

**TIME EXTENSION APPLICATION  
PALM BEACH COUNTY UNIFIED LAND DEVELOPMENT CODE  
Article 2, Chapter E - Compliance with Time Limitations**

**CONDITIONS OF APPROVAL  
INSTRUCTIONS**

1. Submit the completed application and application fee **prior to 5:00 p.m.** on the deadline date for compliance with the time requirement.
2. Provide written authorization if the applicant is not the property owner, and if the applicant or property owner is a corporation or other business entity. Signatures must be in blue or red ink (black ink is not acceptable).
3. **The filing fee for this application is \$277, plus (if needed) a Traffic Impact Study Review Fee of \$0.80 per new daily trip with a minimum fee of \$150.00 to defray the cost of processing the review of a Traffic Impact Study to be in compliance with Article 12 of the Unified Land Development Code (ULDC).** Submit a check for that amount, made payable to the Palm Beach County Board of County Commissioners, with the application. All checks must include the current address **and phone number** of the applicant and the Control Number of the approval under review. **\*\*Check for the Traffic Impact Study Review Fee MUST BE SEPARATE FROM OTHER FEES \*\***
4. Return the completed application and fee to the Planning, Zoning and Building Department's Monitoring Section, located on the second floor at 2300 North Jog Road, West Palm Beach, FL 33411. Contact Monitoring Section staff at (561) 233-5593 or 233-5333 if you have any questions.

**WHO MAY APPLY FOR AN ADMINISTRATIVE TIME EXTENSION?**

The owner of record, the current agent, or mortgagee demonstrating a secured interest in the property which is not being protected by the owner may apply for an administrative time extension.

**REVIEW CRITERIA FOR APPROVAL OF ADMINISTRATIVE TIME EXTENSIONS:**

- 1) Attempts by the applicant to complete the unfulfilled condition;
- 2) The reliance by other parties on the timely performance of the activity;
- 3) Any changed circumstance which may have interfered with the ability of the property owner to meet the requirement;
- 4) Actions of other parties that may have precluded compliance; and
- 5) The existence of extraordinary mitigating factors.

The property owner will be notified in writing of the approval or denial of the time extension request. Extensions commence upon the expiration of the date to comply with the time requirement or the expiration of the last time extension, whichever is applicable.

### **MAXIMUM TIME PERIODS FOR ADMINISTRATIVE EXTENSIONS**

An administrative time extension of up to 12 months may be granted unless the condition is a Traffic Performance Standards condition (“no building permit after date”). TPS conditions will have extensions based on the traffic study. Subsequent applications may be filed; however, the total administrative extensions approved shall not exceed 24 months, except when government caused delays can be documented as the reason for failure to meet the required deadlines. If the Board of County Commissioners has previously approved a time extension, any administrative extensions of time shall not extend more than 24 months from the original date for compliance except when there have been government caused delays.

### **SIGNATURES ON BEHALF OF A CORPORATION AUTHORIZING THE FILING OF AN APPLICATION AND AFFIRMING AND CERTIFYING STATEMENTS**

Applications for time extensions, as authorized by the Palm Beach County Unified Land Development Code, Article 2, Chapter E, contain a page for signature(s) authorizing the filing of the application and affirming and certifying certain statements. If the applicant is a corporation, a person authorized by the corporation must sign the application (the president, vice president, or any other person as permitted by a resolution of the corporation).

#### **IF EXTENSION APPLICATION IS SIGNED BY PRESIDENT OR VICE PRESIDENT:**

No additional documentation is required. Identity of office holder may be verified through the Florida Department of State, Division of Corporations.

#### **IF SIGNED BY SOMEONE WHO IS AUTHORIZED BY CORPORATE RESOLUTION:**

1. Secretary of the Corporation must provide documentation (corporate annual report, minutes, resolution) that the applicant is the person who is authorized by the resolution;
2. Secretary must provide a signed statement that he/she is the secretary of the corporation; and
3. Secretary must place a corporate seal on the statement.