



Palm Beach County Zoning Division

2300 N. Jog Road

West Palm Beach, Florida 33411

Phone: (561) 233-5200

FAX: (561) 233-5165

PRE-APPLICATION APPOINTMENT (PAA) - CHECKLIST

PRE-SUBMITTAL APPOINTMENT DATE: SITE PLANNER:

CONTROL #: PCN No-Application #: Proposed Intake Date:

Agent/Firm & Phone #:

A. Application Name: BCC District:

B. PCN: ADDRESS:

C. ZONING DISTRICT: E. LAND USE:

D. TIER: [] U/S [] R/EX [] AGR [] GLADES F. OVERLAY/SPECIAL STUDY AREA:

G. Is the Zoning District consistent with the Future Land Use designation? Yes [] No []

H. Is the Property located within the Urban Redevelopment Area (URA)? Yes [] No []

Is your property within a Primary Redevelopment Area? Yes [] No [] (Use the PRAO Checklist Form #106)

I. URA Opt Out Yes [] No [] (A mandatory meeting with Zoning and Planning staff is required)

Appointment to discuss the following (enter a brief description of the specific proposal):

Blank lines for appointment description

Prior Approval Yes [] No [] Prior Use: Revoke: Yes [] No []

Prior Resolution #(s): R R

DRO ADMINISTRATIVE PROCESSES:

- [] DRO (Uses indicated with a "D" in ULDC)
[] Revision to an Approved Site/Master Plan or Subdivision Plan
[] Type 1 Waiver(s)
[] Final Plan Approval (Off-the-Board within 2 months-DROE)

PUBLIC HEARING PROCESSES:

- [] Rezoning (Standard Zoning District): from to
[] PDD (Planned Development District): from to
[] Class A Conditional Use
[] Class B Conditional Use
[] Development Order Amendment:

Reconfigure Master/ Site/ Subdivision Plans: Yes [] No []
Add/delete land area: Yes [] No [] Acreage:
Add units: Yes [] No [] Number/Type WFH: TDR:
Workforce Housing pre-application approval: Yes [] No []
Add square footage: Yes [] No [] sq. ft.
Add access point: Yes [] No [] Where:
Addition of (children/adults; pumps, seats, etc): Yes [] No [] Number:
Modification of condition(s): Yes [] No []
Resolution(s) #: R-
Condition heading / #
Condition heading / #
Condition heading / #

(Agent must provide the status of all current Conditions of Approval on separate sheet)

- [] Development Order Abandonment
[] Expedited Application Consideration: Yes [] No [] Change:
[] Type 2 Waiver(s):
[] Type 2 Zoning Variance: [] Concurrent [] Standalone
[] Subdivision Variance: [] Concurrent [] Standalone
[] Other:

PROPOSED DOCUMENT APPROVAL

- Site Plan _____
- Architectural Elevations: Yes No
- Condition Amendment or Time Extension _____
- Master Plan _____
- Phasing Plan _____
- Regulating Plan (if applicable) _____
- Other _____
- Alternative Landscape Plan _____
- Subdivision Plan _____
- 10% Expansion of Nonconformity _____
- Master Sign Plan _____
- Re-approval of Plan (Subject to Sec. 2.E, Monitoring) _____

POSSIBLE REQUIRED DOCUMENTS (not an inclusive list)

- Base Building Line Waiver _____
- Consent Forms _____
- Cost of Improvements (Article 1) _____
- Cross Access Agreement _____
- Cross Parking Agreement _____
- Developer/Development Agreement _____
- Drainage Statement _____
- Easement/deed restrictions _____
- Elevations _____
- Internal Traffic Study _____
- Parking Demand Study (for parking Variances) _____
- Propagation Study _____
- Landscape Plan (for Landscape Variances) _____
- Other: _____
- Removal Agreement _____
- Shared Parking Study _____
- Survey Abstracted within one year: Yes No
- TDR Documents _____
- Tree Survey _____
- Traffic Statement/Study _____
- Unity of Control _____
- Unity of Title _____
- Westgate CRA approval _____
- Workforce Housing pre-application approval _____
- Visual Impact Analysis _____
- Restrictive Covenants _____
- Settlement Agreement _____

ULDC Articles Addressed:

ARTICLE 1

Previous Approval Threshold; Non-conforming Structure; Non-conforming Use; Non-conforming Elements (such as parking, landscape and signage), Non-conforming Lot, etc.

ARTICLE 2

Questions regarding Processes affected by the proposal: _____

ARTICLE 3

Overlay District (Setbacks, Uses, Parking, and Landscaping); Property Development Regulations (Setbacks, FAR,) Townhouse and/or ZLL requirements; District Specific Regulations (RM and MR-5, Hours of Operation, Enclosed Uses); PDD/TDD Districts (Land use vs. PDD; Uses; Setbacks; Parking; Design Objectives; Cul-de-sac waivers; Cross Access; Frontage; Landscaping and easements, exemplary)

ARTICLE 4

Specific Use Regulations:

ARTICLE 5

Accessory Uses/Structures; Fences/Walls, Pools, Enclosures, Bike Racks; Generators; Architectural Guidelines; Parks and Recreation rules and standards; TDR/Workforce Housing; Performance Standards (intersection/location criteria); Noise and Lighting; Legal Documents and Easements

ARTICLE 6

Parking, Loading and Driveways; Queuing; Grass Parking; Pervious surface;

ARTICLE 7

Perimeter Buffers (ROW, Compatible, Incompatible); Foundation plantings, Landscape Islands, pervious surfaces (plant material); Alternative Landscape Plan; Grade changes, etc.

ARTICLE 8

Master Sign Program/Plan; Ground Mounted signs; Building Mounted signs, other types of signs (directional, off-site, etc.)

Staff Notes and Comments (as discussed in meeting)

STAFF TO PRINT OFF A FEE ESTIMATE FOR THE APPLICANT