



TOWN OF PALM BEACH
Planning, Zoning & Building Department
360 S. County Rd.
Palm Beach, FL 33480
permits@townofpalmbeach.com

APPLICATION FOR STAFF APPROVAL

The Architectural Review Commission (ARCOM) and the Landmark Preservation Commission (LPC) have granted Staff the ability to administratively approve certain minor projects, eliminating the need of a more formal hearing process involving the Commissions, thus saving time and money.

Payment of the Staff Approval fee is due upon application submittal. Payment may be made by Check payable to the Town of Palm Beach or by cash or credit card in Town Hall during business hours of 8:30am and 4:30pm Monday thru Friday. If the subject property is a Landmark the fee is \$150.00, all others are \$200.00.

Application Type: _____LPC Staff Approval \$150.00** _____ARCOM Staff Approval \$200.00
**If LPC, is this a tax abatement project? Yes or No

DATE: _____

MASTER PERMIT#: _____ - _____ - _____

STAFF APPROVAL PERMIT#: _____ - _____ - _____

I. PROJECT ADDRESS: _____

II. DESCRIPTION OF REQUEST Please include a comprehensive summarized description of the proposed project (attach a separate sheet, if needed):

III. BUSINESS NAME/TENANT INFORMATION (For commercial properties only): _____
Phone number: _____ Email address: _____

IV. DESIGN PROFESSIONAL NAME AND CONTACT INFORMATION:
Name of Professional: _____ License #: _____
Phone number: _____ Email address: _____

V. CONTRACTOR NAME AND CONTACT INFORMATION:
Construction Company: _____
Phone number: _____ Email address: _____

VI. PROPERTY OWNER/AGENT NAME AND CONTACT INFORMATION:
Property Owner's Name: _____
Owner's Address (if different from Subject Address): _____
Phone number: _____ Email address: _____

VII. Applicant Signature: _____ Date: _____
(Printed name) _____ Title: _____

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NEW PROCEDURE!

CHECKLIST FOR APPLICATION FOR STAFF APPROVAL

Both the Architectural Review Commission (ARCOM) and the Landmark Preservation Commission (LPC) have granted Staff the ability to administratively approve certain minor projects eliminating the need of a more formal hearing process involving the Commissions, thus saving time and money.

EXAMPLES of some types of projects that may be Staff Approved include the following:

Signs (business identification signs)	Landscaping	Fences
Shutters	Roof changes	Window/Door fenestration changes
Pavers/decks/driveways	Awnings	

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Application Type: _____LPC Staff Approval \$150.00 _____ARCOM Staff Approval \$200.00
If LPC, is this a tax abatement project? Yes or No

IMPORTANT NOTE: Please remember that the STAFF APPROVAL PERMIT is only Step 1 in the permitting process! Additional permits and fees may be required. If Staff determines the scope of your project must be heard before the Commission, Staff will advise how to proceed.

TO SUBMIT AN APPLICATION FOR STAFF APPROVAL:

- Submit your application and plans (no larger than 11x17) in person during PZB hours of 8:30-4:00 M-F. Payment may be made by check (payable to Town of Palm Beach), cash or credit card (a convenience fee of 2.24% will be added).