





**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)

## STAFF APPROVAL APPLICATION GUIDE

Updated 03/08/2023EL

**To Submit an Application for Staff Approval:**

Submit your application and plans (no larger than 11x17) in person during the hours of 8:30 AM – 4:00 PM Monday through Friday. Payment may be made by check (payable to the Town of Palm Beach), or with a credit card (a convenience fee of 2.24% will be added).

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

The following lists items generally needed to review a Staff Approval Application for each category. ALL Staff Approval Applications must have a completed application form and a narrative list of changes. Once a Staff Approval Application has been submitted additional information may be needed. 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 scope of work is part a Condo building a Condo association approval letter is required.

**Do not submit** NOA documents, if you are going to submit NOA documents please submit only the first page or NOA number. Applications with only NOAs submitted as the proposed documents are not sufficient and will be reviewed/returned for corrections.

<b>A. Freestanding Unenclosed Accessory Structure</b> <i>(Pergolas, Trellises, Arbors, Follies, Canopies, ect.)</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 the 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, ect.)	
<b>B6.</b>	Complete Town of Palm Beach Zoning Legend	
<b>B7.</b>	Survey	

<b>C. Fenestration Modification (window and doors)</b>		
<b>C1.</b>	Site plan numbering openings within scope of work	
<b>C4.</b>	Photos of the existing openings labeled to correspond with the 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/manufacture'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/manufacture's photos of the product	
<b>E5.</b>	Proposed finishes (material color, shape, fabric color, ect.)	

<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 dimensions and clouding the changes occurring	
<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 cut 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>G. Hardscape Alterations</b>		
<b>G1.</b>	Existing/previously approved site plan	
<b>G2.</b>	Proposed site plan with dimensions and clouding the changes occurring	
<b>G3.</b>	Required/Allowed, Existing, Proposed calculations for Lot Coverage and Landscape Open Space	
<b>G4.</b>	Existing photos of the area of work	
<b>G5.</b>	Proposed material example photos	
<b>G6.</b>	Survey	

<b>H. Landscape Alterations</b>		
H1.	Existing/previously approved Landscape plan and site plan	
H2.	Proposed Landscape plan and site plan	
H3.	Required/Allowed, Existing, Proposed calculations for Native Plants and Landscape Open Space. <i>Use Town of Palm Beach Landscape Legend</i>	
H4.	Existing/ previously approved plant list	
H5.	Proposed plant list highlighting/clouding the changes	
H6.	Survey	
H7.	Photos of the existing area of work	

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

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

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

<b>L. Fences, Walls, and Gates</b>		
L1.	Survey with grade	
L2.	Existing/previously approved site plan	
L3.	Existing photos of the area of work	
L4.	Proposed site plan with dimensions and clouding the changes occurring	
L5.	Section cut of the proposed wall's lowest point that shows the height of the wall from both sides	
L6.	Proposed material, color, finishes, and style	
L7.	Completed Neighbor Consent Form if within 5' or less of the property line	

<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 dimensions and clouding the changes occurring	
<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>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	
<b>O4.</b>	(Install or modify frame) Proposed Site Plan with setbacks and dimensions	
<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 CCR calculations	

**Viewing the Status and Comments of Your Staff Approval Application:**

Visit our Citizen Services page at <https://eden.townofpalmbeach.com>. Here you will be able to track the status of the application, review any comments generated by staff, see what pending documentation or additional information is required by you, and be notified about its approval or denial. Simply search by your application number and look in "actions". For further information please see "INFORMATION PERMIT TRACKING" under Checklists and Information on the Planning, Zoning and Building Department website.

**To Address Comments:**

Submit required documents (no larger than 11x17) in person during the hours of 8:30 AM – 4:00 PM Monday through Friday. The Staff Approval Application file number assigned to the project by the Town must be located on the resubmission documents.

**Important Notes:**

Unless a subject property is a designated Landmark, is located in a Historic District, or is under consideration as a Landmark, projects at permit intake shall be reviewed and determined if they relate to a Historically Significant Building pursuant to Ordinances 02-2020, 03-2020, and Resolution 51-2020.

STAFF APPROVAL APPLICATION is only a step in the permitting process. Additional permits and fees may be required. If staff determines the scope of your project must be heard before a Commission, please see the [Uniform Development Review Instructions](#) located under "Development Review" on the "Applications/Information/Links" webpage on the Planning, Zoning and Building Department website.

**Inactivity Cancellation:**

If a Staff Approval Permit has been reviewed/returned and the applicant has not resubmitted any documents after **45 days**, the permit will be cancelled. A **NEW** Staff Approval Permit will be required to proceed with the scope of work.