



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

UNIFORM DEVELOPMENT REVIEW INSTRUCTIONS

These Application Procedures apply to all Development Review Applications (ARCOM, LANDMARKS and TOWN COUNCIL). Applicants should follow these instructions when submitting projects for development review which follow the Schedule of Development. Questions can be emailed to DEVREV@townofpalmbeach.com.



1.	<p>SUBMIT FOR PRE-APPLICATION MEETING</p> <p>For placement on the next pre-application meeting agenda email your request and a staff member will then contact you with meeting details. Email should include property address, scope of work and preliminary plan set. CONTACT EMAIL: DEVREV@Townofpalmbeach.com</p>
2.	<p>PRE-APPLICATION MEETING</p> <p>All Development Review Application requests are required to attend a pre-application meeting with staff. Meetings are held once a month. Please see the Schedule of Development Review Deadlines for upcoming meetings and deadlines on the Town of Palm Beach website under the Planning, Zoning & Building page. Following the pre-app meeting, the applicant will receive a checklist of all plans and documentation necessary to submit a complete application along with pertinent deadlines and a tentative public hearing schedule.</p>
3.	<p>FIRST SUBMITTAL</p> <p>The first submittal package must include all items listed in the checklist and be submitted through the Citizen Access Portal (EPL). Additionally, one (1) 11" x 17" miniset and a letter of intent must be delivered to Town Hall by the submission deadline.</p>
4.	<p>STAFF REVIEW</p> <p>All Development Review Applications submitted through the Citizen Access Portal (EPL) are assigned to a staff member who will review them for sufficiency and compliance. Review Comments are posted on the Citizen Access Portal (EPL), in accordance with the Development Review Deadlines Calendar.</p>
5.	<p>SECOND SUBMITTAL</p> <p>The second submittal package must include a revised set that addresses all staff comments and be submitted through the Citizen Access Portal (EPL). Additionally, one (1) 11" x 17" miniset, a letter of intent, and a narrative response must be delivered to Town Hall by the second submittal deadline. Complete applications that meet staff requirements will be scheduled for a public hearing.</p>

6.	NOTICE TO PROCEED ISSUED & FEES INVOICED
	Second submittals which have been deemed complete by staff, will be issued a Notice To Proceed (NTP), mailer notices and project invoice. The NTP will direct the applicant to the next steps including placement of the application on a hearing date and public hearing notice procedures.
7.	CERTIFICATE OF MAILING & FEES PAID
	A copy of the completed USPS Certificate of Mailing – Form 3665 – postmarked with the date of receipt by the USPS shall be submitted via the Citizen Access Portal (EPL). All fees must be paid in accordance with the Development Review Deadlines Calendar.
8.	FINAL SUBMITTAL
	Complete submittal packages are to be delivered to Town Hall AND submitted digitally through the Citizen Access Portal (EPL) along with hearing presentations. ARCOM: Twelve (12) complete 11" X 17" minisets with attached Letter of Intent. LPC: One (1) complete 11" X 17" miniset with attached Letter of Intent. Town Council: One (1) complete 11" X 17" miniset with attached Letter of Intent.
9.	MEETING DATE
	The public hearing agenda(s) and backup materials will be made available on the Town of Palm Beach website.

FILE NAMING CONVENTIONS

The file naming convention for all documents submitted via the Citizens Access Portal is as follows in ALL CAPS:

FIRST SUBMITTAL: PROPERTY ADDRESS_FILE NAME_FIRST SUB_MM-DD-YY
EXAMPLE: 360 S COUNTY RD_PLANS_FIRST SUB_01-01-25.pdf

SECOND SUBMITTAL: APPLICATION # ADDRESS_FILE NAME_MM-DD-YY
EXAMPLE: ARC-25-0000 360 S COUNTY RD_PLANS_01-01-25.pdf

FILE NAME	DOCUMENT
APP	Completed Development Review Application
CHECKLIST	Pre-application Checklist
LOI	Letter of Intent
RESPONSE	Narrative response to Staff Comments
MAILER	List of Property Owners, Certified Letter and Map
CERT	Certificate of Mailing
AFFID	Notice Affidavit
SURVEY	Current Signed and Sealed Survey
PLANS	Architectural / Landscape / Civil
SUPPLE	Supplemental Materials
OTHER	Other documentation may be required