



**TOWN OF PALM BEACH**  
 Planning, Zoning & Building Department  
 360 S. County Rd  
 Palm Beach, FL 33480  
[permits@townofpalmbeach.com](mailto:permits@townofpalmbeach.com)

FOR OFFICIAL USE ONLY

**APPLICATION FOR STAFF APPROVAL**

The Architectural Review Commission (ARCOM) and 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. For more information, please see application guide on page 2.

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 normal business hours of 8:30am and 4:00pm Monday through Friday.

**APPLICATION TYPE:** \_\_\_\_\_LPC Staff Approval \$150.00 \_\_\_\_\_ARCOM Staff Approval \$300.00  
**\*\*If LPC, is this a tax abatement project? YES or NO** \_\_\_\_\_Historically Significant Building Staff Approval \$150.00

DATE: \_\_\_\_\_ MASTER PERMIT # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ STAFF APPROVAL PERMIT # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I. **PROJECT ADDRESS:** \_\_\_\_\_

II. **DESCRIPTION OF REQUEST** (Please provide a brief, comprehensive and summarized description of the proposed project below. (If needed, please include further details on a continuation sheet).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

III. **BUSINESS NAME/TENANT INFO** (For commercial properties ONLY) \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

IV. **DESIGN PROFESSIONAL NAME AND CONTACT INFO:**  
 V. Name of Professional: \_\_\_\_\_ License #: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

VI. **CONTRACTOR NAME AND CONTACT INFO:**  
 Construction Company: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

VII. **PROPERTY OWNER / AGENT NAME AND CONTACT INFORMATION:**  
 Property Owner's Name: \_\_\_\_\_  
 Owners address (if different from subject address): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

VIII. **Applicant Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
 (Printed Name) \_\_\_\_\_ Title: \_\_\_\_\_

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## **GUIDE TO APPLICATION FOR STAFF APPROVAL**

### **EXAMPLES OF PROJECTS THAT MAY BE STAFF APPROVALS:**

Signs (business identification signs)	Landscaping	Fences
Shutters	Roof Changes	Window / Door
Fenestration Changes	Pavers / Decks/ Driveways	Awnings

### **APPLICATION CHECKLIST:**

- APPLICATION FOR STAFF APPROVAL – COMPLETED WITH PAYMENT
- WRITTEN DESCRIPTION AND VISUALS THAT CLEARLY CONVEY WHAT IS EXISTING AND WHAT IS BEING PROPOSED
- IF REPAIRING OR REPLACING IN KIND (SAME DESIGN, MATERIALS, AND COLOR), PLEASE NOTE
- IF SUBMITTING PLANS, PROPOSED CHANGES MUST BE CLOUDED AND LOGGED ON THE DRAWING WITH NUMBERED LABELS IN RED
- COPY OF PLANS PREVIOUSLY REVIEWED AND APPROVED BY STAFF OR A COMMISSION, IF APPLICABLE, WITH REFERENCE TO PREVIOUS PERMIT AND/OR PROJECT NUMBER(S)

### **TO SUBMIT AN APPLICATION FOR STAFF APPROVAL:**

Submit your application and plans (no larger than 11x17) in person during the hours of 8:30am – 4:00pm 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).

### **TO TRACK THE STATUS OF YOUR SUBMITTED 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.

### **IMPORTANT NOTE:**

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.

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 a Commission, Staff will advise how to proceed.