



MEMORANDUM

TO: Zoning Division Staff and Interested Parties

FROM: Jon MacGillis, Zoning Director
Wendy Hernandez, Zoning Manager

DATE: May 12, 2017

**RE: Fee Collection Procedure at Intake and Resubmittals
Effective April 12, 2017**

**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
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Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
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Verdenia C. Baker

To ensure all application fees are collected upon submittal and resubmittals of Community Development (CD) application(s), the following new procedures are being implemented.

Intake:

1. Agent submits a Completed General Application (Form #1) to the CD Site Plan Technician, who will create an application number and fee.
2. The CD Site Plan Technician provides the Application number and fee to the agent based on the submitted Form #1.
3. Agent pays the fees (on line or in person at the Cashier on 1st Floor of Vista Center) prior to the scheduled intake appointment.
4. Agent meets with the CD Section Technician during a scheduled intake day appointment, with copy of receipt of payment.

Resubmittal:

1. Agent schedules with the Site Plan Technician and informs the Site Plan Technician if they are including any new requests. Prior to scheduling the appointment, the Site Plan Technician reviews paid fees and adds new fees (i.e. new request or resubmittal fees).
2. Site Plan Technician provides the fee to the Agent.
3. Agent pays the fees (one line or in person at the Cashier on the 1st Floor of Vista Center) prior to the scheduled intake appointment.
4. Agent meets with the CD Section Technician during a scheduled resubmittal appointment, with a copy of receipt of payment.

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

JMWH/CV/cv

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