



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 South County Road
 Palm Beach, FL 33480
 (561) 838-5430 • www.townofpalmbeach.com

2021 SCHEDULE OF MEETINGS AND DEADLINES

LAST UPDATED: 04/02/21

All meetings are held in the Town Council Chambers, Second Floor, Town Hall unless otherwise noticed. Please note that only **complete** applications shall be scheduled for consideration and placed on an agenda. The timeline represented herein may be extended if any application is determined to be incomplete or submittals not made on a timely manner. Should the number of applications placed on an agenda exceed sufficient time for the commission to duly consider each item during the regularly scheduled meeting, a follow-up meeting shall be scheduled to review the remainder of the items. Some deviations from this schedule may be necessary at times due to holidays or other conflicts, please check the schedule carefully.

PRE-APP / DRC MEETING	FIRST SUBMITTAL	STAFF REVIEW / COMMENTS ISSUED (14 days)	COMPLETE FINAL SUBMITTAL (7 days)	NOTICE TO PROCEED ISSUED (4 days)	STAFF AD DEADLINE	AD PUBLISHED (min 31 days)	MEETING DATE		
							LPC	ARCOM	TC DRC
03/08/21	<u>03/15/21</u>	03/29/21	<u>04/05/21</u>	04/09/21	04/13/21 T	<u>04/18/21 S</u>	05/19/21 66/44/31	05/26/21 72/51/38	06/09/21 86/65
04/05	04/12 M	04/26 M	05/03 M	05/07 F	05/11 T	05/16 S	06/16	06/23	07/14
05/10	05/17 M	05/31 M	06/07 M	06/11 F	06/15 T	06/20 S	07/21	07/28	08/11
06/07	06/14 M	06/28 M	07/05 M	07/09 F	07/13 T	07/18 S	08/18	08/25	09/15
07/12	07/19 M	08/02 M	08/09 M	08/13 F	08/17 T	08/22 S	09/24	09/29	10/13
08/09	08/16 M	08/30 M	09/06 M	09/10 F	09/14 T	09/19 S	10/20	10/27	11/10
09/06	09/13 M	09/27 M	10/04 M	10/08 F	10/12 T	10/17 S	11/17	11/19	12/15
10/04	10/11 M	10/25 M	11/01 M	11/05 F	11/09 T	11/14 S	12/22	12/17	01/12/22
11/08	11/15 M	11/29 M	12/06 M	12/10 F	12/14 T	12/19 S	01/19/22	01/26/22	02/08/22

STEP 1 – PRE-APPLICATION MEETING and NEW FILE FEE PAY-BY DATE

Upon the creation of a case file, a pre-application / DRC meeting with PZ&B Design and Zoning staff is required at least five (5) business days in advance of the First Submittal deadline. During the pre-application meeting, the applicant will receive a checklist of all required documentation necessary to submit a complete application.

The Application for a Public Hearing fee must be paid by the end of the day on the new file fee pay by date

Development Index.log is created at end of day of DRC —administrator.

STEP 2 - FIRST SUBMITTAL DEADLINE

All required documentation identified in the pre-application checklist must be on the First Submittal deadline. Reviews will be assigned to all applicable Town disciplines and may include Fire Prevention, Public Works, Design Review and Zoning Review. Letter of Intent from applicant's representative outlining requests, including full scope of architectural and site plan proposals. ***Provide the PZB Department with FOUR sets of 11"x17" architectural plans for each Submittal for staff review**

Agenda is begun at end of day FIRST SUBMITTAL word document—administrator.

Development Index.log is modified at end of day

STEP 3 - COMMENTS ISSUED BY ALL DISCIPLINES

City staff has fourteen (14) business days to review and issue corrections and recommendations. Comments will be sent via e-mail in PDF format to the applicant's representative and architect of the project. Staff comments to include all relevant architectural deficiencies in the submittal, and pertinent zoning and design analysis of the project including identification of variances.

Agenda is modified at end of day COMMENTS ISSUED with draft notice language —Laura/Brad

STEP 4 - FINAL SUBMITTAL DEADLINE

Revised plans and submittal package must be submitted by 12:00 pm on the Final Submittal deadline.

Package to include signed and notarized application, all documents, CD or jump drive with digital submittal. Revised Letter of Intent from applicant's representative outlining requests, including full scope of architectural and site plan proposals. Additional narrative response sheet identifying response to staff initial comments. ***Provide the PZB Department with FOUR sets of 11"x17" architectural plans for each Submittal for staff review**

STEP 5 - NOTICE TO PROCEED ISSUED

Town PZ&B staff has five (5) business days to review the resubmitted documents. NTP Comments will be sent via e-mail in PDF format to the applicant's representative and architect of the project. If all discipline reviews have been passed, and there are no outstanding issues that cannot be handled at time of permit, the application will be accepted and will be placed on the agenda. Non-compliant or incomplete submittals will not be accepted. If one or more reviews have been failed, the application has not been accepted and may be resubmitted to be considered at the next available meeting date. COPY of staff generated notice provided to applicant. Applicants notified and coordination of delivery of mini sets is commences.

Agenda is modified at end of day NTP with notice language of complete applications.

STEP 6 - AGENDA FINALIZED AND ALL FEES PAID

Town PZ&B staff will place all accepted and complete applications on the scheduled meeting date and place an advertisement in the Palm Beach Post for all three monthly meetings- LPC, ARCOM, and TC to be run in same issue: Sunday edition Palm Beach Daily News at least 31 days before hearing dates. AD / NOTICE is created from FINAL AGENDA of complete applications.

STEP 7 – COMMISSION MEETING DATE

GOAL: Once the meeting agenda has been finalized, staff will prepare a Staff Report and Draft Order for each item approximately two (2) weeks prior to the meeting date.

APPLICATIONS REQUIRING APPROVAL BY TOWN COUNCIL (DRC):

- ARCOM and LPC projects proposing new construction that includes special exception(s), site plan review, and/or development applications requiring variance(s), or any use determined by the Planning Director or designee that may be an intensification of use on a site, are required to be reviewed and approved by Town Council at the Town Council Development Review meeting (TC DR) meeting as the final part of the application process. These items are commonly referred to a "combination" projects (COMBOS). Combo projects must have the LPC or ARCOM approval prior to review by Town Council DR.
- Pre-application/DRC Review Meeting – All combo projects and Arcom-Major projects and Substantial Landmarks projects are required to have this preliminary meeting. The DRC meets once a month, please consult this schedule of deadlines or the Planning Departments web page.

ARCOM

- **ARC-MAJOR PROJECTS**
- **ARC-MINOR PROJECTS**
- **ARC-MINOR PROJECTS NO NOTICE_ Staff level or continue consent**