



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

### DEVELOPMENT REVIEW APPLICATION

Updated 08/16/21

<b>FILE NUMBER:</b>	<b>ZONING NUMBER (if applicable):</b>	<b>DATE:</b>
<b>ADDRESS:</b>		
<input type="checkbox"/> <b>LANDMARKS</b> <input type="checkbox"/> Certificate of Appropriateness for design approval <input type="checkbox"/> Certificate of Appropriateness for demolition <input type="checkbox"/> Historically Significant building <input type="checkbox"/> Historic district/ Site designation / undesignation <input type="checkbox"/> Other (expand below) <input type="checkbox"/> Waiver <input type="checkbox"/> Tax abatement project	<input type="checkbox"/> <b>ARCOM</b> <input type="checkbox"/> Design review approval- <b><u>major project</u></b> <input type="checkbox"/> Design review approval- <b><u>minor project</u></b> <input type="checkbox"/> Design review approval- <b><u>minor no notice</u></b> <input type="checkbox"/> Demolition <input type="checkbox"/> Other (expand below)	
<input type="checkbox"/> <b>TOWN COUNCIL</b> <input type="checkbox"/> Special exception <input type="checkbox"/> Variance(s) <input type="checkbox"/> Site plan review <input type="checkbox"/> Division of land / replat <input type="checkbox"/> Amendment to the Town's Zoning Code or Zoning Map or Comprehensive Plan or Future Land Use Map <input type="checkbox"/> Other (expand below)		
<input type="checkbox"/> <b>Other:</b>		
<b>Property Information</b>		
ADDRESS OF PROPERTY		
LEGAL DESCRIPTION (if necessary attach as separate exhibit)		
PROPERTY OWNER NAME		
CONTACT NUMBER AND/OR EMAIL		
APPLICANT NAME (if different than owner)		
CONTACT NUMBER AND/OR EMAIL		
<b>Authorized Representative(s) Information (if applicable)</b>		
NAME	<input type="checkbox"/> Attorney <input type="checkbox"/> Agent <input type="checkbox"/> Other _____	
CONTACT PHONE	EMAIL ADDRESS	

**Summary of Request (NOTE: A separate Letter of Intent (LOI) is required as part of the submittal prerequisite)**

PROVIDE A BRIEF SCOPE OF PROJECT REQUEST

**Project Information**

Is there an existing building(s) on the site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include minor exterior demolition?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include total demolition?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include exterior alterations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the project include site plan modifications?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Provide the total square footage of the new construction.	SF.	
Provide the gross square footage of the new construction (including parking and all usable area).	SF.	

**Design Professional (primary design professional responsible for project design)**

NAME:	<input type="checkbox"/> Architect
LICENSE #:	<input type="checkbox"/> Contractor
<input type="checkbox"/> Check this box if you are a Commission member that will result in a voting conflict of interest	<input type="checkbox"/> Landscape Architect
	<input type="checkbox"/> Engineer
	<input type="checkbox"/> Other _____
CONTACT PHONE	EMAIL ADDRESS

**Please read the following and acknowledge below:**

- ☐ As part of the project approval, I voluntarily agree to dedicate a utility easement supporting the undergrounding project to the satisfaction of the Town of Palm Beach, which may include the installation of aboveground electrical equipment and pads to be placed on my property.

The aforementioned is acknowledged by:

- ☐ Owner of the subject property  
☐ Authorized representative

\_\_\_\_\_  
**SIGNATURE**\_\_\_\_\_  
**PRINT NAME**\_\_\_\_\_  
**DATE SIGNED**



**"Exhibit A"**  
**NOTICE AFFIDAVIT**



FILE NUMBER: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH ,TOWN OF PALM BEACH

BEFORE ME THIS DAY PERSONALLY APPEARED \_\_\_\_\_  
WHO BEING DULY SWORN, DEPOSES AND SAYS THAT:

1. He/she is the owner, or the owner's authorized agent, of the real property legally described in the Application; and
2. The accompanying Property Owners List is, to the best of his/her knowledge, a complete and accurate list of all property owners' mailing addresses and property control numbers dated no more than 90 days prior to the meeting at which the subject application will be heard, and as recorded in the latest official tax rolls for the subject property and all other property within **three hundred (300) feet, or other radius distance if required**, of the real property described in the Application, or all property within **three hundred (300) feet, or other radius distance if required**, of all contiguous property owned wholly or in part by the owner of the real property described in the Application for approval, if applicable; and
3. A copy of each page of the application plus project Notice of Meeting Date to all surrounding Property Owners (as described above in 2.) and **TOWN HALL** is included in each envelope submitted for mailing, and will be mailed **at least 30 days prior** to the meeting using the labels provided by the Property Appraiser's office.

**FURTHER AFFIANT SAYETH NOT.**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, by  
Month/Year

\_\_\_\_\_ who is personally known to me or who has produced  
(Name of person acknowledging)

\_\_\_\_\_ as identification.  
(Type of identification)

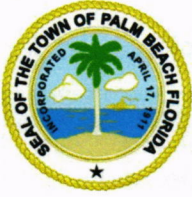
\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's (or Agent's) Printed Name

\_\_\_\_\_  
Notary as to Owner or to Authorized Agent

\_\_\_\_\_  
Applicant's (or Agent's) Address

My Commission Expires: \_\_\_\_\_



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

## DEVELOPMENT REVIEW CHECKLIST

Updated 6/17/2022

PROJECT INFORMATION & SCHEDULE					
Project Address					
Design Professional(s)					
Pre-Application Date					
Project Type	Minor Without Notice		Minor		Major
	COA		Demolition		Site Plan Review
	H S B		Variance		Special Exception
First Submittal Date					
Development Review	<b>ARCOM</b>		<b>LANDMARKS</b>		<b>TOWN COUNCIL</b>
Project Number(s)	ARC:		COA: H S B:		ZON:
Projected Hearing Dates					

A. APPLICATION DOCUMENTS		Provide (1) hardcopy and (1) electronic copy
A1.	Development Review Checklist, signed and dated	
A2.	Development Review Application with Noticing Affidavit, signed and dated	

B. NOTICING REQUIREMENTS		Provide (1) hardcopy and (1) electronic copy
A <b>Public Notice</b> is required for this project. A notice mailer and mailing instructions will be provided at Notice to Proceed (NTP) issuance per the Town of Palm Beach Schedule of Meetings and Deadlines. Items B1 and B2 may be obtained through the Palm Beach County Property Appraiser.		
B1.	Tax Radius Map identifying all properties within a _____ ft. radius of the subject property	
B2.	List of Property Owners (including subject property) located within the 300 ft. radius (or greater, if required) of the subject property	

C. LETTER OF INTENT		Provide (6) hardcopies and (1) electronic copy	
Attach one copy to each hardcopy plan set A <b>Letter of Intent (LOI)</b> is required for this project. The LOI shall provide the project narrative, justification, and site history if applicable. LOI shall provide responses to all pertinent review criteria as indicated below;			
	Landmarks Preservation	Section 54-122 and/or Section 54-161 and/or other	
	Architectural Review	Section 18-205 and/or Section 18-206	
	Special Exception	Section 134-229	
	Site Plan Review	Section 134-329	
	Variance(s)	Section 134-201	
	Other:		
	Other:		



Project Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

D. GENERAL REQUIREMENTS		Provide (6) 11"x17" hardcopy and (1) electronic copy
D1.	<b>Cover Sheet</b> clearly labeled "First" or "Final Submittal", including assigned project number and address, project team, complete bullet pointed scope of work, sheet index, submittal date, and projected date of hearing	
D2.	<b>Property Survey</b> reflecting current conditions, dated no more than one year from application date. For New Construction and/or projects involving fill, surveys shall have Crown of Road and spot elevations	
D3.	<b>Vicinity Location Map</b> color ¼ mile aerial radius identifying subject property and street names	
D4.	<b>Location Plan</b> indicating plan of the proposed project in reference to outlined adjacent property buildings and rights-of-way	
D5.	<b>Photo Sheet(s)</b> Current color photographs of all sides of the property illustrating all existing conditions and site features, labeled and corresponding to a key plan Current color photographs capturing neighborhood context, corner to corner, across the street, and surrounding properties, labeled and corresponding to a key plan All photos shall be of a sufficient size and shall not be Google or web-based screenshots	
D6.	<b>Site Plan (Existing and Proposed)</b> illustrating the configuration and dimension of all structures and the location of all fences, walls, gates, pools, hardscapes, and mechanical equipment (AC, pool equip, and generators). Include a north arrow and cardinal directions, graphic drawing scale, property lines, adjacent streets, and line of sight graphics	
D7.	<b>Town of Palm Beach Zoning Legend</b> with all applicable zoning information calculated and provided (Insert on Zoning Diagram on Site Plan sheet(s))	

E. DEMOLITION		Provide (6) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
E1.	<b>Demolition Report</b> providing year of construction, original architect, timeline of alterations to the property, and descriptions of existing conditions	
E2.	<b>Demolition Plan</b> in floor plan and elevation, graphically depict areas of demolition including; roofs, trusses, slabs/floorplates, walls, fenestration, and/or architectural features. Drawings shall depict areas of demolition with hatching, rendering, or color blocks	
E3.	<b>Color Photographs</b> minimum of 6 interior and 6 exterior photographs documenting existing conditions, labeled and corresponding to a key plan. All photos shall be of a sufficient size and shall not be Google or web based screenshots	
E4.	<b>Perimeter Landscape Plan</b> pre-demolition and post-demolition	
E5.	<b>Construction Screening Plan</b> illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
E6.	<b>Construction Staging and Truck Logistics Plan</b> demonstrating how and where contractors will park, deliver and store materials, and including the location of dumpsters, portable toilets, silt fencing, and tire cleaning areas. Indicate the proposed truck routes from island entry to project site	

F. NEW CONSTRUCTION		Provide (6) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
F1.	<b>Zoning Diagrams</b> depicting Zoning Legend calculations in shaded graphic plan illustrating; lot coverage, cubic content ratio (CCR), open space, angle of vision, building height plane, and safe sight triangles	
F2.	<b>Floor Plans</b> clearly dimensioned and indicating the location of all property lines and setbacks	
F3.	<b>Roof Plans</b> clearly dimensioned and indicating the location of all property lines and setbacks	



Project Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

<b>F4.</b>	<b>Elevations</b> clearly dimensioned illustrating grade, base flood elevation, FFE, and building height and overall building heights in NAVD. Elevations shall indicate the location of all property lines and setbacks. Include scale figures	
<b>F5.</b>	<b>Color Elevations</b> indicating color choices, materials, and finishes and providing descriptions and visuals of all exterior building and hardscape finishes	
<b>F6.</b>	<b>Streetscape Elevations</b> illustrating the subject property and the (2) abutting properties on either side depicting the grades and building heights in NAVD. Streetscape Elevations shall properly illustrate massing, architectural styles, approximate location of windows, doors, architectural features, and changes in grade in relation to the topographical right-of-way. Streetscape Elevations shall be depicted with and without proposed landscaping	
<b>F7.</b>	<b>Architectural Details</b> sheet(s) providing dimensioned details (including cross sections) for all eaves, cornices, columns, windows, entries, loggias, shutters, chimneys, etc. Include details for all proposed vehicular and pedestrian gates	
<b>F8.</b>	<b>Building Section Diagrams</b> with key plan illustrating the grade, base flood elevation, FFE, and overall heights in NAVD	
<b>F9.</b>	<b>Yard Section Diagrams</b> including key plan illustrating enlarged sections of all required yard setbacks (front, rear and sides) depicting existing grade, proposed fill grade, and adjacent neighboring grade, and including all encroachments, projections, overhangs, eaves, etc. All equipment (AC, generator, pool pumps, pool heaters, etc.) placed in required side yards shall be labeled and shall include slab dimensions, elevations, heights, and required screening. Include labels for all property lines, setback lines, and the proposed setbacks of all elements within. Yard section diagrams shall include complete through-lot (N-S & E-W) sections depicting all current grades and proposed fill	
<b>F10.</b>	<b>Color Renderings</b> of elevations and a minimum of three-dimensional perspectives with and without landscaping	
<b>F11.</b>	<b>Fences, Walls, and Gates</b> sheet identifying all perimeter fences, walls, and gates in section and elevation, demonstrating height, material, color, and finish (for both sides). Height measurements shall depict existing grade, proposed fill grade, and adjacent neighboring grade	
<b>F12.</b>	<b>Site Civil Drainage Plan/Storm Water Management Plan</b> (Ordinance 15-01, Section 86-91)	
<b>F13.</b>	<b>Construction Screening Plan</b> illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
<b>F14.</b>	<b>Construction Staging and Truck Logistics Plan</b> demonstrating how and where contractors will park, deliver and store materials, and including the location of dumpsters, portable toilets, silt fencing, and tire cleaning areas. Indicate the proposed truck routes from island entry to project site	
<b>F15.</b>	<b>*For structures over 10,000 sq. ft.,</b> a physical architectural model or a virtual model is required at hearing	

<b>G. ADDITIONS</b>		<b>Provide (6) 11"x17" hardcopy and (1) electronic copy</b>
<i>Collated with all checked items in Section D</i>		
<b>G1.</b>	<b>Zoning Diagrams</b> depicting Zoning Legend calculations in shaded graphic plan illustrating; lot coverage, cubic content ratio (CCR), open space, angle of vision, building height plane, and safe sight triangles	
<b>G2.</b>	<b>Demolition Plans</b> in floor plan and elevation, graphically depict areas of demolition including roofs, trusses, slabs/floorplates, walls, fenestration, and/or architectural features. Drawings shall depict areas of demolition with hatching, rendering, or color blocks	



Project Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

<b>G3.</b>	<b>Floor Plans</b> ( <i>Existing and Proposed</i> ) clearly dimensioned and indicating the location of all property lines and setbacks	
<b>G4.</b>	<b>Roof Plans</b> ( <i>Existing and Proposed</i> ) clearly dimensioned and indicating the location of all property lines and setbacks	
<b>G5.</b>	<b>Elevations</b> ( <i>Existing and proposed</i> ) clearly dimensioned illustrating grade, base flood elevation, FFE, and building height and overall building heights in NAVD. Elevations shall indicate the location of all property lines and setbacks. Include scale figures	
<b>G6.</b>	<b>Color Elevations</b> ( <i>Existing and proposed</i> ) indicating color choices, materials, and finishes and providing descriptions and visuals of all exterior building and hardscape finishes	
<b>G7.</b>	<b>Architectural Details</b> sheet(s) providing dimensioned details (including cross sections) for all eaves, cornices, columns, windows, entries, loggias, shutters, chimneys, etc. Include details for all proposed vehicular and pedestrian gates	
<b>G8.</b>	<b>Streetscape Elevations</b> if alterations are visible from a public right-of-way, illustrate the subject property and the (2) abutting properties on either side depicting the grades and building heights in NAVD. Streetscape Elevations shall properly illustrate massing, architectural styles, approximate location of windows, doors, and architectural features in relation to the topographical right-of-way	
<b>G9.</b>	<b>Building Section Diagrams</b> with key plan illustrating the grade, base flood elevation, FFE, and overall heights in NAVD	
<b>G10.</b>	<b>Yard Section Diagrams</b> including key plan illustrating enlarged sections of all required yard setbacks (front, rear and sides) depicting existing grade, proposed fill grade, and adjacent neighboring grade, and including all encroachments, projections, overhangs, eaves, etc. All equipment (AC, generator, pool pumps, pool heaters, etc.) placed in required side yards shall be labeled and shall include slab dimensions, elevations, heights, and required screening. Include labels for all property lines, setback lines, and the proposed setbacks of all elements within. Yard section diagrams shall include complete through-lot (N-S & E-W) sections depicting all current grades and proposed fill	
<b>G11.</b>	<b>Color Renderings</b> of elevations and dimensional perspectives with and without landscaping	
<b>G12.</b>	<b>Fences, Walls, and Gates</b> sheet identifying all perimeter fences, walls, and gates in section and elevation, demonstrating height, material, color, and finish (for both sides). Height measurements shall depict existing grade, proposed fill grade, and adjacent neighboring grade	
<b>G13.</b>	<b>Landscape Plans</b> for affected areas	
<b>G14.</b>	<b>Site Civil Drainage Plan/Storm Water Management Plan</b> (Ordinance 15-01, Section 86-91)	
<b>G15.</b>	<b>Construction Screening Plan</b> illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
<b>G16.</b>	<b>Construction Staging and Truck Logistics Plan</b> demonstrating how and where contractors will park, deliver and store materials, and including the location of dumpsters, portable toilets, silt fencing, and tire cleaning areas. Indicate the proposed truck routes from island entry to project site	

#### H. EXTERIOR ALTERATIONS

Provide (6) 11"x17" hardcopy and (1) electronic copy

Collated with all checked items in Section D

<b>H1.</b>	<b>Elevations</b> ( <i>Existing and Proposed</i> ) with materials and finishes clearly noted and illustrating the grades, base flood elevation, FFE, and building heights in NAVD. Elevations shall indicate the location of all property lines and setbacks.	
<b>H2.</b>	<b>Streetscape Elevations</b> if alterations are visible from a public right-of-way, illustrate the subject property and the (2) abutting properties on either side depicting the grades and building	



Project Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

	heights in NAVD. Streetscape Elevations shall properly illustrate massing, architectural styles, approximate location of windows, doors, and architectural features in relation to the topographical right-of-way	
H3.	<b>Architectural Details</b> sheet(s) providing dimensioned details (including cross sections) for all eaves, cornices, columns, windows, entries, loggias, shutters, chimneys, etc. Include details for all proposed vehicular and pedestrian gates	
H4.	<b>Color Renderings</b> of elevations and dimensional perspectives with and without landscaping	
H5.	<b>Exterior Material &amp; Finishes Sheet</b> providing descriptions and visuals of all exterior building and hardscape finishes including material and color	
H6.	<b>Fences, Walls, and Gates</b> sheet identifying all perimeter fences, walls, and gates in section and elevation, demonstrating height, material, color, and finish (for both sides). Height measurements shall depict existing grade, proposed fill grade, and adjacent neighboring grade	
H7.	<b>Construction Screening Plan</b> illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
H8.	<b>Construction Staging and Truck Logistics Plan</b> demonstrating how and where contractors will park, deliver and store materials, and including the location of dumpsters, portable toilets, silt fencing, and tire cleaning areas. Indicate the proposed truck routes from island entry to project site	

I. LANDSCAPE & HARDSCAPE		Provide (6) 11"x17" hardcopy and (1) electronic copy
Collated with all checked items in Section D		
I1.	<b>Existing Conditions Inventory</b>	
I2.	<b>Proposed Landscape &amp; Hardscape Plan</b> ( <i>Existing and Proposed, Elevation and Plan</i> ) identifying all landscaping including a material key, species, and container size, including all site and plant lighting, and irrigation. Include all raised curbs, hardscaping, pools, and fences, walls, and gates. Include a tree survey and tree disposition plan identifying all historic/specimen sized tree resources. Include relocation and/or protected plan.	
I3.	<b>Native Landscape Plan and Calculations</b> (35% required)	
I4.	<b>Open Space Diagrams</b> graphic shaded plan of open space relative to structures and hardscapes	
I5.	<b>Color Renderings</b>	
I6.	<b>Fences, Walls, and Gates</b> sheet identifying all perimeter fences, walls, and gates in section and elevation, demonstrating height, material, color, and finish (for both sides). Height measurements shall depict existing grade, proposed fill grade, and adjacent neighboring grade	
I7.	<b>Exterior Material &amp; Finishes Sheet</b> providing descriptions and visuals of all exterior building and hardscape finishes including material and color, including fences, walls, and gates.	
I8.	<b>Site Civil Drainage Plan/Storm Water Management Plan</b> (Ordinance 15-01, Section 86-91)	
I9.	<b>Construction Screening Plan</b> illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
I10.	<b>Construction Staging and Truck Logistics Plan</b> demonstrating how and where contractors will park, deliver and store materials, and including the location of dumpsters, portable toilets, silt fencing, and tire cleaning areas. Indicate the proposed truck routes from island entry to project site	



Project Address: \_\_\_\_\_ Review: \_\_\_\_\_ PZ&B: \_\_\_\_\_

J. VARIANCE		Provide (6) 11"x17" hardcopy and (1) electronic copy
Collated with all checked items in Section D		
J1.	Variance Diagrams graphically depicting requested variance	
J2.	Variance Narrative addressing code provision, variance criteria, requested relief, and hardship description for each variance. Variance narrative must also be outlined in Letter of Intent (LOI) (Section A3 of Checklist)	

K. ADDITIONAL PLANS as determined by staff		Provide (6) hardcopy and (1) electronic copy
Collated with all checked items in Section D		
K1.	Seating Plan illustrating number and location of indoor and outdoor seats, tables, umbrellas, and corresponding storage plan	
K2.	Signage Plan illustrating all signage indicating size, material, and finish	
K3.	Operational Plan including circulation paths, drop-off & pick-up locations and times, valet route and valet stand location	
K4.	Parking Plan	
K5.	Traffic Concurrency Report and Palm Beach County Traffic Concurrency determination	
K6.	School Concurrency Report and Palm Beach County School Concurrency determination	
K7.		
K8.		
K9.		
K10.		
K11.		
K12.		

### PROJECT CORRESPONDENCE

Provide the names, titles, and email addresses of all professionals to be copied on Town email correspondence for this project.

NAME	TITLE	EMAIL

### INFORMATION AND ACKNOWLEDGEMENTS

Additional information/documentation required for First Submittal will be identified during Pre-Application meeting but may be modified based on further analysis. It is the responsibility of the applicant to confirm that paper document sets (First and Final Submittals) and a digital version on CD/jump drive are consistent and legible. A complete submission will include a payment of fees, disc, and other documents as indicated below, reviewed to the satisfaction of the Director of Planning, Zoning, and Building, or designee. Please refer to detailed instruction sheets for reference. Incomplete or incorrectly prepared submittal materials will not be accepted or issued a Notice to Proceed. Only those submittals deemed **complete applications** shall be scheduled for consideration and placed on an agenda. Substantial plan revisions and modifications to the application **will not** be accepted after the Final Submittal deadline. Minor plan revisions beyond Final Submittal including supplemental renderings or additional information as may be requested by staff may be presented and considered at the scheduled meeting. These "Supplemental" sheets shall only be accepted with the approval of the Director of Planning, Zoning and Building, or designee.

Applicant or Designee's Name

Applicant or Designee's Signature

Date