



**TOWN OF PALM BEACH**  
 Planning, Zoning & Building Department  
 360 South County Road  
 Palm Beach, FL 33480  
 (561) 838-5431 • [www.townofpalmbeach.com](http://www.townofpalmbeach.com)

## DEVELOPMENT REVIEW APPLICATION

Updated 05/19/23

<b>FILE NUMBER:</b>	<b>ZONING NUMBER (if applicable):</b>	<b>DATE:</b>
<b>ADDRESS:</b>		
<input type="checkbox"/> <b>LANDMARKS</b> <input type="checkbox"/> Certificate of Appropriateness for design approval <input type="checkbox"/> Certificate of Appropriateness for demolition <input type="checkbox"/> Historically Significant building <input type="checkbox"/> Historic district/ Site designation / undesignation <input type="checkbox"/> Other (expand below) <input type="checkbox"/> Waiver <input type="checkbox"/> Tax abatement project	<input type="checkbox"/> <b>ARCOM</b> <input type="checkbox"/> Design review approval- <b><u>major project</u></b> <input type="checkbox"/> Design review approval- <b><u>minor project</u></b> <input type="checkbox"/> Design review approval- <b><u>minor no notice</u></b> <input type="checkbox"/> Demolition <input type="checkbox"/> Other (expand below)	
<input type="checkbox"/> <b>TOWN COUNCIL</b>		
<input type="checkbox"/> Special exception <input type="checkbox"/> Variance(s) <input type="checkbox"/> Site plan review <input type="checkbox"/> Division of land / replat <input type="checkbox"/> Amendment to the Town's Zoning Code or Zoning Map or Comprehensive Plan or Future Land Use Map <input type="checkbox"/> Other (expand below)		
<input type="checkbox"/> <b>Other:</b>		
<b>Property Information</b>		
ADDRESS OF PROPERTY		
LEGAL DESCRIPTION (if necessary attach as separate exhibit)		
PROPERTY OWNER NAME		
CONTACT NUMBER AND/OR EMAIL		
APPLICANT NAME (if different than owner)		
CONTACT NUMBER AND/OR EMAIL		
<b>Authorized Representative(s) Information (if applicable)</b>		
NAME	<input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Other _____	
CONTACT PHONE	EMAIL ADDRESS	

**Summary of Request (NOTE: A separate Letter of Intent (LOI) is required as part of the submittal prerequisite)**

PROVIDE A BRIEF SCOPE OF PROJECT REQUEST

**Project Information**

Is there an existing building(s) on the site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include minor exterior demolition?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include total demolition?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include exterior alterations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include site plan modifications?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Provide the total square footage of the new construction.	SF.	
Provide the gross square footage of the new construction (including parking and all usable area).	SF.	

**Design Professional (primary design professional responsible for project design)**

NAME:	<input type="checkbox"/> Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other _____
LICENSE #:	
<input type="checkbox"/> Check this box if you are a Commission member that will result in a voting conflict of interest	
CONTACT PHONE	EMAIL ADDRESS

**Please read the following and acknowledge below:**

- ☐ As part of the project approval, I voluntarily agree to dedicate a utility easement supporting the undergrounding project to the satisfaction of the Town of Palm Beach, which may include the installation of aboveground electrical equipment and pads to be placed on my property.

The aforementioned is acknowledged by:

- ☐ Owner of the subject property  
☐ Authorized representative

\_\_\_\_\_  
**SIGNATURE**\_\_\_\_\_  
**PRINT NAME**\_\_\_\_\_  
**DATE SIGNED**