



Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200
FAX: (561) 233-5165

PRE-SUBMITTAL MEETING CHECKLIST

PRE-SUBMITTAL MEETING DATE: _____ SITE PLANNER: _____
CONTROL #: _____ PCN Application #: _____ Proposed Intake Date: _____
Agent/Firm & Phone #: _____
A. Application Name: _____ BCC District: _____
B. PCN: _____ ADDRESS: _____
C. ZONING DISTRICT: _____ E. LAND USE: _____
D. TIER: [] U/S [] R/EX [] AGR [] GLADES F. OVERLAY/SPECIAL STUDY AREA: _____
G. Is the Zoning District consistent with the Future Land Use designation? Yes [] No []
H. Is the Property located within the Urban Redevelopment Area (URA)? Yes [] No []
Is your property within a Primary Redevelopment Area? Yes [] No [] Use the PRAO Checklist Form #106

PROPOSED REQUEST: _____
Prior Approval Yes [] No [] Prior Use: _____ Revoke: Yes [] No []

FINAL DRO
[] Original DRO
[] Revision to an Approved Site/Master Plan or Subdivision Plan
[] Off-the-Board within 2 months

PUBLIC HEARING
[] Rezoning (Standard District): from _____ to _____
[] PDD (Planned Development District): from _____ to _____
[] Class A Conditional Use _____
[] Class B Conditional Use _____
[] Development Order Amendment:
Reconfigure Master/ Site/ Subdivision Plans: Yes [] No []
Add/delete land area: Yes [] No [] Acreage: _____
Add units: Yes [] No [] Number/Type _____ WFH: _____ TDR: _____
Workforce Housing pre-application approval: Yes [] No []
Add square footage: Yes [] No [] sq. ft. _____
Add access point: Yes [] No [] Where: _____
Addition of (children/adults; pumps, seats, etc): Yes [] No [] Number: _____
Modification of condition(s): Yes [] No []
Resolution #: R- _____
Condition heading / # _____
Condition heading / # _____
Condition heading / # _____
Agent must provide the status of all conditions of approval.
[] Development Order Abandonment
[] Expedited Application Consideration: Yes [] No [] Change: _____
[] Type II Zoning Variance: [] Concurrent [] Stand Alone

PROPOSED DOCUMENT APPROVAL
[] Alt Landscape Plan _____ [] Site Plan _____
[] Architectural Elevations: Yes [] No [] [] Subdivision Plan _____
[] Condition Amendment or Time Extension [] 10% Expansion of Nonconformity _____
[] Master Plan _____ [] Other: _____
[] Master Sign Plan _____ [] Phasing Plan _____
[] Re-approval of Plan Subject to Sec. 2.E [] Regulating Plan _____

POSSIBLE REQUIRED DOCUMENTS (not an inclusive list)
[] Base Building Line Waiver [] Shared Parking Study
[] Consent Forms [] Survey Abstracted within one year: Yes [] No []
[] Cost of Improvements (Article 1) [] TDR Documents
[] Cross Access Agreement [] Tree Survey
[] Cross Parking Agreement [] Traffic Statement/Study
[] Developer/Development Agreement [] Unity of Control

<input type="checkbox"/> Drainage Statement	<input type="checkbox"/> Unity of Title
<input type="checkbox"/> Easement/deed restrictions	<input type="checkbox"/> Westgate CRA approval
<input type="checkbox"/> Elevations	<input type="checkbox"/> Workforce Housing pre-application approval
<input type="checkbox"/> Internal Traffic Study	<input type="checkbox"/> Visual Impact Analysis
<input type="checkbox"/> Propagation Study	<input type="checkbox"/> Restrictive Covenants
<input type="checkbox"/> Removal Agreement	<input type="checkbox"/> Settlement Agreement
<input type="checkbox"/> Other: _____	

ULDC Articles

ARTICLE 1

Previous Approval Threshold
Non-conforming Structure
Non-conforming Use
Non-conforming Lot
Other _____

ARTICLE 2

Requests Process questions: _____

ARTICLE 3

Overlay District (Setbacks, Uses, Parking, and Landscaping)
Property Development Regulations (Setbacks, FAR,)
Townhouse and/or ZLL requirements
District Specific Regs (RM and MR-5, Hours of Operation, Enclosed Uses)
PDD/TDD Districts (Land use vs. PDD; Uses; Setbacks; Parking; Design Objectives; Cul-de-sac waivers; Cross Access; Frontage; Landscaping and easements, exemplary)

ARTICLE 4

Specific Use Regulations

ARTICLE 5

Accessory Uses/Structures
Fences/Walls, Pools, Enclosures, Bike Racks; Generators
Architectural Guidelines
Parks and Recreation rules and standards
TDR/Workforce Housing
Performance Standards (intersection/location criteria)
Noise and Lighting
Legal Documents and Easements

ARTICLE 6

Parking, Loading and Driveways
Queuing
Grass Parking
Pervious surface

ARTICLE 7

Perimeter Buffers (R/W, Compatible, Incompatible), Foundation plantings, interior/terminal islands, pervious surfaces, plant material)
Alternative Landscape Plan
Grade changes

ARTICLE 8

Master Sign Program/Plan
Ground Mounted signs
Building Mounted signs

General Notes / Comments Discussed between Staff and Agent

STAFF TO PRINT OFF A FEE ESTIMATE FOR THE APPLICANT