



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

**ADMINISTRATIVE REVIEW  
 APPLICATION GUIDE**

Updated 07/18/2025EL

**To Submit an Application for Administrative Review:**

Applications and plans can be submitted online via the Citizen Access Portal (EPL) or in person with a hardcopy no larger than 11"x17". Payment may be made via credit card through the Citizen Access Portal (EPL) or in-person via check payable to the Town of Palm Beach at Town Hall during normal business hours of 8:30am and 4:00pm Monday through Friday at the Planning, Zoning & Building Department. If the subject property is a Landmarked property or part of the Historically Significant Building (HSB) program, the fee is \$150.00 plus a 2% technology fee. All other properties have a fee of \$350.00 plus a 2% technology fee. All fees can be found in the Master Fee Schedule.

**Plans or Documents That You Will Need For Submittal:**

The following checklist items within each category are generally needed for a complete review of an Administrative Review Application for each project category. ALL Administrative Review Applications must have a complete application form and a narrative list of changes/LOI. Once an Administrative Review Application has been submitted, additional information may be requested. Multiple categories can be proposed at one time, overlapping items, like a site plan, do not need to be submitted in multiple for each category within the scope of work if the item shows all changes being proposed.

\*\*If the property is within a Condo building, a Condo association approval letter is required.

**Do not submit only NOA documents**, if you are going to submit NOA documents please submit only the first page or NOA number and additional plans. Applications with only NOAs submitted as the proposed documents are not sufficient for a complete review.

<b>A. Freestanding Unenclosed Accessory Structure</b> <i>(Pergolas, Trellises, Arbors, Follies, Canopies, etc.)</i>	
<b>A1.</b>	Existing/previously approved site plan with file number if applicable
<b>A2.</b>	Color photos of existing property
<b>A3.</b>	Proposed site plan with dimensions and clouding the changes occurring
<b>A4.</b>	Required/Allowed, Existing, Proposed calculations for Lot Coverage, and Landscape Open Space
<b>A5.</b>	Provide existing and proposed elevations
<b>A6.</b>	Provide proposed finishes (color, fabric, pattern, material, ect.)
<b>A7.</b>	Survey
<b>A8.</b>	*** If in R-B District include Cubic Content Ratio (CCR) calculations (Existing, Allowed, Proposed)

<b>B. Addition – One Story not visible from R-O-W &lt; 400 SF or Second Floor not visible &lt;200 SF</b>	
<b>B1.</b>	Existing or Previously approved Site Plan
<b>B2.</b>	Color photos of existing property
<b>B3.</b>	Proposed site plan with dimensions and clouding the changes occurring
<b>B4.</b>	Existing and proposed elevations with dimensions
<b>B5.</b>	Proposed finishes (color, fabric, pattern, material, etc.)
<b>B6.</b>	Complete Town of Palm Beach Zoning Legend
<b>B7.</b>	Survey
<b>B8.</b>	*** If in R-B District include Cubic Content Ratio (CCR) calculations (Existing, Allowed, Proposed)

<b>C. Fenestration Modification</b> <i>(windows and doors)</i>		
<b>C1.</b>	Site plan numbering openings within scope of work	
<b>C4.</b>	Photos of the existing openings labeled to correspond with the numbered openings on site plan	
<b>C4.</b>	Product sheets keyed to the site plan. Product sheets shall show size, material, style, finish, and light pattern.	
<b>C4.</b>	Existing elevations	
<b>C5.</b>	Proposed elevations	
<b>C6.</b>	***Landmarked Properties- Window and Door materials that WILL require commission review are vinyl and fiberglass.	

<b>D. Roof Replacement</b>		
<b>D1.</b>	Photos of the existing roof and roof tiles (5 max)	
<b>D2.</b>	Brochure page/manufacturer's photo example of the proposed material	
<b>D3.</b>	Call out the material, color, and type (barrel, shingle, concrete, S-tile)	
<b>D4.</b>	Provide a roof plan, if only proposing a partial reroof cloud which areas will be worked on	

<b>E. Hurricane Shutters</b>		
<b>E1.</b>	Existing photos of the facades with the openings numbered	
<b>E2.</b>	Identify by number which openings are within this scope of work	
<b>E3.</b>	Details on how the shutters mount to the facade	
<b>E4.</b>	Brochure page/manufacturers photos of the product	
<b>E5.</b>	Proposed finishes (material color, shape, fabric color, etc.)	

<b>F. Mechanical Equipment</b> <i>(A/C Units, Pool Equipment, Cooling Towers, and Generators)</i>		
<b>F1.</b>	Existing/previously approved site plan	
<b>F2.</b>	Proposed site plan with setback dimensions and the changes clouded	
<b>F3.</b>	Survey with grade	
<b>F4.</b>	Required/Allowed, Existing, Proposed calculations for Lot Coverage and Landscape Open Space	
<b>F5.</b>	**If screening wall is needed, provide a section detail of the proposed wall that shows the height of the wall from both sides and the height of the equipment	
<b>F6.</b>	**For Generators, identify Wattage	
<b>F7.</b>	***Completed Neighbor Consent Form, if within side or rear required district setbacks.	

<b>G. Hardscape Alterations</b> <i>(Driveway, Patios, Pools, etc.)</i>		
<b>G1.</b>	Existing/previously approved site plan	
<b>G2.</b>	Proposed site plan with setback dimensions and the changes clouded	
<b>G3.</b>	Landscape Open Space calculations (Required, Existing/Previously Approved, and Proposed)	
<b>G4.</b>	Existing photos of the area of work	
<b>G5.</b>	Example photos and brochures of all proposed materials	
<b>G6.</b>	Survey	

<b>H. Landscape Alterations</b>		
<b>H1.</b>	Existing/previously approved Landscape plan and site plan	
<b>H2.</b>	Proposed Landscape plan and site plan	
<b>H3.</b>	Required/Allowed, Existing, Proposed calculations for Native Plants and Landscape Open Space. Use <a href="#">Town of Palm Beach Landscape Legend</a>	
<b>H4.</b>	Existing/ previously approved plant list	
<b>H5.</b>	Proposed plant list highlighting/clouding the changes	
<b>H6.</b>	Survey	
<b>H7.</b>	Photos of the existing area of work	
<b>H8.</b>	***Completed Neighbor Consent Form, if within side or rear required district setbacks.	

<b>I. Artificial Turf</b>		
<b>I1.</b>	Existing/previously approved site plan	
<b>I2.</b>	Proposed site plan with setback dimensions and the changes clouded	
<b>I3.</b>	Required/Allowed, Existing, Proposed calculations for Landscape Open Space. Use <a href="#">Town of Palm Beach Landscape Legend</a> ***Artificial Turf does <u>not</u> count towards Landscape Open Space***	
<b>I4.</b>	Proposed materials (color, brand, style, ect.)	
<b>I5.</b>	Existing photos of area of work	

<b>J. Landscape Lighting</b>		
<b>J1.</b>	Landscape lighting plan	
<b>J2.</b>	Proposed light information (color, style, brand) and example photo	
<b>J3.</b>	Signed and completed Town of Palm Beach Exterior Lighting Requirements Form	

<b>K. Signage</b> Non-Illuminated (Pin mounted, Window Vinyl, Acrylic, ect.)		
<b>K1.</b>	Location map locating the area of work	
<b>K2.</b>	Site plan locating where on the property the signage is proposed	
<b>K3.</b>	Existing photos of the facades or area of work	
<b>K4.</b>	Proposed elevation drawings or rendering	
<b>K5.</b>	Dimension of the proposed sign in square feet	
<b>K6.</b>	Total of all signage for the tenant being proposed (including any existing to remain) in square feet	
<b>K7.</b>	***IF commercial, provide the length of the store front	
<b>K8.</b>	***IF a directional sign or monument sign, include a survey	

<b>L. Fences, Walls, and Gates</b>		
<b>L1.</b>	Survey with grade	
<b>L2.</b>	Existing/previously approved site plan	
<b>L3.</b>	Existing photos of the area of work	
<b>L4.</b>	Proposed site plan with setback dimensions and the changes clouded	
<b>L5.</b>	Section detail of proposed showing compliance with <a href="#">WALLS AND FENCES division of the Zoning Code (Sec. 134-1666 through Sec. 134-1671)</a> .	
<b>L6.</b>	Proposed material, color, finishes, and style.	
<b>L7.</b>	***Completed Neighbor Consent Form, if new or modifications to a previous approval within the required district setbacks.	

<b>M. Statuary</b>		
<b>M1.</b>	Existing/previously approved site plan	
<b>M2.</b>	Existing photos of the area of work	
<b>M3.</b>	Proposed site plan with setback dimensions and the changes clouded	
<b>M4.</b>	Height of the statue(s) from grade	
<b>M5.</b>	Photo/drawing of statue(s)	

<b>N. Paint</b> Change in color for Landmark and Commercial Buildings		
<b>N1.</b>	Existing photos of each façade labeled	
<b>N2.</b>	Proposed paint swatches with brand and paint name	
<b>N3.</b>	Color line drawings showing the new paint scheme	
<b>N4.</b>	***Condo/HOA letter	

<b>O. AWNING</b> New, modifications, or recovering of awnings		
<b>O1.</b>	Existing photos the façade that the awning will attach to	
<b>O2.</b>	Proposed fabric swatches with color name	
<b>O3.</b>	(Install or modify frame) Existing Site Plan with setbacks and dimensions of frame	
<b>O4.</b>	(Install or modify frame) Proposed Site Plan with setbacks and dimensions of frame	
<b>O5.</b>	(Install or modify frame) Lot Coverage calculations existing, proposed, and allowed	
<b>O6.</b>	***If in the R-B Zoning District, include Cubic Content Ration (CCR) calculations	

**Viewing the Status and Comments of Your Administrative Review Application:**

Visit the [Citizen Access Portal \(EPL\)](#). Here you will be able to track the status, see possible comments, and be notified about actions made on the application. You will need to be listed as a "Contact" for the application and have an account through the Citizen Access Portal (EPL). Account creation instructions can be found here: <https://townofpalmbeach.com/DocumentCenter/View/25059/CREATE-ACCOUNT-FOR-CITIZEN-ACCESS-PORTAL>

To resubmit digitally, access the [Citizen Access Portal \(EPL\)](#), log in, and go to the "My Work" tab. Select "Plans", find the application number, and go to "Review" or "Attachments". From one of those tabs, you can use the "Resubmit" button.

Resubmitting in-person is permitted if the application was originally submitted in-person. Plans can be submitted at Town Hall during normal business hours of 8:30am and 4:00pm Monday through Friday at the Planning, Zoning & Building Department. Hard copy plans must be no larger than 11x17 for administrative review applications. Resubmittals shall have the application number located on the front of the resubmittal.

EX. ARCS-YY-XXXX OR LPCS-YY-XXXX

**The ADMINISTRATIVE REVIEW APPLICATION is only a step in the permitting process.** Additional permits and fees may be required. If it is determined that the project must be heard before a Commission, please see the [Development Review Instructions](#).

**Inactivity Cancellation:**

If an Administrative Review Application has been reviewed/returned and the applicant has not resubmitted any documents after **45 days**, the application will be canceled. A **NEW** Administrative Review Application will be required to proceed with the scope of work.