



Town of Palm Beach ARCOM PROJECT DESIGNATION MANUAL

All improvements contemplated in an application for a construction permit are subject to review by the Architectural Commission in accordance with Article III of Chapter 18 of the Town's Code of Ordinances, except as noted in Sec. 18-175(c) Exceptions. This ARCOM PROJECT DESIGNATION manual ~~has been~~was adopted by the Town Council on April 15, 2015, amended on August 12, 2020, and summarizes the classification of projects in order to assist project consultants in determining the type of architectural review required for their project. The Notice requirements for each classification are contained in Chapter 18, Article III of the Town's Code of Ordinances.

Please consult the following list to determine what review will be required for your project. You may contact the Planning Administrator/Planning Division at (561) 227-6414838-5430 to verify the project designation category of your proposed work, or if you have any questions.

A. MAJOR PROJECTS

1. **NEW STRUCTURES** (Residential and Non-Residential)

- a. New unattached covered primary or accessory structure (e.g. single family residence (SFR), commercial structure, guesthouse, cabana, pool house, garage, greenhouse, equipment building, chickee hut, staff quarters) whether or not visible from the street.
- b. Outdoor kitchen (a permanently-placed room or area equipped for preparing and cooking food).
- c. Tennis courts, tennis court lighting, awnings for all but 1- and 2-family structures.

2. **MAJOR ADDITIONS/MODIFICATIONS**

- a. 2-story or 2nd-story attached covered structure (addition).
- b. 1-story addition facing or visible from a public way.
- c. Commercial or other non-single-family addition.
- d. Unenclosed accessory structure visible from the street.
- e. Addition requiring variance(s), special exception(s), or site plan approval.
- ~~f. All changes referenced in Chapter 66-214.~~
- fg. Final landscape/hardscape/lighting improvements submitted in conjunction with new construction (or _____ substantial change to same prior to C.O.)
- gh. New driveway gate(s).
- hi. Replacement of existing driveway gate(s) that require variance(s), special exception(s), or site plan approval.
- ij. Change in driveway material/design for non-~~sfr~~ SFR or ~~sfr~~ SFR if not meeting LOS requirements.
- jk. Antennas, cell towers (see Sec. 134-2028).

3. **DEMOLITION**

- a. Demolition of more than 20% of a structure.
- b. Demolition of a multi-story accessory structure or any structure within a setback.

4. **OTHER**

- a. Substantial change in roofing material (including downgraded material, such as example - changing a barrel tile roof to a flat tile roof).
- ~~b. Change in roof design for non single-family (e.g. flat roof to hipped roof).~~
- c. Stair tower for commercial building or other non single-family structure.
- ~~d. Awning on a commercial building or other non single-family structure.~~
- ~~e.d.~~ Swimming pool in conjunction with new structure or as part of other changes.
- ~~f.e.~~ PVC fencing which can be seen from the street.
- ~~Gf.~~ Multiple items which are Minor projects when proposed individually, but which become Major projects when consolidated.
- h.g. Significant revision(s) to previously approved ARCOM Major Project.
- i.h. A project that has a reasonable potential to adversely impact a neighbor.

B. MINOR PROJECTS – WITH NOTICE

1. ~~MAJOR ADDITIONS/MODIFICATIONS~~

- ~~1a. 1-story addition not facing or not visible from a public way that is 20% or more of the square footage of existing structure.~~

2. DEMOLITION

- a. All structural demolition not designated as Major projects.

32. OTHER

- a. Any projects requiring administrative site plan review not designated as Major projects.
b. New or relocated generator over 60 Kw.
~~c. Any landscape / hardscape revisions to an existing or ARCOM-approved plan that will occur along or near property lines or public right of ways and which may impact neighbors or the public.~~
~~d. Site wall installation and modifications that will occur along or near property lines or public right of ways and which may impact neighbors or the public.~~
~~e. The installation or replacement of any generator, pool equipment, air conditioning or pool heating equipment, that is in conformance with 134-1728 or 134-1729, and may impact neighbors due to the size, location, or anticipated noise levels.~~
~~f. Fences other than PVC fencing listed elsewhere, located along or near property lines or public right of ways.~~
~~g. Replacement of existing driveway gates with gates that are substantially different in design.~~
~~h. Change in roof design on any building (e.g. flat roof to hipped roof).~~

C. MINOR PROJECTS – NO NOTICE

1. MAJOR ADDITIONS/MODIFICATIONS

- ~~a. 1-story addition not facing or not visible from a public way that is 20% or more of the square footage of existing structure, more than 400 sq ft in size.~~

2.a. ~~Replacement of existing driveway gates with gates that are substantially different in design.~~

2. OTHER

- a. ~~Site wall not requiring variance(s), special exception(s), or site plan approval. Garage door material or design change, if visible from neighboring properties or public right of ways.~~
b. Substantial fenestration changes to a residential structure, including front entry.
~~ce.~~ All front entry/fenestration change to a commercial building or other non-single-family structure except the C-WA district (see Minor Projects With Notice).
~~d.~~ ~~Change in roof design for single-family (e.g. flat roof to hipped roof).~~
~~de.~~ Solar roof panels.
~~ef.~~ Change in material (e.g. roof tiles, windows, wall material) for commercial building or other non-single-family structure.
~~fg.~~ Non-removable hurricane shutters (e.g. accordion shutters).
~~gh.~~ Awning recover with substantial change in material or color.
~~hi.~~ Residential Awning requiring variance(s), special exception(s), or site plan approval (combination projects already receive notice through zoning application).
~~ij.~~ PVC fencing (other than that used at single-family homes and not visible from the public ROW).
~~jk.~~ Multiple items which are Staff Approvals when proposed individually, but which become Minor projects when consolidated.
~~kl.~~ Lighting on a commercial building or other non-single-family structure.
~~lm.~~ Hanging signs in commercial areas (see Sec. 134-2436).
~~mn.~~ Signage requiring variance(s), special exception(s), or site plan approval.
~~n.~~ ~~Use of artificial turf when in conformance with landscaped open space requirements.~~
~~o.~~ ~~Awning on a commercial building or other non single-family structure.~~
~~p.~~ ~~Tennis court and tennis court fencing for a 1- and 2-family property which meets the requirements of 134-1759.~~

D. STAFF APPROVALS

11. NEW STRUCTURES (Residential and Non-Residential)

- a. ~~Tennis court and tennis court fencing for a 1- and 2-family which meets the requirements of 134-1759.~~

2. MAJOR ADDITIONS/MODIFICATIONS

- a. Loggia (not covered) if located within the building envelope and not visible from the street.
b. Gazebo, pergola, arbor, trellis, if located within the building envelope and not visible from the street.
c. Outdoor shower.
d. Landscape lighting or lighting on a residential structure when accompanied by executed Town of Palm Beach Exterior Lighting Requirements document.
e. Pedestrian gates and replacement of existing driveway gates with similar look.
f. Like for like replacement of Change in driveway material.

23. DEMOLITION

- a. Removal of basketball & tennis courts and other impervious hardscape other than structures (to be replaced with landscaping).

34. OTHER

- a. Minor landscape/hardscape revisions to ARCOM-approved plans that will occur on the interior of a lot.
b. Any landscape / hardscape revisions to an existing or ARCOM-approved plan that will occur along or near property lines or public right of ways and which may impact neighbors or the public shall be considered a Minor Project – With Notice.
cb. Site wall modifications that will occur on the interior of a lot. Site wall modifications that will occur along or near property lines or public right of ways and which may impact neighbors or the public shall be considered a Minor Project – With Notice.
de. Air conditioning and swimming pool heaters that meet all requirements of Sec. 134-1728 where the installation or replacement of such equipment will not impact neighbors. Use of artificial turf when in conformance with landscaped open space requirements.
ed. Minor fenestration changes to a home, including some door/entry changes.
fe. Statues or fountains that meet code.
gf. Like for like gGarage door change.
hg. Addition (to match existing) or deletion of windows.
h. ~~Roof material upgrades (e.g. change from flat to barrel tile) for single family.~~
ji. Gutters and downspouts.
jj. Hurricane shutters (replacement and removable).
kk. Awnings on 1- or 2-family residential structures which meet all zoning requirements.
ll. Awning recover with similar material and color.
mm. Fences other than PVC fencing listed elsewhere, located within the interior of a lot.
nn. 60 kW generators (or smaller) and ~~other mechanicals~~ swimming pool equipment that meet all requirements of Sec. 134-1729 where the installation or replacement of such equipment will not impact neighbors.
oo. Signage not requiring variance(s), special exception(s), or site plan approval.
p. Roof replacement – like for like, color for color material change.

E. ALL OTHERS (BUILDING PERMIT ONLY)

1. MAJOR ADDITIONS/MODIFICATIONS

- a. ~~1-story addition not facing or not visible from a public way that is less than 20% of square footage of existing structure.~~

2. DEMOLITION

- a. ~~All structural demolition not designated as Major projects.~~

3. OTHER

- a. ~~Replacement of elements such as roofs, driveways, windows, etc., which do not involve any change of materials (maintenance issue).~~
b. ~~Swimming pool not associated with other construction.~~
c. ~~PVC fencing (not visible from ROW) on a single-family residence.~~
d. ~~All other projects not included above and which do not defeat the purposes and objectives of Article III Architectural Review of the Town's Code of Ordinances.~~

These descriptions are provided as examples only, and are not intended to be all-inclusive. The Director of the Planning, Zoning and Building Department or his or her designee may determine that the particular characteristics of a proposed project may warrant notice and/or additional review of the Architectural Commission.

All requests for approval, authorization, interpretation or direction under the requirements of Sec. 18-175 of the Town Code of Ordinances shall be submitted to the Planning, Zoning and Building Department in writing. All work which is the subject of such application may only proceed in conformance with and after receipt of written authorization by the Planning, Zoning and Building Department Director or his or her designee.



Town of Palm Beach
ARCOM PROJECT DESIGNATION MANUAL

clean copy
of revised
Manual

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 - f. Final landscape/hardscape/lighting improvements submitted in conjunction with new construction (or substantial change to same prior to C.O.)
 - g. New driveway gate(s).
 - h. Replacement of existing driveway gate(s) that require variance(s), special exception(s), or site plan approval.
 - i. Change in driveway material/design for non-SFR or SFR if not meeting LOS requirements.
 - j. Antennas, cell towers (see Sec. 134-2028).
3. **DEMOLITION**
 - a. Demolition of more than 20% of a structure.
 - b. Demolition of a multi-story accessory structure or any structure within a setback.
4. **OTHER**
 - a. Substantial change in roofing material (including downgraded material, example - changing a barrel tile roof to a flat tile roof).
 - c. Stair tower for commercial building or other non single-family structure.
 - d. Swimming pool in conjunction with new structure or as part of other changes.
 - e. PVC fencing which can be seen from the street.
 - f. Multiple items which are Minor projects when proposed individually, but which become Major projects when consolidated.
 - g. Significant revision(s) to previously approved ARCOM Major Project.
 - h. A project that has a reasonable potential to adversely impact a neighbor.

B. MINOR PROJECTS – WITH NOTICE

1. **DEMOLITION**
 - a. All structural demolition not designated as Major projects.
2. **OTHER**

- a. Any projects requiring administrative site plan review not designated as Major projects.
- b. New or relocated generator over 60 Kw.
- c. Any landscape / hardscape revisions to an existing or ARCOM-approved plan that will occur along or near property lines or public right of ways and which may impact neighbors or the public.
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C. MINOR PROJECTS – NO NOTICE

1. MAJOR ADDITIONS/MODIFICATIONS

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2. OTHER

- a. Garage door material or design change, if visible from neighboring properties or public right of ways.
- b. Substantial fenestration changes to a residential structure, including front entry.
- c. All front entry/fenestration change to a commercial building or other non-single-family structure except the C-WA district (see Minor Projects With Notice).
- d. Solar roof panels.
- e. Change in material (e.g. roof tiles, windows, wall material) for commercial building or other non-single-family structure.
- f. Non-removable hurricane shutters (e.g. accordion shutters).
- g. Awning recover with substantial change in material or color.
- h. Residential Awning requiring variance(s), special exception(s), or site plan approval (combination projects already receive notice through zoning application).
- i. PVC fencing (other than that used at single-family homes and not visible from the public ROW).
- j. Multiple items which are Staff Approvals when proposed individually, but which become Minor projects when consolidated.
- k. Lighting on a commercial building or other non-single-family structure.
- l. Hanging signs in commercial areas (see Sec. 134-2436).
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- n. Use of artificial turf when in conformance with landscaped open space requirements.
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- p. Tennis court and tennis court fencing for a 1- and 2-family property which meets the requirements of 134-1759.

D. STAFF APPROVALS

1. MAJOR ADDITIONS/MODIFICATIONS

- a. Loggia (not covered) if located within the building envelope and not visible from the street.
- b. Gazebo, pergola, arbor, trellis, if located within the building envelope and not visible from the street.
- c. Outdoor shower.
- d. Landscape lighting or lighting on a residential structure when accompanied by executed Town of Palm Beach Exterior Lighting Requirements document.
- e. Pedestrian gates and replacement of existing driveway gates with similar look.
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- e. Minor fenestration changes to a home, including some door/entry changes.
- f. Statues or fountains that meet code.
- g. Like for like garage door change.
- h. Addition (to match existing) or deletion of windows.
- i. Gutters and downspouts.
- j. Hurricane shutters (replacement and removable).
- k. Awnings on 1- or 2-family residential structures which meet all zoning requirements.
- l. Awning recover with similar material and color.
- m. Fences other than PVC fencing listed elsewhere, located within the interior of a lot.
- n. 60 kW generators (or smaller) and swimming pool equipment that meet all requirements of Sec. 134-1729 where the installation or replacement of such equipment will not impact neighbors.
- o. Signage not requiring variance(s), special exception(s), or site plan approval.
- p. Roof replacement – like for like, color for color material change.

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PROJECT DESIGNATION MATRIX

PROJECT / ACTIVITY	ARCOM				LPC	
	ARCOM MAJOR PROJECT	ARCOM MINOR PROJECT W/ NOTICE	ARCOM MINOR PROJECT W/O NOTICE	ARCOM STAFF APPROVAL	LANDMARKS PRESERVATION COMMISSION	LPC ADMIN. APPROVAL
Accessory Structures ¹	X				X	
Addition – 1-Story Single-Family, Visible from a Public Way	X				X	
Addition – 1-Story Single Family, Not Visible from a Public Way, 400 sq ft or Less				X		X
Addition – 1-Story Single Family, Not Visible from a Public Way, More than 400 sq ft			X		X	
Addition – 2-Story Single-Family	X				X	
Addition – Multi-Family or Commercial	X				X	
Antenna / Cell Tower ²	X				X	
Any Project That May Adversely Impact Neighbors	X				X	
Any Project That Requires Administrative Site Plan Review & Not Designated as a Major Project		X			X	
Artificial Turf			X		X	
Awning – Commercial – New, Change in Color or Material			X			X

¹ Accessory Structures include greenhouses, equipment buildings, chickee huts, outdoor kitchens, or any similar covered or partially enclosed structure.

² May be Staff / Admin. Approved if located within a structure or not visible from public ways.

PROJECT / ACTIVITY	ARCOM MAJOR PROJECT	ARCOM MINOR PROJECT W/ NOTICE	ARCOM MINOR PROJECT W/O NOTICE	ARCOM STAFF APPROVAL	LANDMARKS PRESERVATION COMMISSION	LPC ADMIN. APPROVAL
Awning – Residential – New, Change in Color or Material				X		X
Awning –Requiring a Variance, Special Exception or Site Plan Review			X		X	
Awning - Replacement – Similar Color and Material				X		X
Building – New Single-Family Residential	X				X	
Building – New Multi-Family Residential	X				X	
Building – New Commercial	X				X	
Decks, Patios, Pergolas, Arbors, Trellis, Gazebo, Loggia – Visible from a Public Way			X		X	
Decks, Patios, Pergolas, Arbors, Trellis, Gazebo, Loggia – Located Within the Building Envelope and Not Visible from a Public Way				X		X
Demolition – More Than 20% of any Structure	X				X	
Demolition – Multi-Story Accessory Structure	X				X	
Demolition – Nonconforming Structure	X				X	
Demolition – All Structural Demolition Not Designated as a Major Project		X			X	

PROJECT / ACTIVITY	ARCOM MAJOR PROJECT	ARCOM MINOR PROJECT W/ NOTICE	ARCOM MINOR PROJECT W/O NOTICE	ARCOM STAFF APPROVAL	LANDMARKS PRESERVATION COMMISSION	LPC ADMIN. APPROVAL
Demolition of Sports Courts or Impervious Surface to be Replaced with Landscaping				X		X
Docks – New or Expanded		X			X	
Doors & Windows - Replacement or Substantial Changes in a Commercial Building			X		X	
Doors & Windows – Substantial Changes in a Single-Family Home, Including the Front Entry			X		X	
Doors & Windows - Minor Changes or Like for Like Replacement				X		X
Driveway ³ – Material Change		X			X	
Driveway – Like for Like Material				X		X
Fences – PVC, Visible from a Public Way	X				X	
Fences (Non-PVC) & Site Walls – Installation or Changes Along or Within Five Feet of Lot Lines		X			X	
Fences – PVC, Not Visible from a Public Way			X		X	
Fences (Non-PVC) & Site Walls , Interior of Lot				X		X

³ Material changes that appear appropriate may be Staff / Admin. Approved.

PROJECT / ACTIVITY	ARCOM MAJOR PROJECT	ARCOM MINOR PROJECT W/ NOTICE	ARCOM MINOR PROJECT W/O NOTICE	ARCOM STAFF APPROVAL	LANDMARKS PRESERVATION COMMISSION	LPC ADMIN. APPROVAL
Garage Doors – Change in Design or Material AND Visible from a Public Way		X			X	
Garage Doors – Like for Like Replacement, or Not Visible from a Public Way				X		X
Gates – Driveway - New or if Variances are Required	X				X	
Gates – Driveway or Pedestrian – Different Design or Material			X		X	
Gates – Driveway or Pedestrian – Similar Design and Color				X		X
Generators – Over 60KW, New Location or Relocated, or Noncompliant Replacement		X			X	
Generators – Over 60 KW, Replacement & Zoning Compliant				X		X
Generators – 60KW or less, Compliant Location, No Impacts Expected				X		X
Gutters / Downspouts				X		X
Hardscape – Part of a New Construction Project or a Major Change to ARCOM ⁴ or LPC ⁵ Approved Plans	X				X	

⁴ ARCOM – Architectural Review Commission.

⁵ LPC – Landmarks Preservation Commission.

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Hardscape – Change to Arcom or LPC Approved Plans Along a Lot Line or Which May Impact Neighbors		X			X	
Hardscape – Very Minor Change to Arcom or LPC Approved Plans				X		X
Hurricane Shutters - Non-Removable			X		X	
Hurricane Shutters – Replacement or Removable				X		X
Landscape - Part of a New Construction Project or a Major Change to ARCOM or LPC Approved Plans	X				X	
Landscape - Change to Arcom or LPC Approved Landscape - Plans Along a Lot Line or Which May Impact Neighbors		X			X	
Landscape - Very Minor Change to Arcom or LPC Approved Plans				X		X
Lighting ⁶ – Landscape - Part of a New Construction Project or a Major Change to ARCOM or LPC Approved Plans	X				X	
Lighting – Commercial Building			X		X	

⁶ All Lighting Projects must meet the “Town of Palm Beach Exterior Lighting Requirements”.

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Lighting – Landscape - Change to Arcom or LPC Approved Plans Along a Lot Line or Which May Impact Neighbors		X			X	
Lighting – Landscape - Very Minor Change to Arcom or LPC Approved Plans				X		X
Mechanical Equipment⁷ , Except Generators –Locations That May Impact Neighbors		X			X	
Mechanical Equipment , Except Generators – Compliant Location and No Expected Impacts to Neighbors				X		X
Multiple Minor Projects Presented at the Same Time	X				X	
Multiple Staff Approval Projects Presented at the Same Time			X		X	
Outdoor Shower				X		X
Pools - Part of a New Construction Project or a Major Change to ARCOM or LPC Approved Plans	X				X	
Pools – Stand Alone, Compliant Project				X		X

⁷ Air Conditioning equipment, including chillers; pool equipment, including pool heaters; and water treatment systems.

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Roof –Substantial Change in Material or Redesign that is Compatible with the Building’s Architectural Style or Based Upon Historic Evidence ⁸		X			X	
Roof – Like for Like Replacement				X		X
Significant Revisions to Arcom or LPC Approved Plans	X				X	
Signs – Hanging or Any Sign That requires a Variance, Special exception, or Site Plan Review			X		X	
Signs – All Other Compliant Signs				X		X
Solar Panels			X		X	
Stair Towers - Commercial	X				X	
Statues / Fountains – Visible from a Public Way			X		X	
Statues / Fountains – Not Visible from a Public Way				X		X
Tennis Courts / Sport Courts / Court Lighting - New Commercial and Multi-Family	X				X	
Tennis Courts / Sport Courts Court Fencing – Single-Family, Complaint with Zoning			X		X	

⁸ Same color and material.

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Walls – See Fences & Site Walls						
Windows – See Doors & Windows						

Prepared 7/27/2020

WRB