



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 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 Division at (561) 838-5430 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. 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.
- 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. 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, not more than 400 sq ft in size.

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).
- m. 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

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.
- f. Like for like replacement of driveway material.

2. DEMOLITION

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

3. 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.
- c. 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.
- d. 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.
- 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.
- q. Fence replacement – like for like, same height and location.

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.