



**TOWN OF PALM BEACH**  
 Planning, Zoning & Building Department  
 360 South County Road  
 Palm Beach, FL 33480  
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LAST UPDATED: 06/06/22

### JUN 2022 through JAN 2023 SCHEDULE OF MEETINGS AND DEADLINES

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 are 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 may be scheduled to review the remainder of the items, or the items may be continued to the next month's agenda. Please note - Submittals are due no later than **2:00pm** on the calendar date of the 'Submit Pre-App', 'First Submittal', 'Final Submittal' and 'Drop Off' grey columns listed below. Dates subject to change.

SUBMIT PRE-APP SETS FOR REVIEW	PRE-APP MEETING	FIRST SUBMITTAL	STAFF REVIEW / COMMENTS ISSUED	FINAL SUBMITTAL	NOTICE TO PROCEED ISSUED / INVOICE GENERATED	DROP OFF PAPER SETS AND ALL FEES PAID	STAFF AD DEADLINE * AGENDA FINALIZED	MEETING DATE		
								LPC	ARCOM	TC
02/22 T	02/28 M	03/07 M	03/21 M	03/28 M	04/04 M	04/08 F	04/12 T	05/18	05/25	06/15
03/28 M	04/04 M	04/11 M	04/25 M	05/02 M	05/09 M	05/13 F	05/17 T	06/22	06/29	07/13
04/25 M	05/02 M	05/09 M	05/23 M	05/30 M	06/06 M	06/10 F	06/14 T	07/20	07/27	08/10
05/23 M	05/31 T	06/07 T	06/20 M	06/27 M	07/05 T	07/08 F	07/12 T	08/17	08/24	09/14
06/27 M	<b>07/06 W</b>	07/12 T	07/25 M	08/01 M	08/08 M	08/12 F	08/16 T	09/21	09/28	10/12
07/25 M	08/01 M	08/08 M	08/22 M	08/29 M	09/06 T	09/09 F	09/13 T	10/19	10/26	11/09
08/22 M	08/29 M	09/06 T	09/19 M	09/26 M	10/03 M	10/07 F	10/11 T	11/16	11/18 (F)	12/14
09/19 M	09/26 M	10/03 M	10/17 M	10/24 M	10/31 M	11/04 F	11/08 T	12/21	12/16 (F)	01/11/23
10/24 M	10/31 M	11/07 M	11/21 M	11/28 M	12/05 M	12/09 F	12/13 T	01/18/23	01/25/23	TBD

A maximum number of applications placed on an agenda may be capped at any time in order to allow sufficient time for Commission review on a first come first served basis at the discretion of the Director of Planning, Zoning & Building.

The Landmark Preservation Commission (LPC) generally meets on the third Wednesday of each month. The Architectural Commission (ARCOM) generally meets on the fourth Wednesday of each month. The Town Council Development Review meeting is generally held on the Wednesday AFTER the Second Tuesday of each month. Some deviations from this schedule may be necessary at times due to holidays or other conflicts, please check the schedule carefully and regularly.

Upon the assignment of a case file, a pre-application with PZ&B Design and Zoning staff should be scheduled. Said meeting can be coordinated with Brad Falco ([BFalco@TownofPalmBeach.com](mailto:BFalco@TownofPalmBeach.com)) and is required to occur 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.

Please refer to the PZ&B Department's UNIFORM DEVELOPMENT REVIEW INSTRUCTIONS for all Development Review Applications (**ARCOM, LANDMARKS and TOWN COUNCIL**) that include step by step instructions classifying each stage in the development review application process. This document and the Development Review Application can be found on the Town's website at

<https://www.townofpalmbeach.com/286/ApplicationsInformationLinks>.