



## 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 (ARCOM) in accordance with Chapter 18, Article III of the Town's Code of Ordinances, except as noted in Sec. 18-175(c) Exceptions. This ARCOM PROJECT DESIGNATION MANUAL was adopted by Town Council on April 15, 2015, amended on August 12, 2020 and on April \_\_\_, 2021 – which summarizes the classification of projects in order to assist applicants 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 Division by email [pzb@townofpalmbeach.com](mailto:pzb@townofpalmbeach.com) or by phone (561) 838-5430 to verify the project designation category of your proposed work, or if you have questions.

#### PLEASE NOTE:

- Exterior work is subject to design review and is conducted at the discretion of the Director of the Planning, Zoning & Building Department, or his or her designee.
- Substantial changes to plans previously approved by a Commission require review by respective Commission.
- Any project which may impact neighboring residents, or that requires variance(s), special exception(s), or site plan review, will require design review by a Commission – at least as a minor project with notice for ARCOM – unless otherwise determined by the Director of the Planning, Zoning and Building Department, or his or her designee.
- **No more than three staff approval applications will be considered for one property within a six-month period.**
- Similar replacements require design review – which may be able to be completed by staff.
- All Lighting projects must meet the “Town of Palm Beach Exterior Lighting Requirements.”

#### A. MAJOR PROJECTS

##### 1. DEMOLITION

- a) Demolition of more than 20% of any structure.

##### 2. NEW CONSTRUCTION

- a) New detached enclosed (or mostly enclosed) building or structure.
- b) New athletic facilities, e.g. tennis court, not on single- or two-family residence.

##### 3. ADDITIONS

- a) Any addition that is not on single-family residence.
- b) Two-story addition or greater on single-family residence.
- c) **Second-story addition on single-family residence that is visible from public right-of-way or greater than 150 square feet.**
- d) First-story addition on single-family residence that is visible from public right-of-way.

##### 4. MODIFICATIONS

- a) Installation of PVC fencing that is visible from public right-of-way.
- b) Installation of antenna or cell tower that is visible from public right-of-way.
- c) Construction of stair tower that is not on single-family residence.
- d) Substantial changes to hardscape/landscape/landscape lighting.

##### 5. OTHER

- a) Multiple minor projects presented at the same time.

**B. MINOR PROJECTS WITH NOTICE**

1. MODIFICATIONS

- a) Installation of solar panels.
- b) **Installation of new driveway gate.**
- c) Installation of new (or changes to) fencing or site walls (non-PVC) along or near property lines or that are visible from public right-of-way.
- d) Changes to fenestration on a property in the C-WA district.
- e) Substantial changes to fenestration that is not on single-family residence.
- f) Installation of new, upgraded, or relocated generator that is over 60 kW.
- g) Installation of any new, upgraded, or relocated mechanical equipment which may impact neighboring residents.
- h) Changes to hardscape/landscape/landscape lighting along or near property lines, that are visible from public right-of-way, or which may impact neighboring residents.

**C. MINOR PROJECTS WITHOUT NOTICE**

1. NEW CONSTRUCTION

- a) New partially enclosed or unenclosed structure that is visible from public right-of-way.
- b) New athletic facilities, e.g. tennis court, on single- or two-family residence.

2. ADDITIONS

- a) **Second-story addition on single-family residence that is not visible from public right-of-way and 150 square feet or less.**
- b) **First-story addition on single-family residence that is not visible from public right-of-way and greater than 400 square feet.**

3. MODIFICATIONS

- a) Changes to design or material of driveway gate.
- b) **Substantial changes to driveway design or material.**
- c) Installation of new (or changes to existing) pedestrian gate that is visible from public right-of-way.
- d) **Installation of PVC fencing that is not on single-family residence and that is not visible from public right-of-way.**
- e) Changes to roofing or siding material that is not on single-family residence.
- f) **Substantial changes to roofing design or materials on single-family residence.**
- g) Any changes to fenestration that is not on single-family residence.
- h) Substantial changes to fenestration on single-family residence.
- i) **Changes to garage door design or material that are visible from public right-of-way.**
- j) Installation of new (or changes to existing) awning that is not on single-family residence and that is visible from public right-of-way.
- k) Installation of hurricane shutters that are non-removable.
- l) Installation of hanging sign in commercial area.
- m) Installation of lighting that is not on single-family residence.
- n) Installation of feature, e.g. statue or fountain, that is visible from public right-of-way.
- o) Installation of artificial turf.
- p) **Changes to hardscape/landscape/landscape lighting plans previously approved by the Commission and visible from public right-of-way.**

4. OTHER

- a) Multiple staff approval projects presented at the same time.

**D. STAFF APPROVAL PROJECTS**

1. DEMOLITION

- a) Demolition of athletic facilities, e.g. tennis court, or other impervious hardscape if replaced by landscape.

2. NEW CONSTRUCTION

- a) New partially enclosed or unenclosed structure that is not visible from public right-of-way.
- 3. ADDITIONS
  - a) **First-story addition on single-family residence that is not visible from public right-of-way and 400 square feet or less.**
- 4. MODIFICATIONS
  - a) Replacement of driveway or pedestrian gate that is similar in design and materials to existing.
  - b) **Non-substantial changes to driveway material.**
  - c) **Installation of PVC fencing on single-family residence that is not visible from public right-of-way.**
  - d) Installation of new (or changes to) fencing or site walls (non-PVC) on interior of lot and that are not visible from public right-of-way.
  - e) Minor changes to roofing design or materials on single-family residence.
  - f) Installation of new gutters and downspouts.
  - g) Minor changes to fenestration on single-family residence.
  - h) Changes to garage door design or material that are not visible from public right-of-way.
  - i) Installation of new (or changes to existing) awning on single- or two-family residence that is not visible from public right-of-way.
  - j) Installation of hurricane shutters that are removable, or replacement of existing.
  - k) Installation of signage.
  - l) Installation of lighting on single-family residence.
  - m) Installation of any new, upgraded, or relocated mechanical equipment, including a generator that is 60kW or less, with no expected impacts to neighboring residents.
  - n) Construction of new pool.
  - o) Installation of outdoor shower.
  - p) Installation of feature, e.g. statue or fountain, that is not visible from public right-of-way.
  - q) Minor changes to hardscape/landscape/landscape lighting on interior of lot and that are not visible from public right-of-way.

**E. NO DESIGN REVIEW REQUIRED**

- 1. DEMOLITION
  - a) **Any demolition that does not require review as a major project.**
- 2. MODIFICATIONS
  - a) **Installation of new, or expansion of existing, dock – including boat lifts.**
  - b) **In kind replacement (same design, same materials, same color) of architectural and site features – for the purposes of maintenance.**

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 further review by the Commission.

All requests for approval, authorization, interpretation or direction under the requirements of Sec. 18-175 of the Town's 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.