



TOWN OF PALM BEACH
 Department of Planning, Zoning & Building
2025 SCHEDULE OF DEVELOPMENT REVIEW DEADLINES
AUGUST through DECEMBER

TOWN COUNCIL DEVELOPMENT REVIEW (AND COMMERCIAL COMBO)

SUBMIT PRE-APP (DIGITAL)	VIRTUAL PRE-APP	1 st SUBMIT* 10:00am	STAFF REVIEW ISSUED	2 nd SUBMIT 10:00am	NTP ISSUED	FEES PAID & CERT MAIL DUE	FINAL SUBMIT 10:00am	MEETING DATE
06/09 M	06/16 M	06/12 R	06/23 M	06/30 M	07/07 M	07/14	07/21 M	08/13
07/07 M	07/14 M	07/07 M	07/21 M	07/28 M	08/04 M	08/11	08/25 M	09/10
08/11 M	08/18 M	08/11 M	08/25 M	09/02 T	09/08 M	09/15	09/22 M	10/15
09/08 M	09/15 M	09/08 M	09/22 M	09/29 M	10/06 M	10/13	10/27 M	11/13 R
10/06 M	10/13 M	10/06 M	10/20 M	10/27 M	11/03 M	11/10	11/24 M	12/10

***NOTE: 1st SUBMITTAL DEADLINE IS THE SAME AS PRE-APP SUBMITTAL FOR TOWN COUNCIL ONLY PROJECTS AND THOSE COMMERCIAL COMBO PROJECTS GOING TO TOWN COUNCIL FIRST**

LANDMARKS PRESERVATION COMMISSION

SUBMIT PRE-APP (DIGITAL)	VIRTUAL PRE-APP	1 st SUBMIT 10:00am	STAFF REVIEW ISSUED	2 nd SUBMIT 10:00am	NTP ISSUED	FEES PAID & CERT MAIL DUE	FINAL SUBMIT 10:00am	MEETING DATE
06/09 M	06/16 M	06/20 F	06/30 M	07/07 M	07/14 M	07/21	07/28 M	08/20
07/07 M	07/14 M	07/17 R	07/28 M	08/04 M	08/11 M	08/18	09/02 T	09/17
08/11 M	08/18 M	08/21 R	09/02 T	09/08 M	09/15 M	09/22	09/29 M	10/22
09/08 M	09/15 M	09/18 R	09/29 M	10/06 M	10/13 M	10/20	11/03 M	11/19
10/06 M	10/13 M	10/16 R	10/27 M	11/03 M	11/10 M	11/17	12/01 M	12/17

ARCHITECTURAL COMMISSION

SUBMIT PRE-APP (DIGITAL)	VIRTUAL PRE-APP	1 st SUBMIT 10:00am	STAFF REVIEW ISSUED	2 nd SUBMIT 10:00am	NTP ISSUED	FEES PAID & CERT MAIL DUE	FINAL SUBMIT 10:00am	MEETING DATE
06/09 M	06/16 M	06/26 R	07/07 M	07/14 M	07/21 M	07/28	08/04 M	08/27
07/07 M	07/14 M	07/24 R	08/04 M	08/11 M	08/18 M	08/25	09/08 M	09/25 R
08/11 M	08/18 M	08/28 R	09/08 M	09/15 M	09/22 M	09/29	10/07 T	10/29
09/08 M	09/15 M	09/18 R	09/29 M	10/06 M	10/13 M	10/20	11/10 M	11/21 F
10/06 M	10/13 M	10/16 R	10/27 M	11/03 M	11/10 M	11/17	12/03 W	12/19 F

(M = Mon T= Tue W= Wed R=Thurs F=Fri)

Some deviations from this schedule may occur due to conflicts throughout the year, check periodically for most updated version.

COMBINATION ‘COMBO’ PROJECTS (THOSE PROJECTS THAT REQUIRE BOTH DESIGN COMMISSION AND TOWN COUNCIL REVIEW FOR ZONING CONSIDERATION) FOLLOW THE PROJECT DEADLINES AND TIMELINES SET FORTH UNDER THE APPROPRIATE DESIGN COMMISSION CHART ABOVE AND THE NOTICED HEARING MEETING DATES SHALL BE PROVIDED IN STAFF REVIEW COMMENTS AND AT ISSUANCE OF NOTICE TO PROCEED (NTP).

In some instances, some minor applications may be ‘fast tracked’ to an earlier month’s hearing agenda timeline when appropriate and not in direct conflict with the 30-day notice requirement.

PROJECTS WITH A TRAFFIC STUDY MUST SUBMIT A COMPLETED PEER RESPONSE AS PART OF THE 1ST SUBMITTAL

Only **complete** applications shall be scheduled for consideration and placed on an agenda; the timeline represented herein may be extended by Staff if any application is determined to be incomplete or insufficient, or submittals are not made in accordance with the deadlines listed above.

To begin the process for placement of a project on the next upcoming pre-application agenda, please email DEVREV@TownOfPalmBeach.com on or before the dates listed under “SUBMIT PRE-APP” column above, following the Uniform Development Review Instructions. Staff will confirm placement on the earliest available pre-application agenda. The email should include the project address, a brief description of application scope/request, and an appropriate and sufficient set of plans.

This document and the Development Review Application can be found on the Town’s website at <https://www.townofpalmbeach.com/1292/Development-Review>.