



**PALM BEACH COUNTY
 PLANNING, ZONING AND BUILDING DEPARTMENT
 ZONING DIVISION
 POLICY AND PROCEDURE**

JON P. MACGILLIS, ASLA, ZONING DIRECTOR

PPM # ZO-O-026
Issued: 06/02/06
Effective: 06/02/06

**SUBJECT: EXPEDITED DRO APPLICATION (EDA) / SIGNATURE ONLY
 PROCESS CHANGES**

PURPOSE: To establish a separate application type under the existing EDA review process to allow applicants to make amendments to an existing approved site plan without being placed on a final Development Review Officer (DRO) agenda.

BACKGROUND: Developers often make minor changes to a site plan after the final DRO zoning review process has been completed. Our current EDA practice requires them to obtain signatures from all affected agencies and be placed on a final DRO agenda for approval. The practice of requiring placement on an agenda can add several weeks to the review process and can delay the review of building permit applications, plats and other development processes. This internal procedure was established in the 1990's to assist industry with minor changes and to ensure the plan of record was updated.

PROCEDURES: Applications currently reviewed under the EDA review process, pursuant to Article 2, d 1 G. of the Unified Land Development Code (ULDC), will be separated into two application types.

Type I EDA

Type I EDA for applications that require the submittal of a new site plan. The current procedures will continue to be followed for this type of application. These applications require more detailed review and must be scheduled by staff for placement on a final DRO agenda for approval. The Type I EDA will be used for approval of Type IB excavations and public school applications submitted by the Palm Beach County School Board.

PPM ZO-O-026
 NO LONGER APPLICABLE
 Ordinance 2009-01

Type II EDA

Type II EDA for amendments made to an approved site plan. The following procedures have been established for this process:

1. The applicant will meet with a Zoning Project Manager (PM) to determine which agencies will be required to "sign off" on the proposed amendment. The PM will provide a form to the applicant listing the applicable agencies.
2. The applicant shall obtain all required signatures from the identified agencies on the form and then schedule a second appointment with the PM to amend the site plan.
3. During the second scheduled appointment with staff, the applicant shall submit the following: completed EDA forms; "sign off" sheet with all required agency signatures / recommendations; and, the required fee.
4. The applicant completes the proposed changes to the approved plan under the oversight of the PM.
5. The PM stamps and signs the plan and makes two copies for the applicant.
6. The PM logs the applicable information into ePZB and the Technician or Secretary ensures the revised plan is uploaded and distributed.


Director