advertise • July 26, 2018: 1st Reading • August 23, 2018: 2nd Reading/Adoption

AMENDMENT/TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS
ART. 2, DEVELOPMENT REVIEW PROCEDURES		
Art. 2.D, Administrative Process*	Zoning	Provide authority to the Development Review Officer (DRO) to modify a BCC and ZC Site Plan ingress/egress for parcels in the Urban Redevelopment Area (URA) Overlay when the property frontages any main thoroughfare road. Currently the URA requires or encourages cross access and if the parcel has an approval prior to the adoption of the URA requirements, the applicant has to go back to the BCC or ZC for a Development Order Amendment (DOA) to the site plan. This amendment will allow the new ingress/egress to be done by DRO.
Art. 2.D.7, Reasonable Accommodation*	County Attorney	Allow reasonable accommodation for residential facilities serving the disabled with approximately 10 or fewer persons without requiring a public hearing as the equivalent Congregate Living Facility (CLF).
Art. 2.E, Monitoring	Planning	Update Monitoring regulations and review approved development order provisions.
ART. 3, OVERLAYS AND ZONING DISTRICTS		
Art. 3.A.3.E.2, Planned Development Districts	Zoning	Amend to allow a prior Special Exception (SE) for a Planned Industrial Development (PID) to correspond to the subject site's Light Industrial (IL) or General Industrial (IG) Zoning District where the minimum acreage or maximum building standards for Multiple Use Planned Development (MUPD) result in non-conformities. Currently the Code requires any previously approved PID to correspond to MUPD district. SE for Planned Developments such as PID are not required to rezone when submitting an application for amendment to the prior approval.
Art 3.B.14 - WCRAO	WCRA/ Zoning	Multiple amendments requested by Westgate Community Redevelopment Agency (WCRA) to update the provisions in the Westgate Community Redevelopment Area Overlay (WCRAO). WCRA has hired a consultant to assist them to identify and draft the ULDC amendments.
Art 3.D.2, PDRs for Specific Housing Type	Zoning	Add Cottage (AKA Tiny Home) as a new housing type and establish approval process, property development regulations and design standards.
Art. 3.E.1.E.1, Modifications [Related to Planned Developments]	Facilities Dev. & Operations	Expand DRO authority to add access points to civic pods supporting government facilities when traffic impacts are equal or less than approved by the BCC.

ATTACHMENT 1 INITIATION – ULDC AMENDMENT ROUND 2018-01

(Updated 1/8/18)

AMENDMENT/TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS
Art. 3.E.2.F.3, Preserve Area [Related to Agricultural Reserve (AGR) Planned Unit Development (PUD)]*	Zoning/ Land Dev.	Establish when Agricultural Reserve (AGR) Planned Unit Development (PUD) preserve parcels are required to comply with concurrency along with Legal Positive Outfall or other requirement, needed to accommodate new Agricultural Uses.
ART. 4, USE REGULATIONS		
Art. 4.B.1.C.1, Congregate Living Facilities (CLF)	Zoning/ Planning	Codify Planning policies contained in Ordinance 2017-036 which established the new Congregate Living Residential (CLR) Future Land Use (FLU) designation for Type 3 CLF (more than 14 residents) in the Urban/Suburban Tier. Additional amendment may include modifications to Art. 4, Use Regulations, pertaining to Congregate Living Facilities and Nursing Home uses.
	County Attorney	Clarify that 24-hour nursing is not allowed in a CLF as it conflicts with the definition of the use.
Art. 4.B.1.E.2, Caretaker Quarters	Facilities Dev. & Operations	Expand Caretaker Quarters 800 to 1,000 square footage limitation for government uses as the structure also serves as an extension of services provided by the main use on site.
Art. 4.B.10.C.4.f.4), Excavation, Performed by a Public Agency, To Provide Drainage For A Public Street		Clarify excavations necessary to create a public Right-of-Way (R-O-W) are subject to limited Type 2 Excavation standards.
Art. 4.B.2.C.20, Landscape Service:	Zoning/ Planning/	Landscape Service use amendments were not modified as part of the 2017 Use Regulations Project (URP). Staff and Industry have been meeting on a regular basis in 2017 to ascertain how best to accommodate the Landscape Service use that is integrated with the nursery industry. After 3 subcommittee meetings in April, May and November, the subcommittee motion was to seek direction from the BCC to: <ul style="list-style-type: none"> • Take into account more than 30 percent of the land area for accessory Landscape Service use, as that is the maximum percentage allowed for accessory uses, or; • Consider a Comprehensive Plan amendment to address this Commercial use in residential or agricultural zoning districts.
Art. 4.B.4.C.6, Crematory	Zoning	Update the use definition for consistency with State Statutes 497.005 to respond to new industry trends.
Art. 4.B.4.C.12, Nursing Home or Convalescent Facility	County Attorney	Revise the definition of nursing home to categorize residential treatment pursuant to Chapter 397 as included in the nursing home use.
Art. 4.B.5.4, Equestrian Waste Management Facility	Zoning	Establish regulations to address issues included in the Moratorium for Equestrian Waste, Animal Waste or Bio-Solids in the Glades Tier.
ART. 5, SUPPLEMENTARY STANDARDS		
Art. 5.B.1.A.2.e.2), Electrified Fences – Exceptions and Regulations	Zoning	2017 State Statute requires amendments to Electrified Fences for consistency.

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 2018-01
(Updated 1/8/18)

AMENDMENT/TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS
Art. 5.B.1.B Temporary Structures	Zoning/ Building	Reorganize zoning regulations related to temporary structures and accessory structures primarily reviewed through the Building Division permit review process.
Art. 5.D.2.G.3.a, Landscape Island [Related to Public Park Landscape Standards]	Parks and Recreation Department	Allow County owned and operated boat launching facilities to be exempt from the requirement of one landscape island for every 10 parking spaces on parking areas, particularly related to oversized parking spaces.
Art 5.E.4.E, Outdoor Lighting		Exempt public parks operated by PBC from the outdoor lighting provisions in Art. 5.E.4.E when they are closed after sunset.
Art. 5.E.5, Hours of Operation*	Zoning	<ul style="list-style-type: none"> • Provide consistency in the criteria used for the measurement of hours of operation to apply to non-residential uses adjacent to parcels with residential FLU designation or residential uses instead of residential zoning district. • Change Type 2 Variance application for hours of operation to Type 2 Waiver to allow the BCC to review such request instead of the Zoning Commission.
Temporary Construction Fence	Zoning/ Building	Establish regulations to address Temporary Construction Fencing required during construction Standards will include approval process, fencing material, signage and removal timeframes.
Vehicle Charging Stations	Zoning	Address new industry trend to allow Electric Vehicle Charging Stations as new use for which electricity is sold; or, expand site requirements when limited number of charging stations are located in parking areas of non-residential developments. It may include amendments to Art. 6, Parking.
ART. 6, PARKING AND LOADING*		
Art 6, Parking	Zoning	Update parking requirements for certain uses to respond to industry trends and current engineering studies. Also look at existing standards to determine when a Parking Demand Study and Shared Parking Agreement may be used to address specific parking needs.
ART. 9, ARCHAEOLOGICAL AND HISTORIC PRESERVATION		
Art. 9.A, Archeological Resources Protection	Planning	Update antiquated terminology consistent with current practice of identifying and reviewing potential historical sites.
ART. 11, SUBDIVISION, PLATTING, AND REQUIRED IMPROVEMENTS		
Art. 2.G.4, Staff Officials	Land Dev.	Update duties for the County Engineer and the Director of Land Development.
Art. 11, Subdivision, Platting and Required Improvements		Update several sections to be consistent with current practices and to clarify several requirements.
ART. 12, TRAFFIC PERFORMANCE STANDARDS		
Art. 12.Q, Proportionate Fair Share Program	County Engineer	Bring the regulations into compliance with changes to state law and to reflect actual Department processes in administering the regulations.
ART. 13, IMPACT FEES		
Art. 13, Impact Fees	Financial Mngmnt & Budget	Update impact fee schedules as required under Art. 13.A.3.F, Biennial Review of the ULDC.

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 2018-01
 (Updated 1/8/18)

AMENDMENT/TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS
ART. 14, ENVIRONMENTAL STANDARDS		
Art. 14.C, Vegetation Preservation and Protection	ERM	Delete language inconsistent with the Building Division Residential 1 and 2 family checklist, clarify the size of native vegetation that needs to be relocated and provide exemptions.
ART. 15, HEALTH REGULATIONS		
Art. 15.A.5.C, [Related to Onsite Sewage Treatment and Disposal System (OSTDS)]	Health Department	Update regulations pertaining to reporting data of the Onsite Sewage Treatment and Disposal System (OSTDS) for Single Lot or Parcel for compliance with recently updated State Statutes and local regulations.
PRIVATELY INITIATED AMENDMENTS (PIA) (MAY BE PROCESSED OUT OF ROUND)*		
Pioneer Road Overlay	Zoning	Phase 1 – Pioneer Road Property Owner’s Association- Establish a new Zoning Overlay for an area of approximately 508 acres covered by the Pioneer Road Neighborhood Plan which is West of Jog Road along the South side of Southern Boulevard. The Overlay will establish minimum property development regulations such as minimum lot size that preserve the rural character of the area and protect rural and estate home uses.
OTHER - 2018 LEGISLATIVE SESSION		
	Zoning	PENDING: Review of laws adopted in 2018 Session to determine if any ULDC amendments are required for consistency.
	Zoning	The 2018 session filed State Senate Bill (SB) 574 and House Bill (HB) 521, preempts to the state the regulation of trimming, removal or harvesting of trees and timber on private property. If the Bill passes, ULDC Art. 7, Landscaping and Art. 14, Environmental Standards will be subject to amendments to comply with the State mandate.
OTHER		
2018 Comprehensive Plan Text Amendments	Zoning/ Planning	Proposed 2018 Comprehensive Plan amendments, may need the ULDC to be amended to: <ul style="list-style-type: none"> • Allow commercial FLU designation at the intersection of Boynton Beach Blvd and Acme Dairy Rd and increase the maximum square footage of commercial development in the AGR Tier. • Add floor area ratio maximums to the ULDC as they are currently in the Plan. • Establish standards pertaining to the location requirements, uses allowed, and compatibility of non-residential zoning districts to encourage collocation of uses and stimulate infill development. • Update mixed and multiple zoning districts regulations to address Future Land Use amendments that promote mixed uses. Address policies oriented to promote urban agriculture in the County where feasible.

* ULDC References are based on ULDC Supplement 22 and subject to change upon publication Supplement 23.