



TOWN OF PALM BEACH
 Planning, Zoning & Building Department
 360 South County Road
 Palm Beach, FL 33480
 (561) 838-5431 • www.TownofPalmBeach.com

DEVELOPMENT REVIEW CHECKLIST

Updated 05/19/2023

PROJECT INFORMATION & SCHEDULE				
Project Address				
Design Professional(s)				
Pre-Application Date				
Project Type	C O A	ARCOM Minor	ARCOM Major	
	H S B	Demolition	Site Plan Review	
	LPC Tax Abatement	Variance	Special Exception	
First Submittal Date				
Development Review	ARCOM	LANDMARKS	TOWN COUNCIL	
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 and Noticing Affidavit , signed, dated and notarized	

B. NOTICING REQUIREMENTS		Provide (1) hardcopy and (1) electronic copy
A Public Notice is required for this project. A notice mailer will be provided at Notice to Proceed (NTP) issuance per the Development Review Calendar Schedule of Meetings and Deadlines . Items B1 and B2 shall 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 radius distance provided above for the subject property	
B3.	USPS Certificate of Mailing (PS Form 3665) shall be submitted with a postmarked date of receipt by the US Postal Service on the scheduled submittal date following NTP issuance	

C. LETTER OF INTENT		Provide (2) hardcopies and (1) electronic copy
		<i>Attach one copy to each hardcopy plan set</i>
A Letter of Intent (LOI) 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 provided below:		
	Architectural Review	Section 18-205
	Certificate of Appropriateness	Section 54-122 and/or 18-306 and/or 54-125
	Special Exception	Section 134-229
	Site Plan Review	Section 134-329
	Variance(s)	Section 134-201
	Worth Avenue Design Guidelines	Section 134-233 Worth Avenue Design Guidelines
	Landmarks Tax Abatement	Section 54-198 Tax Abatement Application
	Other:	

Project Address: _____ Review: _____ PZ&B: _____

D. GENERAL REQUIREMENTS		Provide (2) 11"x17" hardcopy and (1) electronic copy
D1.	Cover Sheet 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.	Property Survey 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.	Vicinity Location Map color ¼ mile aerial radius identifying subject property and street names	
D4.	Location Plan indicating plan of the proposed project in reference to outlined adjacent property buildings and rights-of-way	
D5.	Photo Sheet(s) 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.	Site Plan (Existing and Proposed) 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.	Town of Palm Beach Zoning Legend with all applicable zoning information calculated and provided (Insert on Zoning Diagram on Site Plan sheet(s))	

E. DEMOLITION		Provide (2) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
E1.	Demolition Report providing year of construction, original architect, timeline of alterations to the property, and descriptions of existing conditions	
E2.	Demolition Plan 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.	Color Photographs 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 Streetview or web-based screenshots	
E4.	Perimeter Landscape Plan pre-demolition and post-demolition	
E5.	Construction Screening Plan illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
E6.	Construction Staging and Truck Logistics Plan 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 (2) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
F1.	Zoning Diagrams 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.	Floor Plans clearly dimensioned and indicating the location of all property lines and setbacks	
F3.	Roof Plans clearly dimensioned and indicating the location of all property lines and setbacks	

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F4.	Elevations 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	
F5.	Color Elevations indicating color choices, materials, and finishes and providing descriptions and visuals of all exterior building and hardscape finishes	
F6.	Streetscape Elevations 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	
F7.	Architectural Details 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	
F8.	Building Section Diagrams with key plan illustrating the grade, base flood elevation, FFE, and overall heights in NAVD	
F9.	Yard Section Diagrams 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	
F10.	Color Renderings of elevations and a minimum of three-dimensional perspectives with and without landscaping	
F11.	Fences, Walls, and Gates 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	
F12.	Site Civil Drainage Plan/Storm Water Management Plan (Ordinance 15-01, Section 86-91)	
F13.	Construction Screening Plan illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
F14.	Construction Staging and Truck Logistics Plan 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	
F15.	*For structures over 10,000 sq. ft., a physical architectural model or a virtual model is required at hearing	

G. ADDITIONS		Provide (2) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
G1.	Zoning Diagrams 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	
G2.	Demolition Plans 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	
G3.	Floor Plans (Existing and Proposed) clearly dimensioned and indicating the location of all property lines and setbacks	

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G4.	Roof Plans (<i>Existing and Proposed</i>) clearly dimensioned and indicating the location of all property lines and setbacks	
G5.	Elevations (<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	
G6.	Color Elevations (<i>Existing and proposed</i>) indicating color choices, materials, and finishes and providing descriptions and visuals of all exterior building and hardscape finishes	
G7.	Architectural Details 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	
G8.	Streetscape Elevations 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	
G9.	Building Section Diagrams with key plan illustrating the grade, base flood elevation, FFE, and overall heights in NAVD	
G10.	Yard Section Diagrams 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	
G11.	Color Renderings of elevations and dimensional perspectives with and without landscaping	
G12.	Fences, Walls, and Gates 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	
G13.	Landscape Plans for affected areas	
G14.	Site Civil Drainage Plan/Storm Water Management Plan (Ordinance 15-01, Section 86-91)	
G15.	Construction Screening Plan illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
G16.	Construction Staging and Truck Logistics Plan 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 (2) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
H1.	Elevations (<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.	
H2.	Streetscape Elevations 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,	

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	approximate location of windows, doors, and architectural features in relation to the topographical right-of-way	
H3.	Architectural Details 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.	Color Renderings of elevations and dimensional perspectives with and without landscaping	
H5.	Exterior Material & Finishes Sheet providing descriptions and visuals of all exterior building and hardscape finishes including material and color	
H6.	Fences, Walls, and Gates 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.	Construction Screening Plan illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
H8.	Construction Staging and Truck Logistics Plan 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 (2) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
11.	Existing Conditions Inventory	
12.	<u>Town of Palm Beach Landscape Legend</u> with all applicable information provided. (30% Native plantings required for each category)	
13.	Proposed Landscape & Hardscape Plans and Elevations identifying all landscaping including a material key, species, and container size, and including all site lighting and irrigation. Provide all raised curbs, hardscaping, pools, fences, walls, and gates. Include a tree survey and tree disposition plan identifying all historic/specimen sized tree resources. Include relocation and/or protection plan. Elevations required at property lines.	
14.	Open Space Diagrams graphic shaded plan of open space relative to structures and hardscapes	
15.	Color Renderings	
16.	Fences, Walls, and Gates 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	
17.	Exterior Material & Finishes Sheet providing descriptions and visuals of all exterior building and hardscape finishes including material and color, including fences, walls, and gates.	
18.	Site Civil Drainage Plan/Storm Water Management Plan (Ordinance 15-01, Section 86-91)	
19.	Construction Screening Plan illustrating how adjacent properties will be screened from construction activity utilizing landscaping and/or construction fences/screening	
110.	Construction Staging and Truck Logistics Plan 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	

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J. VARIANCE		Provide (2) 11"x17" hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
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 C of Checklist)	

K. ADDITIONAL PLANS as determined by staff		Provide (2) hardcopy and (1) electronic copy
<i>Collated with all checked items in Section D</i>		
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.	Historic Documentation including drawings, photographs, etc.	
K8.	Historic Preservation Tax Abatement Application or Amendment	
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 may be identified during the 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 Second Submittal) and a digital version on CD/jump drive are consistent and legible. A complete submission will include the above selected items, disc copy, and other documents as indicated, reviewed to the satisfaction of the Director of Planning, Zoning, and Building, or designee. Please refer to the [Development Review Instructions](#) for reference. Incomplete or incorrectly prepared submittal materials will not be accepted or allowed 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 Second Submittal deadline. Minor plan revisions beyond Second Submittal, including supplemental renderings or additional information as 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