Application Process – DRO Review and Certification for Public Hearing

Palm Beach County, Florida
Zoning Division
February 2021

Applicant	Zoning Division Staff	County Agencies	Decision Making Bodies	Timing (Approximate)

Submittal and Sufficiency Review COMPLETE
(Click here to review the Flowchart)

Distribution – applications that are sufficient are distributed to applicable DRO Agencies (including Zoning) for review and scheduled for next DRO Meeting

Issues to resolve

Review - DRO Agencies (including Zoning) reviews the application forms, documents, plans, etc., and sign-off in ePZB as completed or enter issues/comments that require correction and resubmittal by the applicant

DRO Meeting (refer to Zoning Calendar for meeting dates)

Applicant reviews comments and/or issues and resubmits documents to resolve

Issues to resolve

DRO Agencies **review resubmitted** documents and enter/ resolve comments/issues; or may approve, approve with Conditions of Approval (if applicable), Deny, or Certify for Public Hearing

Applicant may request a **Time Extension** (Art.2.C.2.C) for resubmittal prior to the 120 day timeline, or may withdraw application

Decision of Denial (DRO only) notification sent to applicant

Deny

DROE or Full DRO Approval

Approved or Approved with Conditions

Plans are finalized, stamped uploaded to ePZB and published to ePlans Webpage;
And DRO Result Letter issued with Conditions of Approval if applicable

Public Hearing Certification

Result Letter of approval issued to applicant

Notification of Certification or Non-Certification issued to applicant; if certified the application is scheduled for Public Hearing

DRO Review and Certification for Public Hearing Process COMPLETE
(Click here to review next process Flowchart, if applicable for Public Hearing Process)

Timing:
- 21 Calendar Days for 1st Review
- Refer to Calendar for DRO Meeting dates
- Refer to Zoning Calendar for dates to resubmit
- 15 Calendar Days from acceptance of each re-submittal
- 5 Calendar days
- **120 Calendar Days from Sufficiency date[1]**

Applicant is responsible for downloading and submitting the approved DROE or DRO Final Plans to the applicable Building Permit applications

Notes:
1) A Full DRO Application shall be approved within 120 calendar days from the sufficiency determination (F.S.125.022);
2) DROE Application for Off-The-Board Final Plans Approval shall follow the Full DRO review process for approval;
3) Public Hearing Applications, if not certified within 120 days of sufficiency and no extension has been granted, the application proceeds to Public Hearing with a recommendation of Denial to the ZC or BCC, refer to ULDC Art.2.B.4.C.