



TOWN OF PALM BEACH

Planning, Zoning & Building Department

360 South County Road

Palm Beach, FL 33480

(561) 838-5430 • www.townofpalmbeach.com

PROJECT DESIGNATION MANUAL

Architectural Review Commission ARCOM

Landmarks Preservation Commission LPC

*Updated 6/20/2022

PROJECT	COMMISSION REVIEW		COMMISSION CHAIR REVIEW ← →	STAFF REVIEW	
	<u>ARCOM MAJOR</u> LPC: COA or HSB	<u>ARCOM MINOR</u> LPC: COA or HSB		STAFF APPROVAL	NEIGHBOR CONSENT
NEW CONSTRUCTION	New Residential -or- Commercial Building	Two Story Accessory Structure	One Story Accessory Structure	Freestanding Unenclosed Accessory Structure (Pergolas, Trellises, Arbors, Follies, Canopies, etc.)	
DEMOLITION	Landmarked Structures			Non-Landmarked Structures	
ADDITIONS	Two Story Addition visible from R-o-W -or- Additions to 3 rd Floor or Above	One Story Addition visible from R-o-W -or- Two Story Addition not visible from R-o-W	One Story Addition not visible from R-o-W > 400 SF -or- Second Floor Addition not visible from R-o-W > 200 SF	One Story Addition not visible from R-o-W < 400 SF -or- Second Floor Addition not visible < 200 SF	

PROJECT	COMMISSION REVIEW		COMMISSION CHAIR REVIEW ↩ ↪	STAFF REVIEW	
	<u>ARCOM MAJOR</u> LPC: COA <i>or</i> HSB	<u>ARCOM MINOR</u> LPC: COA <i>or</i> HSB		STAFF APPROVAL	NEIGHBOR CONSENT
BUILDING ALTERATIONS <i>(Windows, Doors, Garage Doors, Roof, Siding, Gutters, Decorative Shutters, etc.)</i>	Major Façade Alterations impacting Architectural Style	C-WA District Street Facing Fenestration Alterations	Removal, Replacement, or Addition of Architectural Features with Alternate Design -and- Installation of new "S" Tile	In-Kind Replacement of Architectural Features <i>including</i> "S" Tile Replacement	
SOLAR PANELS		Solar Panel Install			
PAINT			Change in Color Landmarks & Commercial Buildings		
OUTDOOR SEATING				Furnishings Design Review	
AWNINGS				New Awnings or Recovering	
HURRICANE SHUTTERS			New Permanent Fixtures visible on Commercial	Replacement and Installation of Removable	

PROJECT	COMMISSION REVIEW		COMMISSION CHAIR REVIEW ← →	STAFF REVIEW	
	ARCOM MAJOR LPC: COA <i>or</i> HSB	ARCOM MINOR LPC: COA <i>or</i> HSB		STAFF APPROVAL	NEIGHBOR CONSENT
FENCES, WALLS, and GATES		New Visible from R-o-W -or- Use of PVC Products And Corrugated Sheet Piling		In-Kind Replacement -or- New, Interior to Lot, Not on Property Lines or Readily Visible	New on Side or Rear Property Lines <i>* Moves to Minor Project without Consent</i>
MECHANICAL EQUIPMENT <i>Condensing Units, Pool Equipment, Cooling Towers, Water Filtration, and Generators up to 100kW*</i> <i>*100kW+ Generators are required to be housed in a building. See New Construction or Additions Row</i>		New Equipment Visible from R-o-W		New Equipment Outside of Setbacks and not Visible from R-o-W* -or- Replacement Equipment in Existing Location* <i>*Meeting all FEMA, Screening, and Zoning Requirements</i>	New Mechanical Equipment Located within Setbacks* -or- Replacement Equipment in Non- Conforming Location meeting FEMA Requirements* <i>* Moves to Minor Project without Consent</i>
MODIFICATIONS to ACTIVE DEVELOPMENT APPROVALS			Maximum of (4) per year		

PROJECT	COMMISSION REVIEW		COMMISSION CHAIR REVIEW ↩ ↪	STAFF REVIEW	
	ARCOM MAJOR LPC: COA <i>or</i> HSB	ARCOM MINOR LPC: COA <i>or</i> HSB		STAFF APPROVAL	NEIGHBOR CONSENT
SITE ALTERATIONS Landscape & Hardscape <i>Driveways, Patios, Pools, etc.</i>	Substantial Alterations to Site Landscape and Hardscape		Minor Alterations to Landscape and Hardscape	Interior to Lot, Not Readily Visible from R-o-W	On Side or Rear Property Lines <i>* Moves to Minor Project without Consent</i>
ARTIFICIAL TURF		Front Yard or Readily Visible from R-o-W		Side and Rear Yards	
LANDSCAPE LIGHTING				With ToPB Exterior Lighting Affidavit	
SPORTS COURTS	Multifamily or Commercial Use	Single Family Use			
SIGNAGE	Illuminated Signs			Non-Illuminated	
STATUARY		Visible from R-o-W -or- Over 6' in height		Not Visible from R-o-W	

PROJECT	COMMISSION REVIEW		COMMISSION CHAIR REVIEW ← →	STAFF REVIEW	
	<u>ARCOM MAJOR</u> LPC: COA <i>or</i> HSB	<u>ARCOM MINOR</u> LPC: COA <i>or</i> HSB		STAFF APPROVAL	NEIGHBOR CONSENT
VARIANCE	All Variance Requests and Corresponding Projects as Determined by Staff				

The Project Designation Manual Matrix is intended to aid homeowners, design professionals, and Town staff with determining the path and level of design review authority for the above-mentioned categories for site and construction improvements within the Town of Palm Beach.

- All applications submitted for **Staff Review** will be subject to internal design review and will require full compliance with the Town of Palm Beach Zoning Code of Ordinances. Any project which may substantially impact neighboring properties or that require zoning exceptions may require design review by a Commission, subject to determination by the Director of Planning and Zoning.
- For items submitted for **Commission Chair Review**, the respective Chair will delegate the request to either Commission Review (ARCOM or LPC) or Staff Review depending on the architectural compatibility of the request and of its potential impacts. If the Chair determines that Commission Review is required, projects will proceed to the Architectural Commission as a Minor Project, or to the Landmarks Preservation Commission as a Certificate of Appropriates (COA) or Historically Significant Building (HSB).
- Any project that requires a **Variance** from the Town of Palm Beach Zoning Code of Ordinances will proceed to the Architectural Commission as a Major Project, or to the Landmarks Preservation Commission as a Certificate of Appropriates (COA) or Historically Significant Building (HSB).
- For projects that require **Commission Review**, please see the Town of Palm Beach Schedule of Meetings and Deadlines.