



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 ~~Article III of~~ 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-MANUAL~~ has been adopted by the Town Council on April 15, 2015, ~~amended on August 12, 2020 and on February April~~, 2021, and summarizes the classification of projects in order to assist ~~project consultants/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 Administrator~~ Planning Division by email pzb@townofpalmbeach.com or by phone at (561) 227-6414 ~~838-5430~~ to verify the project designation category of your proposed work, or if you have ~~any~~ 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 & 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. 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).
- bb. Change in roof design for non single-family (e.g. flat roof to hipped roof).
- e. Stair tower for commercial building or other non single-family structure.
- ed. Awning on a commercial building or other non single-family structure.
- e. Swimming pool in conjunction with new structure or as part of other changes.
- df. PVC fencing which can be seen from the street.
- eG. Multiple items which are Minor projects when proposed individually, but which become Major projects when consolidated.
- fh. Significant revision(s) to previously approved ARCOM Major Project.
- gi. A project that has a reasonable potential to adversely impact a neighbor.

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. **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.
- e. 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. New Fences, other than PVC fencing listed elsewhere, located along or near property lines or public right of ways.
- g. Change in roof design on any building (e.g. flat roof to hipped roof).

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h. Solar roof panels.

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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.

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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, not more than 400 sq ft in size.

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

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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.
- cc. 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).
- e. Solar roof panels.
- df. Change in material (e.g. roof tiles, windows, wall material) for commercial building or other non-single-family structure.
- eg. Non-removable hurricane shutters (e.g. accordion shutters).
- fh. Awning/recover with substantial change in material or color.
- gi. Residential Awning requiring variance(s), special exception(s), or site plan approval (combination projects already receive notice through zoning application).
- hj. PVC fencing (other than that used at single-family homes and not visible from the public ROW).
- ik. Multiple items which are Staff Approvals when proposed individually, but which become Minor projects when consolidated.
- jl. Lighting on a commercial building or other non-single-family structure.
- km. Hanging signs in commercial areas (see Sec. 134-2436).
- ln. Signage requiring variance(s), special exception(s), or site plan approval.
- m. Use of artificial turf when in conformance with landscaped open space requirements.
- n. Awning on a commercial building or other non-single-family structure.
- o. Tennis court and tennis court fencing for a 1- and 2-family property which meets the requirements of 134-1759.
- p. Replacement of existing driveway gates with gates that are substantially different in design.

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h) MINOR PROJECTS WITHOUT NOTICE

a. NEW CONSTRUCTION

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

b. ADDITIONS

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

c. MODIFICATIONS

- i. Changes to design or material of driveway gate.
- ii. Substantial changes to driveway design or material.
- iii. Installation of new (or changes to existing) pedestrian gate that is visible from public right-of-way.
- iv. Installation of PVC fencing that is not on single-family residence and that is not visible from public right-of-way.
- v. Changes to roofing or siding material that is not on single-family residence.
- vi. Substantial changes to roofing design or materials on single-family residence.
- vii. Any changes to fenestration that is not on single-family residence.
- viii. Substantial changes to fenestration on single-family residence.
- ix. Changes to garage door design or material that are visible from public right-of-way.
- x. Installation of new (or changes to existing) awning that is not on single-family residence and that is visible from public right-of-way.
- xi. Installation of hurricane shutters that are non-removable.
- xii. Installation of hanging sign in commercial area.
- xiii. Installation of lighting that is not on single-family residence.
- xiv. Installation of feature, e.g. statue or fountain, that is visible from public right-of-way.
- xv. Installation of artificial turf.
- xvi. Changes to hardscape/landscape/landscape lighting plans previously approved by the Commission and visible from public right-of-way.

d. OTHER

- i. Multiple staff approval projects presented at the same time.

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.
- e. 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.

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- ~~eb. 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.~~
- ~~ii. 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 mechanicalswimming 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 exeeption(s), or site plan approval.~~
- ~~p. Fence replacement like for like, same height and location.~~
- ~~q. PVC fencing (not visible from ROW) for a single family residence.~~

i) STAFF APPROVAL PROJECTS

a. DEMOLITION

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

b. NEW CONSTRUCTION

- i. New partially enclosed or unenclosed structure that is not visible from public right-of-way.

c. ADDITIONS

- i. First-story addition on single-family residence that is not visible from public right-of-way and 400 square feet or less.

d. MODIFICATIONS

- i. Replacement of driveway or pedestrian gate that is similar in design and materials to existing.
- ii. Non-substantial changes to driveway material.
- iii. Installation of PVC fencing on single-family residence that is not visible from public right-of-way.
- iv. 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.
- v. Minor changes to roofing design or materials on single-family residence.
- vi. Installation of new gutters and downspouts.
- vii. Minor changes to fenestration on single-family residence.
- viii. Changes to garage door design or material that are not visible from public right-of-way.
- ix. Installation of new (or changes to existing) awning on single- or two-family residence that is not visible from public right-of-way.
- x. Installation of hurricane shutters that are removable, or replacement of existing.
- xi. Installation of signage.
- xii. Installation of lighting on single-family residence.
- xiii. Installation of any new, upgraded, or relocated mechanical equipment, including a generator that is 60kW or less, with no expected impacts to neighboring residents.
- xiv. Construction of new pool.

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- xv. Installation of outdoor shower.
- xvi. Installation of feature, e.g. statue or fountain, that is not visible from public right-of-way.
- xvii. Minor changes to hardscape/landscape/landscape lighting on interior of lot and that are not visible from public right-of-way.

E. ALL OTHERS (BUILDING PERMIT ONLY)

1. DEMOLITION

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

2. OTHER

- a. Replacement of elements such as roofs, driveways, windows, etc., which do not involve any change of materials (maintenance issue).
- b. All other projects not included above and which do not defeat the purposes and objectives of Chapter 18, Article III, Architectural Review of the Town's Code of Ordinances.

j) NO DESIGN REVIEW REQUIRED

a. DEMOLITION

- i. Any demolition that does not require review as a major project.

b. MODIFICATIONS

- i. Installation of new, or expansion of existing, dock – including boat lifts.
- ii. In kind replacement (same design, same materials, same color) of architectural and site features – for the purposes of maintenance.

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.

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