



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

JON P. MACGILLIS, ASLA, DIRECTOR

PPM # ZO-O-052

Issued: 05/18/11

Effective: 05/18/11

SUBJECT: **Zoning Division Electronic Petition Files**

PURPOSE: To establish a process for the Zoning Division to transition from paper to electronic zoning petition files. With the implementation of ePZB, the Zoning Division currently saves all documents required by state and local laws in both hard and electronic format. The goal of the Division is to transition to only electronic files over the next several years. The following PPM will establish procedures to implement the transition to electronic files for the Zoning Division.

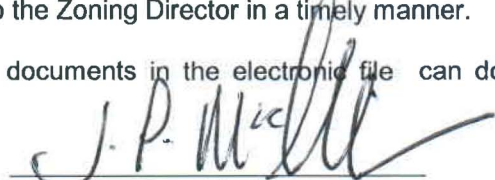
BACKGROUND: Currently both paper and electronic ePZB files are being created and maintained by the Zoning Division for all zoning application processes. In January 2010, staff began the transition of several zoning applications from hardcopy to electronic format. Those processes include: DRO Administrative Amendments, Special Permits and Zoning Confirmation Letters. As resources and funds allow, staff will continue to convert all zoning application files to electronic format in ePZB. The Zoning Director will maintain a document titled "Transition to Electronic Files" that will establish a timeline for converting all Zoning applications to electronic format. This document shall be made available to the public on the Zoning Web page.

PROCEDURES: Establish clear procedures for converting Zoning application files from paper to electronic format. With the age of technology and the implementation of ePZB in the Zoning Division the goal is that all new application files will be in a electronic format. In order to accomplish this long term goal the following procedures below will be followed by the applicable staff who create and maintain zoning application files.

The Zoning Director or designee, as custodians of the data that is retained in the paper file for each application, shall ensure that all required documents and applicable information is attached in ePZB to establish the electronic file. The Zoning Director shall establish clear dates for transitioning from hardcopy to electronic files. Notice shall be placed on the Zoning Web page and other means to inform the public of this change.

1. The date for transition shall occur on the first day of the new year to avoid confusion of implementation mid year.
2. The Section Head responsible for overseeing the process to be transitioned from paper to electronic shall ensure staff are trained to ensure all applicable and required documents are loaded into the appropriate fields in ePZB. Periodically, audits on the accuracy of the documents being loaded shall be done by the Section Supervisor to ensure accuracy and compliance with this PPM.
3. Requests from customers for public documents shall be done in a timely manner. Staff shall comply with Record Request protocol.
4. The Zoning Director shall continue to coordinate with the Information Technology System (ITS) to implement changes to the ePZB screens to continue to improve access to data for all our customers.
5. The Customer Service Manager shall ensure any updates to this PPM for Record Retention compliance are relayed to the Zoning Director in a timely manner.

Customers requesting a hard copy of documents in the electronic file can do so by contacting the Zoning File Clerk.


 Director

Transition to Electronic Files (Zoning Processes and Forms)

AR/PI PROCESSES	REQUIRED/NECESSARY FORMS	DOCUMENTS GENERATED	OLD AND NEW PROCEDURE
Concurrency	Form numbers 2, 3, 29, 30 and 31, Justification Statement, Warranty Deed, Survey, Photos of Site, Proposed Site Plan and other applicable documents are submitted on a disc provided by the Applicant.	Epbz Accounting Fee Receipt, Epzb Concurrency Reservation Application, Epzb Application Summary Provider List, Provider Reports and Concurrency Certificate.	CURRENT: Since 2005, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
Special Permit	Form numbers 2, 3, 93, Warranty Deed, Copy of Liability Insurance Certificate, Removal Agreement, if required and supporting documentation such as: floor plan, seating plan, Fire Marshall site plan and Certificate, etc.	Epbz Accounting Fee Receipt, Epzb General Application and Special Permit.	CURRENT: Since 2003, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
Short ZCL	Form number 50 or Written Request	Epbz Accounting Fee Receipt, Epzb General Application, Zoning Status (Results), Aerial, Site Plan, if applicable and Zoning Confirmation Response.	CURRENT: Since 2003, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
Long ZCL	Form number 50 or Written Request, 44, 46 and other supporting documentation such as: building permit records, receipts, floor plan, proposed site plan, etc.	Epbz Accounting Fee Receipt, Epzb General Application, Zoning Status (Results), Aerial, Site Plan, if applicable and Zoning Confirmation Letter and applicable attachments.	CURRENT: Since 2003, duplicate files have been maintained. The result will be savings in: staff time (no longer need folders created, documents hole punched, files filed) and money being spent on the cost of purchasing folders, paper, ink, off-site storage. NEW: Paperless files, retroactive back to 1/1/11.
COMMUNITY DEVELOPMENT REVIEW PROCESSES	N/A	N/A	Paperless file implementation is pending.
ARCHITECTURE & LANDSCAPING REVIEW	N/A	N/A	Paperless file implementation is pending.