TECHNICAL MANUAL

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TITLE 1 – APPLICATION CHECKLIST, DOCUMENTS, AND PUBLIC NOTIFICATION SIGNS

[Revised: 10/2026]

1.A ZONING APPLICATION SUBMITTAL CHECKLIST AND DOCUMENTS

1.A.1 Sufficiency Review

Pursuant to Article (Art.) 2.A.7, Sufficiency Review, of the Palm Beach County Unified Land Development Code (ULDC), an application must contain sufficient and accurate information, which includes but is not limited to: application forms, plans, and supporting documents for the Development Review Officer (DRO) and other County Agencies to commence review. In reviewing an application for sufficiency, the DRO will reference the Sufficiency Checklist. An application will be deemed insufficient if certain critical information is incomplete, missing, or not accurate.

For Public Hearing, Administrative Review, and Administrative Modifications through Full DRO, see the Sufficiency Checklist for Public Hearing and Full DRO Applications processes:
https://discover.pbcgov.org/pzb/zoning/PDF/Checklists/DRO_and_PH_Sufficiency_Checklist.pdf

For Administrative Modifications through Zoning Agency Review (ZAR) or Type 1 Variance(s), see the Sufficiency Checklist for ZAR or Type 1 Variance processes (application must be submitted electronically via online):
https://discover.pbcgov.org/pzb/zoning/PDF/Checklists/ZAR_and_Type_1_Variance_Sufficiency_Checklist.pdf

For Privately Initiated Amendments (PIAs) (i.e., amendments to the ULDC), see the **PIA Sufficiency Checklist**.

1.A.1.A Application Submission

All applications shall be submitted electronically for Public Hearing, Administrative Review, and Administrative Modifications through Full DRO. See ShareFile Instructions here: **https://discover.pbcgov.org/pzb/zoning/PDF/ShareFile_Instructions.pdf**

All applications shall be submitted electronically for Administrative Modifications through ZAR or Type 1 Variance. Access ePZB Login here:
https://www.pbcgov.org/ePZB.Admin.WebSPA/#/login

All applications for PIAs shall be submitted in person or electronically by appointment only. Please Contact the Code Revision Section for assistance.

1.A.2 Documents Required by County Agencies (Zoning, Land Development, Survey, and Traffic)

The following documents may be required as part of the Zoning application submittal. Examples of these documents and reference to websites are provided to assist the Applicants in the preparation of Zoning applications. For definitions and property development regulations, refer to the ULDC.

1.A.2.A Cross-Access Agreement

A restrictive covenant requiring Property Owners to share access points between adjacent properties and all internal access ways in order to provide safe traffic circulation by eliminating the number of curb cuts on the street system through the establishment of a cross-access easement.
Example 1 – Cross-Access Agreement Example (One-Way).pdf
Example 2 – Cross-Access Agreement Example (Two-Way).pdf)

1.A.2.B Drainage Study or Drainage Statement

A statement outlining how the stormwater runoff system will be designed for a proposed or existing project. It shall also list the Agencies responsible for the regulation and permitting of stormwater runoff for the site and identify the location of the legal positive outfall for the site.

Example 1 – Drainage Statement Example 1.pdf
Example 2 – Drainage Statement Example 2.pdf
Example 3 – Drainage Statement Signature Example 3.pdf

All drainage documents must be digitally signed and sealed and be capable of verification in conformance with Chapter 61G15-23, Seals, Florida Administrative Code and Florida Administrative Register. All digital signatures and seals shall be verifiable.
https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61G15-23

1.A.2.C Shared Parking Agreement and Study

1. **Shared Parking Agreement –** A restrictive covenant between Property Owners that allows the reduction of parking for multiple or mixed-use development in close proximity to one another, and which have different peak parking demand and operating hours. The covenant is usually supported by a shared parking study. See "shared parking definition" in the ULDC (Art. 1.H, Definitions and Acronyms).
   Example – Shared Parking Agreement.pdf

2. **Shared Parking Study –** A study to allow for a reduction of parking spaces required for different uses located on the same or nearby parcels. The uses must have different peak parking demands and operating hours.
   Example – Shared Parking Study Example.pdf

1.A.2.D Parking Demand Statement

A statement, digitally signed and sealed by a Professional Engineer, that identifies the proposed use(s) and affirms that the proposed number of parking spaces will not negatively impact the use(s) or users of the site if a Type 1 Waiver to reduce required parking is granted.
Example – Parking Demand Statement.pdf

1.A.2.E Survey

All Zoning applications submitted for approval to the Survey Section must include a digitally certified, signed, and sealed Boundary Survey to support the Master Plan (Preliminary), Site Plan, or plat and be prepared by a Florida Professional Surveyor and Mapper and be less than one year old. A survey subject to the above requirements may be requested by the Zoning Division for the review of other types of applications, e.g., Building Permit review.

1. **Boundary Surveys**
   a. Residential and commercial Boundary Surveys submitted for approval to the Survey Section must be a certified, signed, and sealed Boundary Survey prepared within one year by a Florida Professional Surveyor and Mapper.
   b. Boundary Survey must also conform to the most current Florida Standards of Practice and all Palm Beach County requirements in force at the time of application.
   c. Boundary Surveys for commercial properties must support a Zoning (Master, Site, or Subdivision) Plan.

2. **Title –** A Title Policy, Title Commitment, Title Search/Exam, Opinion of Title, or Property Information Report (options mandated by use) current to within one year must be shown on all surveys, including date, policy number, issuer's name, address, and the disposition of all Schedule B-II encumbrances. Title information must be kept current to <u>within one year</u> throughout the entire approval process.

3. **Digital Signature and Seal –** All survey documents must be digitally signed and sealed and be capable of verification in conformance with Florida Surveying and Mapping Standards of Practice Rule 5J-17.062, F.A.C, Procedures for Signing and Sealing Electronically Transmitted Surveys or Other Documents. All digital signatures and seals shall be verifiable.
   Example 1 – Survey IdenTrust Digital Signature Example.pdf
   Example 2 – Survey Report Example.pdf

4. **Plat –** A recorded plat may be submitted in lieu of a boundary survey when the Master Plan, Site Plan, and plat are identical and the plat is less than one year old. A "Tree Survey," "As-Built Survey," or "Record Survey" may be required as needed and as directed by the Survey Section.

5. **Modifications to Prior Approved Master Plans –** Applications with proposed internal modifications to a previously approved Master Plan, that propose no changes to the last approved Master Plan acreage, boundary, or legal description shall not be required to submit a new legal description or survey of the subject property. The Applicant shall clearly indicate in the required application documents (e.g., forms, Justification Statement), that the modifications are only internal to the subject property, and the approved acreage and boundary/legal description will remain the same.

1.A.2.F Traffic Impact Study or Statement

A traffic study of Links and intersections within the Test 1 Radius of Development Influence and Test 2 Radius of Development Influence of a proposed Project; and including the information, and prepared in accordance with the requirements, set forth in ULDC Art. 12.C.1.C.2, Traffic Generation. For the Transportation Element of the Plan, it is the "LOS Impact Statement" referred to in the Capital Improvement Element of the Plan.

Example 1 – Traffic Statement Example 1.pdf
Example 2 – Traffic Statement Signature Report Example 2.pdf
Example 3 – Traffic Statement Signature Report Example 3.pdf

1. **Digital Signature and Seal –** All Traffic documents must be digitally signed and sealed and be capable of verification in conformance with Rule 61G15-23, Seals, Florida Administrative Code and Florida Administrative Register. All digital signatures and seals shall be verifiable.

1.A.2.G Unity of Title

A document recorded in the Office of the Clerk of the Circuit Court of PBC stipulating that a lot, lots, or parcel of land shall be held under single ownership, shall not be eligible for further subdivision and shall not be transferred, conveyed, sold, or divided in any unit other than in its entirety.

Example 1 – Unity of Title Example 1.pdf
Example 2 – Unity of Title Example 2.pdf

1.A.2.H Unity of Control

In accordance with ULDC Art. 5.F, Legal Documents, Art. 11, Subdivision, Platting, and Required Improvements, and Art. 3.E.1.I, Unified Control, a covenant recorded in the Office of the Clerk of the Circuit Court of PBC stipulating that a lot, lots, or project with different owners shall be developed according to a common Site or Master Plan providing Unified Control and the combined lots shall meet land development requirements as if they are one lot.

Example 1 – Unity of Control Example 1.pdf
Example 2 – Unity of Control Example 2 (One Owner).pdf

1.A.3 Zoning Agency Review (ZAR) Additional Documents

Additional documents may be required to validate the amendment(s) requested to an approved plan, including, but are not limited to:

1.A.3.A A copy of the plat and plat comment(s).
1.A.3.B A recorded Official Records Book copy for an easement.
1.A.3.C An abstracted survey.
1.A.3.D Comments from the Building Division resulting from the Building Permit that triggered the plan amendment.
1.A.3.E For Projects located in the Westgate Overlay (WCRAO), a Westgate Community Redevelopment Agency letter for applications adding or modifying uses.
1.A.3.F Supporting documents for the Consent(s).

1.A.4 DRO Agencies Required for Site Plan Amendments through Zoning Agency Review (ZAR)

The Table below provides the most common requests to amend approved Zoning Plans and the Agency involved. This Table is to be used to determine the total number of Agencies required to review an application for an Administrative Modification through the ZAR pursuant to ULDC Art. 2.C.4.A.3, Zoning Agency Review (ZAR). This list is not intended to be exhaustive as the DRO may also determine an Agency needs to review an application based on a reason not listed here, if so the Applicant or Agent will be informed of the reason(s).

Table 1.A.4 – DRO Agencies Required for Site Plan Amendments through ZAR

AGENCY (1)	REQUEST	AGENCY	REQUEST
ADDRESSING:	• Changes in street names or new street names	**AIRPORTS:**	• Any modification to projects managed by Airports • Changes to building heights in airport overlays • Addition of above-ground storage tanks within airport overlays
COUNTY ATTORNEY:	• Questionable legal documents of any kind • Modified lease areas of communication towers • Addition or deletion of cross access	**ERM (ENVIRONMENTAL RESOURCES MANAGEMENT):**	• Modification to any preserve, tree preservation area, mitigation area, littoral zone, or conservation area • Any impacts to native vegetation • Modification of trees under ERM's protection • Underground storage tank systems that are greater than 550 gallons containing Regulated Substances • Change of use within a Wellfield Protection Zone

Table 1.A.4 – DRO Agencies Required for Site Plan Amendments through ZAR

AGENCY (1)	REQUEST	AGENCY	REQUEST
FIRE RESCUE:	• Modification of sidewalks leading to or from buildings • Changes in pedestrian access points of a building • Relocation or expansion of building adjacent to another building • Relocation or addition of internal access points • Any gates or fences that may impede access of fire trucks or personnel • Any canopy, porte-cochère, or other structure that extends over a main drive or vehicle access • Increase the number of seats in restaurants • Additions or modifications to fuel tanks or chemical storage	**HEALTH DEPARTMENT:**	• Private wells, sewage tanks, lift stations • Addition of swimming pools • **Uses:** Hospitals, medical clinics, day cares, schools, personal services, cement plants, power plants, sugar Mills, dry cleaners, crematories, cement batching plants, surface coating facilities, CLFs, restaurants, lounges
LAND DEVELOPMENT:	• Increase or relocation of building square footage affecting drainage areas • Changes in drainage or detention/retention areas • Any application that reduces permeable surfaces of a lot • Any subdivision or combination of parcels • Any changes related to plats • Modification to any easements, tracts, or property lines • Abandonment of R-O-W • Addition of gates or fences adjacent to R-O-W • On-street parking • Underground storage tanks	**LWDD (LAKE WORTH DRAINAGE DISTRICT):**	• Any modification to property or easements managed by LWDD
PALM TRAN:	• Any modification to easements managed by Palm Tran • Any new use located on an Arterial or Collector R-O-W	**PARKS AND RECREATION:**	• Any modifications to parks and recreation pods/areas or open space • New uses such as CLFs, Schools, Day Cares
PLANNING:	• Any modification to projects within the AGR Tier • Any changes to workforce housing • Any project that changes density • Developments in the URAO	**SCHOOL DISTRICT OF PBC:**	• Any project that is managed by the School Board, i.e., schools

Table 1.A.4 – DRO Agencies Required for Site Plan Amendments through ZAR

AGENCY (1)	REQUEST	AGENCY	REQUEST
	• Addition or deletion of cross access		
SURVEY:	• Any project that requires a survey to be submitted	**TRAFFIC:**	• Any modification to traffic circulation • Any changes to parking • All new or change of use • Addition of gates or fences adjacent to R-O-W

WATER UTILITIES:	• Any modification made to a utility
	• Any uses that require a grease trap, such as restaurants
	• Lift stations
	• Car washes, restaurants, dry cleaners
		ZONING:	• All requests including:
			  ○ Any changes to required vegetation or landscape areas within a project
			  ○ Any change to a Vegetation Disposition Chart
			• Easements within landscape buffers, foundation planting, or landscape islands

Notes:			
1.	Public schools subject to all Agencies.		

1.B PUBLIC NOTIFICATION SIGNS

Pursuant to ULDC Art. 2.B.5, Notification, the Applicant shall post Public Notification Signs on the subject property with information of the public hearing and/or public meeting. Public Notification Signs shall be prepared following these standards: **[10/2026]**

1.B.1 Sign Specifications

A. Sign dimensions: 3’ x 4’;
B. **Sign color**: Yellow (Coroplast Correx);
C. **Material**: Coroplast (water proof; 4mm), or similar material;
D. **Font**: Arial;
E. Font color: Black;
F. **Font size**: Minimum 3”, and must fit uniformly on the sign face area;

G. The sign shall include the text listed below for all Zoning applications that are subject to Board of County Commissioners (BCC) or Zoning Commission (ZC) public hearings (see required format below): **[10/2026]**

PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC HEARING
Visit County Web page at:
www.pbcgov.com/pzb/notices

Or call the Zoning Division at: 561-233-5200

APPLICATION NUMBER
APPLICATION NAME

H. The sign shall include the text listed below for Type 1 Variance applications that are subject to public meetings (see required format below): **[10/2026]**

PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC MEETING
Visit County Web page at:
www.pbcgov.com/pzb/notices
(Which is now known as Type 1 Variance)
Or call the Zoning Division at: 561-233-5200

APPLICATION NUMBER
APPLICATION NAME

1.B.2 Installation

A. The sign shall be appropriately supported and installed to maintain integrity in the ground of the subject property using the following:

   1. Three – Metal dowels; or
   2. Two – 2” x 2” or 2” x 4” wood post.

B. Signs shall not be allowed to be attached to trees, fences, walls, utility poles/boxes, or any structures.

1.B.3 Proof of Installation

The Applicant shall submit to the Zoning Division the following:

A. A complete **Affidavit of Installation of Notification Signs** (Form # 28) must be submitted 15 days prior to the hearing date by the Applicant indicating that the signs were installed consistent with these requirements. **[10/2026]**

B. A photograph of the sign(s). Submit the photograph to the Zoning Division to demonstrate compliance with the Notice Requirements pursuant to the ULDC; and,

C. All required sign(s) shall be installed a minimum of 15-calendar days prior to the scheduled public hearing or meeting.

Figure 1.B.1 – Example of Public Notification Sign

TITLE 2 – PLANS
[Revised 8/2023]

2.A PLAN REQUIREMENTS

2.A.1 Public Hearing Process

The following Table lists the types of plans that are required to be submitted for Zoning applications. Each request is identified with a number in each column corresponding to a Note below for clarification. For finalizing the "Preliminary" Plans that are approved by the Board of County Commissioners (BCC) or Zoning Commission (ZC), the Applicant shall submit plans to the Development Review Officer (DRO) following this Table, and label them as Final ____ Plans, e.g., Final Site Plan.

2.A.2 Administrative Process

For processes subject to approval by the DRO, the Applicant shall prepare and label all plans as Final Plans, e.g., Final Site Plan.

Table 2.A.1 – Required Plans for BCC, ZC, or DRO (Public Hearing/Administrative) Processes (1) [8/2023]

		Rezoning or a DOA to:							Request or a DOA for:	Request for:	
Preliminary or Final Plan		MHPD	MUPD	PIPD	PUD	RVPD	TDD	Standard District with a COZ	Conditional Uses	Type 2 Variance	Type 1 and 2 Waivers
Master (PMP)	(FMP)	✓ 2	✓ 2	✓ 2	✓ 2	✓ 2	✓ 2	-	-	✓ 4	✓ 4
Site (PSP)	(FSP)	-	✓	-	-	-	-	✓	✓	✓ 4	✓ 4
Subdivision (PSBP)	(FSBP)	-	✓ 3	✓ 3	✓ 5	-	-	✓ 3	✓ 3	✓ 4	✓ 4
Regulating (PRP)	(FRP)	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 5	✓ 4, 5	✓ 4, 5
Master Sign (PMSP)	(FMSP)	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 4, 6	✓ 4, 6
Alternative Sign (PASP)	(FASP)	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 6	✓ 4, 6	✓ 4, 6
Landscape (PLP)	(FLP)	-	-	-	-	-	-	-	-	✓ 4	✓ 4
Alternative Landscape (PALP)	(FALP)	-	-	-	-	-	-	-	-	✓ 4	✓ 4
Arch. Elevations (PAE)	(FAE)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7
Floor (PFP)	(FFP)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7
Roof (PRFP)	(FRFP)	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 7	✓ 4, 7	✓ 4, 7

Notes: For those plans that are not listed in the Table above, contact Zoning Division Staff for assistance.	
✓	Required plan per ULDC Article (Art.) 2.A.6.B, Plan Requirements.
1.	Submitted as Preliminary Plans for public hearing applications, and as Final Plans after BCC approval and submitted to the DRO for Final Approval.
2.	Required for PDDs: PUD, RVPD, MHPD, PIPD, PDDs with an MLU or EDC FLU designation, or PUDs in the Lion Country Safari. BCC may approve a PMP for an MUPD that utilized more than one FLU designation in order to define location of uses and property development regulations. **[8/2023]**
3.	Subdivision Plan shall replace Site Plan if a subdivision process is requested, unless exempt pursuant to ULDC Art. 11, Subdivision, Platting, and Required Improvements.
4.	For Standalone or Concurrent Variance and Waiver applications, the requests shall be identified and labeled on the applicable Master, Site, or Subdivision Plans. May need to provide details to justify for the Variance or Waiver requests.

5.	Optional. If the Applicant chooses or recommended by Staff to have design details, cross sections to be approved by BCC or ZC.
6.	Shall be submitted at the time of the initial application, and subject to the same review and approval process as the development itself. See ULDC Art. 8, Signage.
7.	Only required if the Applicant chooses or as required by the ULDC to have Architectural Guidelines be approved by BCC or ZC. See ULDC Art. 5.C, Design Guidelines.

2.B APPLICATION REQUIREMENTS – PLANS

Pursuant to ULDC Art. 2.A.6.B, Plan Requirements, the Applicant is required to submit one or a combination of plans based on the request(s). All plans, whether they are submitted as Preliminary or Final, shall be prepared in compliance with the ULDC and the following additional requirements:

2.B.1 General Information and Drafting Standards

These standards are established to provide information pertaining to the graphic and format presentation of a plan. The following is required for all types of plans, except stated otherwise. Deviations from these requirements may be requested by contacting the DRO. The DRO may consider whether the plan was done by a prior consultant; the legibility of the text and graphic information; the request is limited to a small portion (affected area) of the subject property, and will determine to what extent the Applicant is required to update the plan for commencement of review. In addition, the Applicant may confer with the DRO to consider waiving certain requirements.

Table 2.B.1 – Plan Layout Requirements

2.B.1.B	**Plan Size**
2.B.1.B.1	All plans and elevations shall be limited to a plan size of 24” x 36”.
2.B.1.B.2	Architectural Elevations – Must be submitted in both color and black and white plans.
2.B.1.C	**Electronic Plan Format –** All digital (CAD) plans shall be submitted as follows:
2.B.1.C.1	Applications for the Public Hearing, Administrative Review, and Type 1 Variance processes – in **.DWF** formats;
2.B.1.C.2	All plans shall be labeled consistent with the Plan Requirements of Art. 2.A.6.B, Plan Requirements and the **Application Checklist and Naming Guide** on the Zoning Website https://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx.
2.B.1.D	**Scale**
	All plans shall be drawn at an engineering scale ranging from 1” = 20’, 30’, 40’, 50’, 60’, or at a scale permitted by the DRO, with the following exceptions:
2.B.1.D.1	Master Plan or overall Site Plan may be drawn at 1” = 100’, or at a scale permitted by the DRO.
2.B.1.D.2	Regulating and Master Sign Plans may be drawn at architectural scale. Scale for each detail may vary.
2.B.1.D.3	Architectural Plans and elevations shall be drawn at an architectural scale of 3/32”, 3/16”, 1/8”, 1/4”, or 3/8” = 1’.
2.B.1.E	**Plan Views**
	All drawings, except elevations and renderings, shall be prepared in two-dimensional plan views.
2.B.1.F	**Font Style and Size**
	Any legible font style. The Zoning Division prefers Arial font style, and font size shall be no less than 10 point.
2.B.1.G	**Line Weight**
	Line weight and line type hierarchy on all plans shall be consistent with the American National Standards Institute (ANSI) drafting standards.
2.B.1.H	**Signature and Professional Seal**
2.B.1.H.1	Required for Architectural, Landscape, Lighting/Photometric Plans, or related submittal documents. For Drainage, Traffic Statement or Study, and Survey/Plat, refer to Title 1, Application Checklist, Documents, and Public Notification Signs for digital signature and seal.
2.B.1.I	**Rounding Decimals**

	All numerical references shall be rounded to a maximum of two decimal points.
2.B.1.J	**Match Lines**
	Match lines shall be clearly labeled between drawing segments (this requirement is not applicable to Regulating Plans or Sign Plans). **[8/2023]**

2.B.1.A Deviations

For those parcels of land that may not be able to be shown on one plan without losing legibility because of the size or configuration, the Applicant may show the entire parcel of land (*the Site*) on one plan, i.e., the Master Plan with all the required information in accordance with the requirements of this Title, e.g., Location Map, Site Data Table containing all the site's information, and match lines.

1. *The Site* shall be split with one or more match lines to be shown on separate Site Plans at an appropriate scale as indicated in Section 2.B.1.D, Scale.
2. The reference to other Site Plans of each use shall also be labeled on the Master Plan, e.g., see Site Plan (SP) 1 for the Type 1 Restaurant; and SP 2 for the CLF, etc.
3. Each use shall be shown on a Site Plan where dimensions, labels, and any other critical information for that specific use(s)/structure(s)/site elements are clearly shown.
4. Each Plan shall be labeled accordingly as MP, SP1, SP2, etc.

2.B.2 Title Block Information

The following information shall be located on the right side (portrait orientation) or at the lower portion (landscape orientation) of a plan. Such information is required for ALL plans, unless otherwise stated herein.

Table 2.B.2 – Title Block Information [8/2023]

2.B.2.A	**Consultants**
	Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable).
2.B.2.B	**Control/Application Name**
	If the Application Name is different from the Control Name, the Applicant shall list both names.
2.B.2.C	**Type of Plan**
	Label in accordance with Art. 2.A related to Plan Requirements of the ULDC, and the **Application Checklist and Naming Guide** on the Zoning Website. https://discover.pbcgov.org/pzb/zoning/Pages/Application-Processes.aspx
2.B.2.D	**Revision Dates**
	Each revision/resubmittal date pertaining to the application must be identified in a chart.
2.B.2.E	**Page Numbering**
	If the submitted plans have more than one page, label with the acronym consistent with Art. 1.H.3, Abbreviations and Acronyms of the ULDC, and the page number. Example: PSP-Page 1 of 2.

2.B.3 Other Required Plan Information

The following information shall be provided on ALL plans unless otherwise indicated herein.

Table 2.B.3 – Other Required Plan Information [8/2023]

2.B.3.A	**Location Map**
	A Location Map of the subject property (site) pertaining to the application shall be prepared and shown on the applicable plan (not required on Regulating Plan), as follows:
2.B.3.A.1	Minimum Map Size – Shall be placed in a 2.5” x 2.5” box;
2.B.3.A.2	Site Location – shows the intersection of two nearest major streets with street names identified; and,
2.B.3.A.3	Street Names – identify the streets on which the site fronts.
2.B.3.B	**Site Data Table**
	See Sections 2.B.4.A and 2.B.4.B of this Chapter for information.
2.B.3.C	**Legend**
	If symbols and acronyms are used on the plan. A chart must be prepared to identify all symbols and acronyms and define what they represent.
2.B.3.D	**Zoning Stamp**
	A 4" x 4" box. The Zoning Stamp Box must be placed on applicable plans, preferably on the lower-right corner.
2.B.3.E	**Amendment Stamp (next to Zoning Stamp Box)**
	A 4" x 4" box, and should be placed next to the Zoning Stamp Box. The Amendment Stamp Box must be placed on applicable plans.
2.B.2.F	**North Arrow**
	Required for Master, Site, Subdivision, Landscape Plan(s) and Survey, and may be noted on other types of Zoning Plans, where applicable. The North Arrow should be oriented to the top or right of the page, as applicable.
2.B.2.G	**Graphic Scale**
	Prefer to be placed adjacent to the North Arrow or in a location of the plan where it is easily seen.

2.B.4 Site Data Table

The Site Data Table shall be provided on all plans and shall include the following applicable information, and in this order. For a Conceptual Plan, the Applicant may opt to provide all of the information as if the application is prepared for the submittal of a Preliminary Plan:

Table 2.B.4.A – Required Site Data for Preliminary Plans (Public Hearing Processes)

	Site Data	**PMP** (Preliminary Master Plan)	**PSP** (Preliminary Site Plan)	**PSBP** (Preliminary Subdivision Plan)	**PRP** (Preliminary Regulating Plan)	**PMSP** (Preliminary Master Sign Plan)	**PASP** (Preliminary Alternative Sign Plan)	**PLP** (Preliminary Landscape Plan)	**PALP** (Preliminary Alternative Landscape Plan)	**PAE** (Preliminary Architectural Elevations)	**PFP** (Preliminary Floor Plan)	**PRFP** (Preliminary Roof Plan)
1	Application Name (f.k.a. names, if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Control Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Application Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Last ZC/BCC Approval Date	✓	✓	✓	-	-	-	-	-	-	-	-
5	Tier	✓	✓	✓	-	-	-	-	-	-	-	-
6	Existing Future Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
7	Proposed Future Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
8	Existing Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
9	Proposed Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
10	Overlay(s)/Study Area(s)	✓	✓	✓	-	-	-	-	-	-	-	-
11	Property Control Number(s)	✓	✓	✓	-	-	-	-	-	-	-	-
12	Existing Use(s)	✓	✓	✓	-	-	-	-	-	-	-	-
13	Proposed Use(s) as contained in ULDC Article 4	✓	✓	✓	-	-	-	-	-	-	-	-
14	Required/Proposed Gross Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
15	Required/Proposed Net Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
16	Existing/Approved/Proposed Density (housing types and number of units)	✓	✓	✓	-	-	-	-	-	-	-	-
17	Existing/Approved/Proposed Density Bonus Program (e.g., TDR, WHP, AHP)	✓	✓	✓	-	-	-	-	-	-	-	-
18	Existing/Approved/Proposed Intensity (gross floor area)	✓	✓	✓	-	-	-	-	-	-	-	-
19	Required/Existing/Proposed Parking	✓	✓	✓	-	-	-	-	-	-	-	-
20	Required/Existing/Proposed Accessible Parking	✓	✓	✓	-	-	-	-	-	-	-	-
21	Required/Existing/Proposed Loading	✓	✓	✓	-	-	-	-	-	-	-	-
22	Required/Existing/Proposed Building Height (in feet) and Number of Stories	✓	✓	✓	-	-	-	-	-	-	-	-
23	Required/Existing/Proposed Recreation	✓	✓	✓	-	-	-	-	-	-	-	-
24	Required/Existing/Proposed Civic	✓	✓	✓	-	-	-	-	-	-	-	-
25	Traffic Analysis Zone (TAZ)	✓	✓	✓	-	-	-	-	-	-	-	-
Notes:												
✓	Required information											
-	Not applicable											

Table 2.B.4.B – Required Site Data for Final Plans (Administrative Processes)

	Site Data	**FMP** (Final Master Plan)	**FSP** (Final Site Plan)	**FSBP** (Final Subdivision Plan)	**FRP** (Final Regulating Plan)	**FMSP** (Final Master Sign Plan)	**FASP** (Final Alternative Sign Plan)	**FLP** (Final Landscape Plan)	**FALP** (Final Alternative Landscape Plan)	**FAE** (Final Architectural Elevations)	**FFP** (Final Floor Plan)	**FRFP** (Final Roof Plan)
1	Application Name (f.k.a. names, if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Control Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Application Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Last ZC/BCC Approval Date	✓	✓	✓	-	-	-	-	-	-	-	-
5	Tier	✓	✓	✓	-	-	-	-	-	-	-	-
6	Future Land Use Designation	✓	✓	✓	-	-	-	-	-	-	-	-
7	Zoning District	✓	✓	✓	-	-	-	-	-	-	-	-
8	Overlay(s)/Study Area(s)	✓	✓	✓	-	-	-	-	-	-	-	-
9	Property Control Number(s)	✓	✓	✓	-	-	-	-	-	-	-	-
10	Existing Use(s)	✓	✓	✓	-	-	-	-	-	-	-	-
11	Proposed Use(s) as contained in ULDC Article 4	✓	✓	✓	-	-	-	-	-	-	-	-
12	Required/Proposed Gross Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
13	Required/Proposed Net Site Area	✓	✓	✓	-	-	-	-	-	-	-	-
14	Existing/Approved/Proposed Density (housing types and number of units)	✓	✓	✓	-	-	-	-	-	-	-	-
15	Existing/Approved/Proposed Density Bonus Program (e.g., TDR, WHP, AHP)	✓	✓	✓	-	-	-	-	-	-	-	-
16	Existing/Approved/Proposed Intensity (gross floor area)	✓	✓	✓	-	-	-	-	-	-	-	-
17	Required/Existing/Proposed Parking	✓	✓	✓	-	-	-	-	-	-	-	-
18	Required/Existing/Proposed Accessible Parking	✓	✓	✓	-	-	-	-	-	-	-	-
19	Required/Existing/Proposed Loading	✓	✓	✓	-	-	-	-	-	-	-	-
20	Required/Existing/Proposed Building Height and Number of Stories (in feet)	✓	✓	✓	-	-	-	-	-	-	-	-
21	Required/Existing/Proposed Recreation	✓	✓	✓	-	-	-	-	-	-	-	-
22	Required/Existing/Proposed Civic	✓	✓	✓	-	-	-	-	-	-	-	-
23	Traffic Analysis Zone (TAZ)	✓	✓	✓	-	-	-	-	-	-	-	-
Notes:												
✓	Required information											
-	Not applicable											

2.B.5 Concurrency Table

The Applicant shall prepare a Concurrency Table indicating the concurrency for the proposed uses, and shall be consistent with what is represented on the graphic portion of the plan.

Table 2.B.5 – Concurrency Reservation or Approved Concurrency (Examples)

Use (pursuant to ULDC Art. 4, Use Regulations)	Intensity/Density (square feet/seats/students/gas pumps, etc.)
Congregate Living Facility	Number of beds for Zoning Number of units for Engineering – Traffic
Day Care	Square feet/number of persons
Gas and Fuel Sales, Retail (with Convenience Store)	Square feet/number of fueling positions
Medical or Dental Office	Square feet
Retail Sales	Square feet
School	Square feet/number of students
Types 1 and 2 Restaurants	Square feet/number of seats

2.B.6 Site Elements and Graphic Data

Site elements are specific to a subject property and application requests, and shall be shown graphically on a Master, Site, or Subdivision Plan, for either the Public Hearing or Administrative processes. These graphics shall be supported by text, labeling, and dimensional information (width, length, depth) for each of these site elements on the plan, if applicable. Phase lines and affected areas shall also be delineated and defined clearly on the Master, Site, or the Subdivision Plan(s). The Applicant may choose to submit a Regulating Plan – Development Phasing to demonstrate the proposed phases.

2.B.6.A General Checklist for Plan Preparation

Other site improvements or elements that are not included in this table may be required to be shown by the DRO at the time of review of the application. Items included in this Checklist are organized in alphabetical order, and not in the order of drafting a plan. **[8/2023]**

Table 2.B.6.A – General Checklist for Plan Preparation [8/2023]

Items	Descriptions	PMP/ FMP	PSP/ FSP	PSBP/ FSBP	PRP/ FRP	PMSP/ FMSP (1)	PLP/ FLP (1)	PAE/ FAE	PFP/ FFP	PFFP/ FRFP
Adjacent Properties	Indicate the FLU designation, zoning district, existing or approved use(s). Control and Application Numbers. When adjacent to another jurisdiction, indicate the municipality, current site use (i.e., commercial, industrial, etc.), and zoning, if known.	✓	✓	✓						
	Graphically show all existing structures and site improvements of these properties of the first 100 feet measuring from the property lines.	✓	✓	✓						
Affected Area	Define the boundary using a specific line style or weight indicating the affected area that is subject to the DOA request.	✓	✓	✓			✓			
Building(s)	Label each building consistently with a number or in alpha; proposed height and story; square footage.		✓	✓				✓	✓	✓
	For Multifamily units, label the number of units.		✓							
Civic	Label public civic or private civic; acreage. List use if applicable.	✓	✓							
Drainage	Graphically show and label where applicable: Water management tract; retention or detention areas. Lake maintenance easement or swales.	✓	✓	✓			✓			

	For lakes and retention or detention areas that are four feet and over in depth, dimension and label setbacks from canals or perimeter property lines, and show lake maintenance easements.	✓	✓	✓	✓					
	Graphically show and label fountains in lakes, if applicable.	✓	✓	✓			✓			
Easement and Utilities	Label and dimension easements (utilities, drainage, access, hydrants, etc.)	✓	✓	✓			✓			
Landscape	Perimeter buffers (R-O-W; Compatibility and Incompatibility) Label and dimension each type of buffer, and indicate whether there is easement overlap within the buffer.	✓	✓	✓						
	Interior landscaping (landscape islands; foundation planting) Label, dimension, and indicate whether there is any easement overlap.		✓	✓						
Parking and Loading	Label and dimension a typical parking space. Angle of parking spaces layout, except for 90 degree parking. Indicate number of spaces in each row.		✓	✓	✓					
	Label and dimension handicap parking and ramps; sidewalks; curb cuts.		✓	✓	✓					
	Identify and label parking for: grass; guest; valet; shared; off-site; motorcycle, if applicable.		✓	✓	✓					
	Label and dimension, where applicable, spaces that are affiliated with a specific use: loading space(s); drop-off spaces; vehicle display; outdoor storage area; shopping cart corals. For vehicle display, also identify the number of vehicles.		✓	✓	✓					
Pedestrian Amenity	Label and dimension sidewalks, pedestrian or bicycle paths, and amenities (benches; trellises).		✓	✓	✓					

Preserve and Open Space	Label and indicate acreage for: ERM (upland vegetation), SFWMD (wetland vegetation), or open space.	✓	✓	✓						
Property Boundary	Label boundary bearings and distances.	✓	✓	✓						
Recreation	Label and dimension recreational area or Recreation Pod	✓	✓	✓	✓					
	Where applicable, building square feet and types of facilities.		✓		✓					
Sign	Label and indicate sign type for freestanding ground-mounted signs.	✓	✓	✓		✓				
	Label and dimension sign type for both freestanding ground-mounted signs and wall signs.		✓	✓	✓	✓				
Streets/ Access	Label and dimension width of adjacent ultimate right-of-way or base building line.	✓	✓	✓						
	Dimension width of access points. Label traffic volume of Average Daily Trips (ADT).		✓	✓						
	Label and dimension turn lane(s).		✓	✓						
	Label and dimension safe sight lines and corner clips.		✓	✓						
	Label and dimension bridge; culvert; guardrails per Engineer's requirements.		✓	✓						
Variance or Waiver	Indicate the applicable Variance or Waiver, and the specific requests.	✓	✓	✓						
Vehicular Circulation (Internal)	Label and dimension width of internal driveways.		✓	✓						
	Label direction of traffic.		✓	✓						
	Label and dimension median openings or freestanding islands that serve as traffic calming components.		✓	✓						
	Label and dimension stacking distance for those uses with queuing and drive-through lanes.		✓	✓						
	Label and dimension cross-access points between subject property and adjacent property.	✓	✓	✓						
Note: (1) This applies to Alternative Landscape or Sign Plan(s).										

2.B.7 Residential Elements

For residential projects, the Applicant shall provide the following information.

Table 2.B.7 – Residential Elements

Site Elements	Description
Residential	Density bonus programs: WHP, AHP, TDR housing types in each pod, number of units
	Overall density, acreage
	Net and gross density of each pod and acreage
	Pods/parcels – residential, recreational, civic, and commercial, identify each pod or parcel with a number or a letter
	Gross density of adjacent residential properties

2.B.8 Property Development Regulations (PDRs)

The Applicant shall provide the following chart on the Master, Site or Subdivision Plan, and add rows/columns as necessary:

Table 2.B.8 – Property Development Regulations

Zoning District or Pod	Min. Lot Dimensions				Density/ GFA	F A R	Bldg. Cover.	Setbacks/Separation			
	Size	Width	Frontage	Depth				Front	Side	Side Street	Rear
Required											
Proposed											

2.B.9 Planned Development Tabular Data

For Planned Development Districts, the Applicant shall provide the following chart (example) on the plan, and add rows/columns as necessary:

Table 2.B.9.A – Residential Planned Development Tabular Data (Example)

Last BCC Approval					Proposed					Housing Type/Unit/Net Density Change Between Approved and Proposed
Pod Number or Letter	Pod Type	Acre(s)	Number of Units in Each Pod	Net Density in Each Pod (du/ac.)	Pod Number or Letter	Pod Type	Acre(s)	Number of Units in Each Pod	Net Density in Each Pod (du/ac)	
Total:		#	#	-	Total:		#	#	-	# of Units

Table 2.B.9.B – Non-Residential Planned Development Tabular Data (Example)

Last BCC Approval					Proposed				
ULDC Article 4 Use Classification	Approved Use	S.F.	Parking		ULDC Article 4 Use Classification	Proposed Use	S.F.	Parking	
			Req'd.	Prov'd.				Req'd.	Prop.
Total:		#	#	#	Total:		#	#	#
Notes:									
1.	This Table may not be required to be submitted as part of the Administrative Modification or DOA application review, subject to the determination by the DRO.								

2.B.10 Variances or Waivers

The Applicant shall provide details of the proposed Variance(s) or Waiver(s) on the plan using the following chart. For applications that have prior approved Variances or Waivers, the previously approved Variances or Waivers that are not the same as the current proposed requests must also be shown on the plan.

Table 2.B.10 – Variance or Waiver Chart

Variance or Waiver No.	ULDC Reference Article/Section	Required	Provided	Variance or Waiver	Approval Date/ Resolution No.
V.1 or W.1					

2.B.11 Non-Conformities

Applications with non-conformities shall include the following non-conformities chart of the Site Plan to identify the corresponding Development Order (DO) that vested the non-conformities: **[8/2023]**

Table 2.B.11 – Non-Conforming Chart [8/2023]

No.	ULDC Reference Article/Section	Required	Provided	Extent of Non-Conformity	Vesting Development Order (DO)/Date

2.B.12 Special Requirements for Zoning Agency Review (ZAR) Applications

ZAR applications are subject to the following: **[8/2023]**

Table 2.B.12 – Special Requirements for Zoning Agency Review (ZAR) Applications [8/2023]

2.B.12.A	**Requests**
2.B.12.A.1	The requests field required to be filled out on the online submittal of ZAR applications under "Plans and Modifications" shall clearly identify the specific plan, exhibit, and request of the amendment.
2.B.12.B	**Plans**
2.B.3.B.1	Amendment to Zoning Plans shall be to the most current approved plans on record.
2.B.3.B.2	Site Plans, Subdivision Plans, or Master Plans missing Site Data and Location Map shall be updated to comply with Table 2.B.3, Other Required Plan Information, specifically noted under Section 2.B.3.A, Location Map and Section 2.B.3.C, Legend, as well as Table 2.B.4.B, Required Site Data for Final Plans (Administrative Processes). When the information is limited, usually with old plans, the required Site Data shall be provided to the greatest extent possible.
2.B.3.B.3	Plans labeled as "SP" for Site Plan or "RP" for Regulating Plan shall be modified to "FSP" or "FRP" respectively for "Final."
2.B.3.B.4	Text from Conditions of Approval included in approved plans that are already contained in Resolutions must be removed from the plan(s).
2.B.3.B.5	Handwritten notes with specific site element information shall remain on the plan(s).
2.B.3.B.6	Existing details noted on approval plans may be relocated to a Regulating Plan when the Site Plan, Subdivision Plan, or Master Plan does not have enough room to include additional information required in the Manual such as stamps.
2.B.12.C	**Amendments**
2.B.12.C.1	Plans subject to amendments shall be submitted in two sets, one with red clouds and another without the clouds.
2.B.12.C.2	Each modification to the approved plan(s) as entered in the online application shall be identified by a red cloud and a number associated with the specific amendment request. Large clouds covering multiple changes are not allowed (see example below).
2.B.12.C.3	Resubmitted plans shall carry the clouds noted in previously submitted plans using the same number initially assigned to the amendment.
2.B.12.D	**Revisions**
2.B.12.D.1	Additional modifications are only allowed when addressing issues identified by a reviewing Agency. These amendments should be noted by a red cloud and continue numbering from the original request list. The new changes shall be listed in a Word document and submitted with the resubmittal.
2.B.12.E	**Zoning Stamp**
2.B.12.E.1	Old stamps that identify the original approval shall be removed from the plans and replaced with the 4" x 4" stamp boxes (see example below).

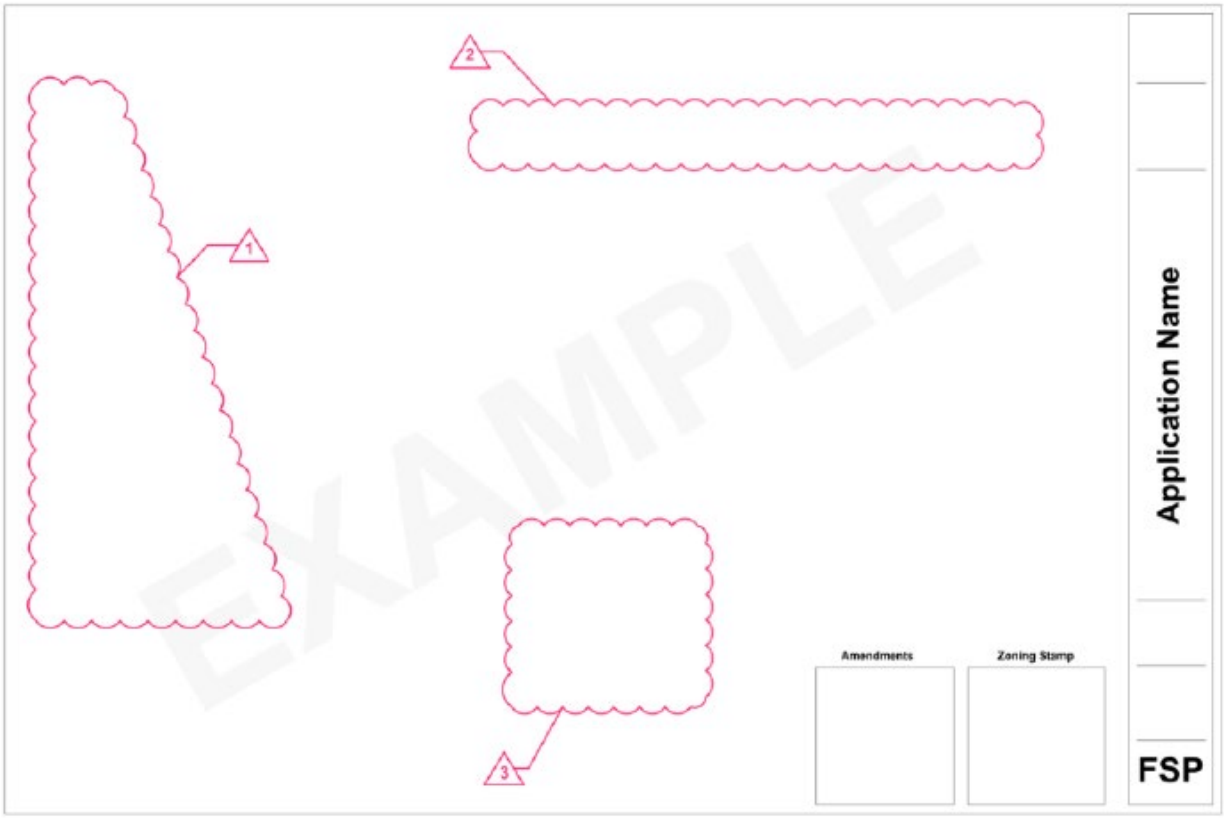
3.B.12.E.2	Previous “Administrative Amendment Stamps,” typically present on old Zoning Plans, shall remain on the amended plan(s) and may be relocated on the plan(s) to provide room for additional information (see example below).
2.B.12.E.3	All 4” x 4” Zoning Stamp and Amendment Stamp boxes shall be blank on all clouded and non-clouded plans.

Figure 2.B.12.C – ZAR Online Application (Plans and Modification) [8/2023]

Example of Modification Numbering

Plan type	Modification #	Page #	Exhibit # of Modified Plan	Enter the detail of request here (maximum of 200 characters)
FSP	1	1	345	Reduce 200 SF of the recreation area for consistency with the Master Plan.
FSP	2	1	345	Add 20’ utility easement
FSP	3	1	345	Remove 1,500 SF from Building A

Example of Modification Clouds



Approved plans with any of the stamps noted below should be removed prior to submittal. These stamps should be substituted with the 4” by 4” stamp boxes. **[8/2023]**

Figure 2.B.12.E – Old Approved Stamps [8/2023]

Date Approved:_____ Engineering Dept._____ Health Dept._____ Planning, Zoning & Bldg. Dept. _____ Planning, Zoning & Bldg. Dept. _____	PETITION NO. _____ DATE SUBMITTED_____ EXHIBIT NO. _____	FINAL PLAN APPROVED AT _____ DRO

Administrative Amendment Stamps contained on approved plans shall be kept on the ZAR application plans. **[8/2023]**

Figure 2.B.12.E – Old Administrative Amendment Stamps [8/2023]

★ ★ ADMINISTRATIVE AMENDMENT ★ ★ STAFF _____ DATE _____	SIGNATURE ONLY APPROVED_____

2.C REGULATING PLAN

If the Applicant chooses to submit Regulating Plans, the plans shall be prepared following these requirements. The plan(s) may include site elements that could be shown in graphic presentations, with construction details, text, and dimensions to demonstrate the design and visual appearance of each of these elements. At review time, Staff will determine which details are required to be shown on the Regulating Plan, or on other types of plans, or could be submitted in manufacturers’ cut sheets.

2.C.1 Residential

The following information may be shown on a Regulating Plan if the Site or Subdivision Plan does not have sufficient area to show the details:

Table 2.C.1 – Residential Housing Types [8/2023]

Zero Lot Line (Fee Simple Ownership)	Townhouse (Fee Simple Ownership)	Multifamily (Condominium Ownership)
Dimension and label Zero Lot Line side	Dimension and label lot lines	Dimension and label building footprints
Dimension and label Access, Maintenance, and Roof Overhang Easements	Dimension and label parking and garage (garage allowed when on dedicated R-O-W; garage with back out onto parking tract not permitted)	Label number of units per building
Dimension minimum length of home along Zero Lot Line sides	N/A	Label parking and provide breakdown by number of units/bedrooms (can be shown in Site Data)
Dimension and label Side Street homes (a.k.a. “floaters”)	N/A	Dimension, label, and provide numbers of guest parking; covered parking areas
N/A	N/A	Label and provide size of RV/boat storage areas
N/A	N/A	Label and provide size of bike rack areas; cluster mailboxes

2.C.2 Phasing

Phasing may be shown on a Regulating Plan, and shall be labeled as "Regulating Plan – Development Phasing," indicating the number of phases and associated timeline. A DO may not exceed the maximum number of phases allowed pursuant to ULDC Art. 2.E.2.D, Phasing Limitations. The approved plan and Conditions of Approval of a DO will indicate the phasing for existing or proposed uses and the schedule of how the uses will be implemented. Approval of all phased uses shown on a Regulating Plan must be consistent with the approved BCC or ZC plans (i.e., Master, Site, or Subdivision Plan, whichever is applicable to the original approval). The Zoning Division may require a plan to be amended periodically, if necessary, to reflect the current site conditions to ensure the phased development is operating in accordance with the ULDC provisions. Any modifications to phased developments shall be in accordance with the ULDC. **[8/2023]**

A Phasing Table shall be included on the plan to clearly define the following:

A. Number of phases for the overall development;
B. Phasing Timeline – commencement of each phase. If an "interim" use is being approved by the BCC or ZC, the date of the discontinuance of the interim use must be shown;
C. Proposed uses for each phase;
D. Number of buildings and square footage affiliated with each use for each phase; and, **[8/2023]**
E. Acres and Percentages – breakdown of percentage of land area associated with each phase. It must comply with the minimum percentage of the land area for each phase of the development as referenced in ULDC Art. 2.E, Monitoring of Development Orders (DOs) and Conditions of Approval.

Table 2.C.2 – Development Phasing Table

Phase	Phasing Timeline	Proposed Uses	Number of Buildings and S.F. or Units	Acres and Percentages of Land Area for Each Phase
#	Date			

2.D TEMPORARY USE

The Applicant shall use the most recently approved plan, if applicable, as part of the application requirements. If no Site Plan is available, an as-built survey or copy of the site layout from the approved Building Permit application, or aerial may be provided to show the location of the proposed use. **[8/2023]**

2.E DIGITAL PLAN FORMAT (A.K.A. "EPLANS")

For online submission of applications through the County's ePZB website, all digital plans and documents shall be submitted in the format identified in the "Zoning Applications Checklist and Naming Guide." https://discover.pbcgov.org/pzb/zoning/Pages/Applications-Forms.aspx

2.F COTTAGE HOMES

The following graphics clarify the two types of Cottage Homes, an individual detached unit on an individual lot as shown in Figure 2.F.1, and multiple detached units on a single lot as shown on Figure 2.F.2.

Figure 2.F.1 – Cottage Home (Single Unit on a Single Lot)

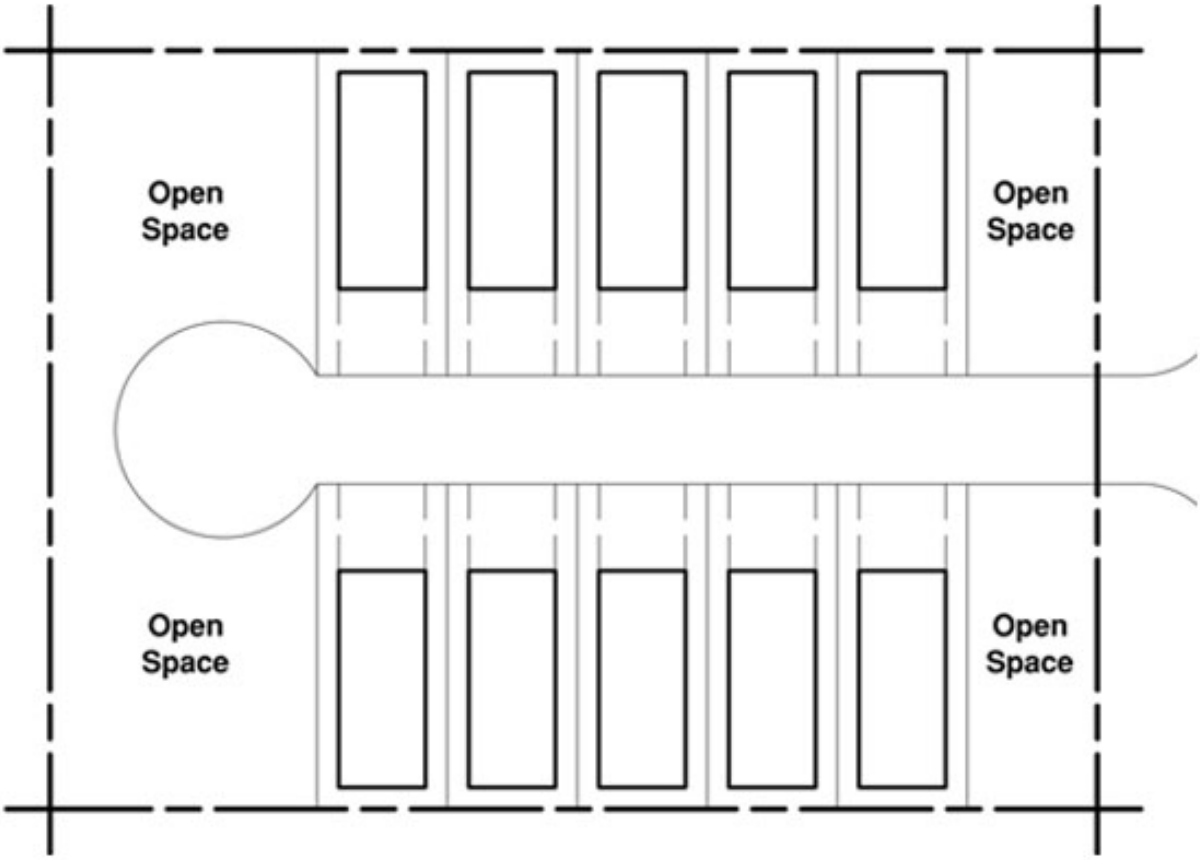


Figure 2.F.2 – Cottage Home (Multiple Unit on a Single Lot)

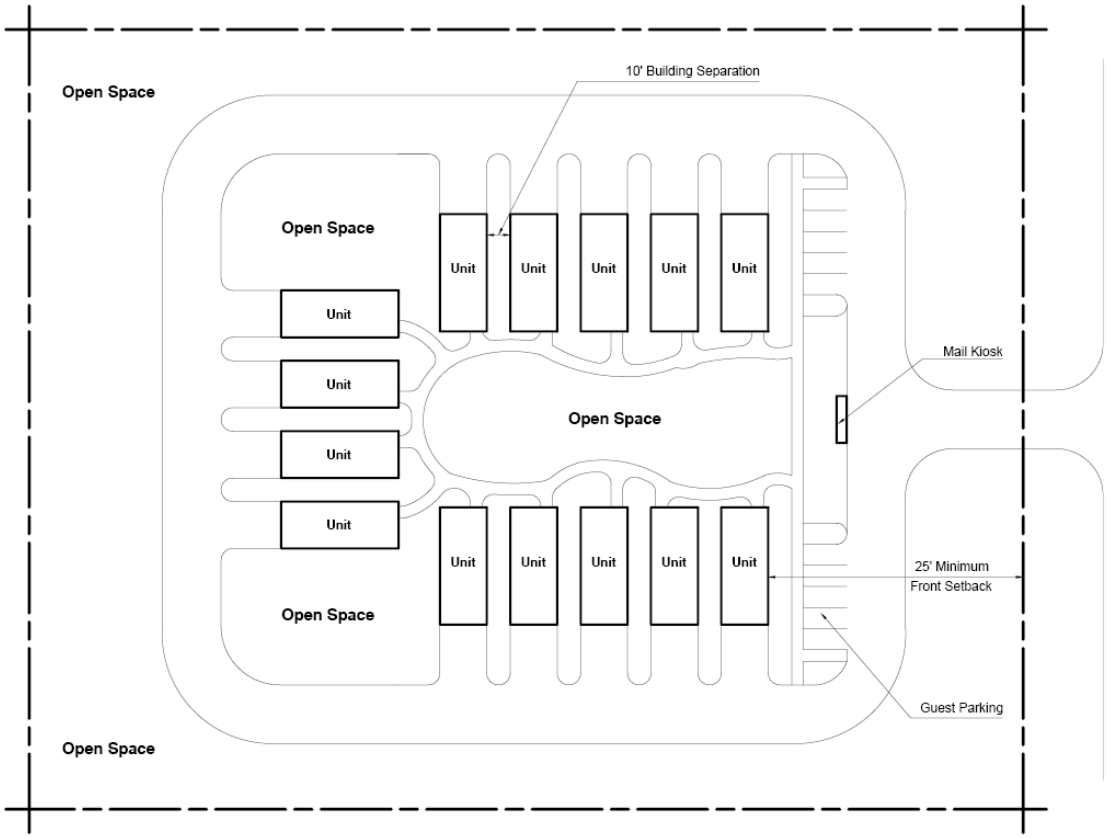
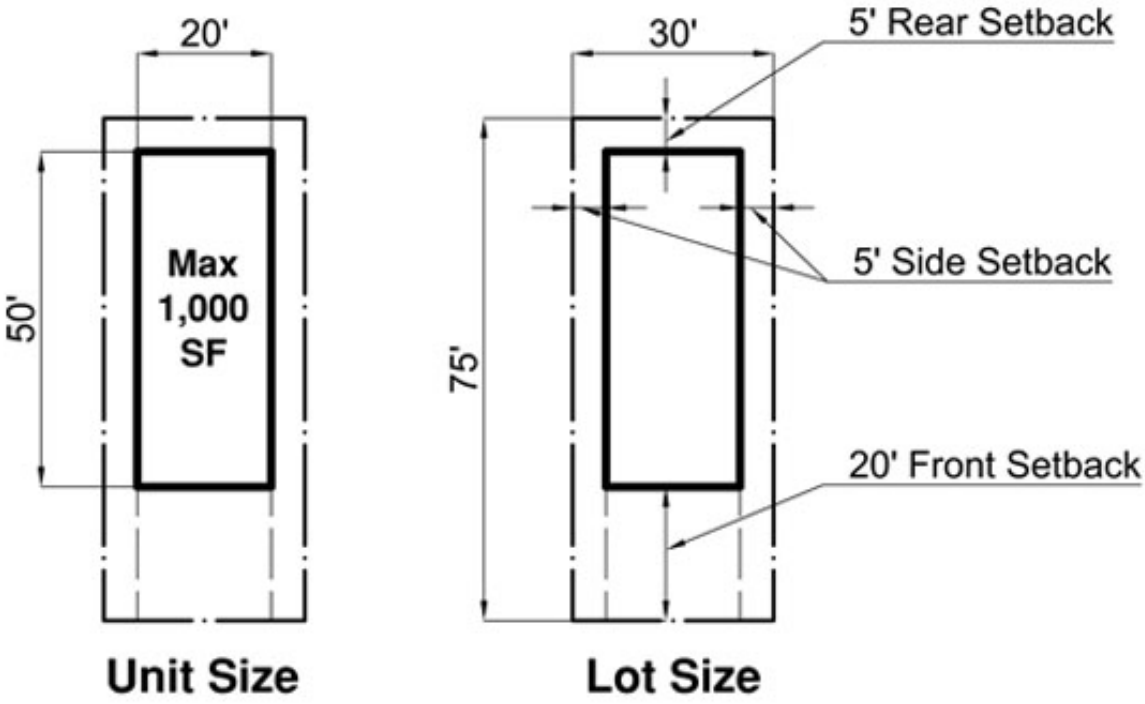


Figure 2.F.3 – Cottage Home Dimensions



TITLE 3 – LANDSCAPE
[Revised 8/2023]

3.A LANDSCAPE-RELATED PLANS

The types of plans include: Planting Plan, Landscape Plan, and Alternative Landscape Plan. The Applicant shall submit the applicable plans based on the type of request. These plans shall be prepared pursuant to the requirements of the Palm Beach County Unified Land Development Code (ULDC) and Title 2, Plans, where applicable.

3.A.1 Landscape-Related Plans

The following information shall be provided to graphically illustrate the design of the proposed planting scheme and to demonstrate compliance with the ULDC. The approved Zoning Plan shall serve as the base for the creation of the Planting, Landscape, or Alternative Landscape Plan(s) to ensure the approved layout of site or design elements (including but not limited to buildings, amenities, easements, outdoor lighting, parking, vegetative preserves, signs, etc.) are consistent.

Table 3.A.1.A – Design and Utility Elements

	Elements	Description
a.	Easements	Identify all overhead and underground utilities, retention and detention areas, fire hydrants, ex-filtration trenches, water/sewer components, and drainage structures and easements, where planting may be impacted by these elements.
b.	Fences and Walls	Dimension (height) and label types of wall (concrete block or panel) or fence (wood, chain link).
c.	Foundation Planting	Define, dimension (length and width), and label applicable foundation planting.
d.	Gradients	Identify existing and proposed gradients around vegetation preserve areas. Add contour lines and spot grades for berms.
e.	Interior Landscaping	Define, dimension (length and width), and label applicable interior landscaping (landscape island, median, screening for equipment/loading, dumpster) or any area designated for planting.
f.	Pedestrian Amenities	Label and dimension planting around amenities, where applicable.
g.	Perimeter Buffers	Define, dimension (width), and label applicable buffers (R-O-W, Compatibility, and Incompatibility).
h.	Planting Notes	Provide applicable Planting Notes in accordance with Section 3.A.1.D, Notes on Landscape-Related Plans of this Title.
i.	Preservation of Upland or Wetland	Define graphically the boundary of the required vegetation preserve areas.
j.	Recreation	Define, dimension, and label planting around all recreation areas, tot lots, and neighborhood parks
k.	Trees, Palms, and Shrubs	The symbols that are used to show existing and proposed plant materials on the plan must be consistent with those indicated on the Plant List Table or on the Legend.
l.	Screening	Identify ground-mounted mechanical, air-conditioning, and electrical equipment.
m.	Signs	Define, dimension (width and length), and label planting around bases of signs.

3.A.1.B Plant Legend

The Plant Legend shall be depicted in table format listing the proposed and existing vegetation, where applicable, and shall include the following:

1. Graphic symbol or acronym of botanical name;

2. Quantity;
3. Native or non-native;
4. Botanical name;
5. Common name; and,
6. Height; clear trunk or gray wood; container size.

3.A.1.C Landscape Requirements Chart

The Landscape Requirements Chart shall be provided on all Landscape Plans and shall include the following applicable information, and in this order. **[8/2023]**

Table 3.A.1.B – Example of Landscape Requirements Chart [8/2023]

Perimeter Buffers								
Buffer Location	**North**		**East**		**South**		**West**	
Buffer Width/Type	**X' R-O-W**		**X' X Buffer**		**8' Compatibility Buffer**		**20' Incompatibility Buffer**	
Buffer Length	**X'**		**X'**		**X'**		**X'**	
Canopy Tree Requirement	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**
1 per 20 linear feet								
1 per 25 linear feet								
Palm/Pine Replacements (< 25%)								
Palms or Pines (When Required)	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**
1 per 30'								
Shrubs Requirement	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**
Large 1 per 4'								
Medium 1 per 4'								
Small 1 per 2'								
Ground Cover 1 per 1'								
Landscape Barrier Requirement	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**	**Required**	**Provided**
6' Opaque Barrier: Hedge, fence, or wall								

Interior Plantings					
Development Square Footage		**Type of Development**		**Tier**	

Interior Planting Requirement	**Trees**		**Shrubs**	
	Required	**Provided**	**Required**	**Provided**
1 tree per 3 shrubs per 2,000 sq. ft. (10% of vehicular use area)				

Foundation Planting Requirement	**Location (Percent Required)**	**Length**	**Trees**		**Shrubs**	
			Required	**Provided**	**Required**	**Provided**
1 tree, palm, or pine per 20'	North Front (40%)					
	East Side (40%)					
1 shrub per 10 sq. ft. of foundation planting area	South Side (40%)					
	West Rear (0%)					

Parking Island Requirement	**Parking Islands Provided**	**Trees, Palms, or Pines**	
		Required	**Provided**
1 tree, palm, or pine per parking island			

Mitigation/Replacements	**Trees**		**Palms**	
ERM	**Required**	**Provided**	**Required**	**Provided**
(mitigation criteria/notes)				
Zoning	**Trees**		**Palms**	
	Required	**Provided**	**Required**	**Provided**
(mitigation criteria/notes)				

3.A.1.D Notes on Landscape-Related Plans

All planting notes and specifications shall be in compliance with the Florida Grades and Standards for Nursery Plants, as amended.

Table 3.A.1.D – Standard Notes on Landscape-Related Plans

	Elements	Description
a.	Mulch	All planted areas shall contain a three-inch layer of shredded mulch;
b.	Final Grade	All existing asphalt and compacted base materials shall be removed from the planting areas and replaced with clean topsoil prior to planting. The final grade within the planting areas shall be two inches below the adjacent paved areas or top of curb;
c.	Drainage	All planting beds shall be shaped and sloped to provide proper drainage;
d.	Pruning	All plant material shall be pruned, if needed, to achieve the shape and form characteristic to their design intent. Pruning shall be in strict accordance with ISA standards;
e.	Ground Cover	All sod or seed shall be certified (if applicable), and weed and insect-free;
f.	Ground Cover	Landscape and/or sod shall be placed to the edge of pavement from vehicular areas, adjacent canal banks, lakes, or other landscape areas;
g.	Planting Pit	All planting areas shall be excavated to a depth of thirty inches minimum and backfilled with a soil mix consisting of one-third native soil, one-third clean sand, and one-third composted cow manure or comparable composted organic material;
h.	Root Barrier	Root barriers shall be installed where required by local utility company or other regulating agencies;
i.	Root Barrier	Where *Ficus* species are used, appropriate setbacks and safeguards (root barriers) shall be required;
j.	Utilities	Contractor shall be responsible for locating existing utilities or other obstructions which may interfere with plant installation;
k.	Utilities	Call Sunshine One-Call service for underground utility locations 48 hours prior to any excavation or digging at 1-800-432-4770.

3.B GUIDELINES

3.B.1 Palm Beach County Pruning Guidelines

3.B.2 FP&L Guidelines – "Right Tree, Right Place"

3.B.3 Environmental Resources Management – Best Management Practices

ERM's website is found at: https://discover.pbcgov.org/erm/Pages/Permitting-Regulation.aspx

3.C EXISTING NATIVE VEGETATION – PRESERVATION

This Title of the Technical Manual corresponds to ULDC Article (Art.) 7.E, Existing Native Vegetation, Prohibited, and Controlled Plant Species, and ULDC Art. 14.C.7.C, Development of Other Uses and Improvements. For the purpose of this Title, trees, palms, pines, or any types of vegetation that are subject to preservation, mitigation, relocation on site, relocation off site, and removal are referred to as ***Vegetation***. The Applicant is required to review the Environmental Resources Management (ERM) Department's Best Management Practices (see above link) and ULDC Art. 14.C, Vegetation Preservation and Protection for applicable requirements or guidelines. **[8/2023]**

For Variance and Waiver applications that are related to landscaping, the Applicant shall submit an Alternative Landscape Plan (ALP). The Applicant may provide the Vegetation Disposition Chart on the ALP, if applicable. For all other applications, the Applicant may provide the Vegetation Disposition Chart on the Regulating Plan.

3.C.1 Vegetation Survey

The Vegetation Survey shall show all existing native vegetation on the subject property, and shall include a Vegetation Disposition Chart with information indicated in Section 3.C.2 listed below. Where applicable, Staff may also require the same for non-native specimen or champion trees. The Vegetation Survey and Vegetation Disposition Chart shall be signed and sealed by either a Florida-licensed Landscape Architect or an Arborist certified by the International Society of Arboriculture (ISA) to ensure accurate information is included for submittal of Zoning applications.

3.C.1.A Vegetation Survey Alternatives

Alternatively, the Development Review Officer (DRO)/ERM may allow the surveyed vegetation be identified and consolidated on a Zoning Plan (Site or Subdivision) with the Vegetation Disposition Chart instead of submitting a separate Vegetation Survey, if the quantity of existing vegetation is *de minimis*, and can be clearly shown on the Site or Subdivision Plan. **[8/2023]**

3.C.1.B Prior Approved Landscape Plan(s)

When a property has a previously approved Landscape Plan, and the Applicant is proposing a new request to modify the approved Site/Subdivision Plan, the DRO may allow the Applicant to submit a revised Landscape Plan, and not a Vegetation Survey with a Vegetation Disposition Chart, and shall amend the Landscape Plan to show the proposed revisions.

3.C.2 Vegetation Disposition Chart

The Vegetation Disposition Chart is prepared based on the information from a Vegetation Survey. The Vegetation Disposition Chart shall include the following information for each existing native or non-prohibited tree, palm, or pine:

A. Tag # – Assign a number to each tree, palm, or pine;
  1. Shall be sequentially numbered; **[8/2023]**
  2. Shall start with a maximum of three digits; **[8/2023]**
  3. Shall remain the same; **[8/2023]**
  4. Shall be consistent on all documentation and plans through the duration of the project. **[8/2023]**

B. Species – common and botanical names; **[8/2023]**

C. Size
  1. Trees and pines shall be measured using diameter at breast height (DBH) in inches (DBH is measured at four and one-half feet above grade); and
  2. Palms shall be measured by height of trunk in feet, either clear trunk or grey wood depending on the species of the palm.

D. ERM Vegetation – that are under the jurisdiction of ERM pursuant to ULDC Art. 14.C, Vegetation Preservation and Protection;

E. Zoning Vegetation – that are under the jurisdiction of Zoning pursuant to ULDC Art. 7.E, Existing Native Vegetation, Prohibited, and Controlled Plant Species;

F. Disposition

1. Preserve (could be ERM and/or Zoning trees. Credit for preservation is calculated using ULDC Table 7.E.3.C, Vegetation Credit and Replacement);
2. Relocate on site (vegetation to remain but to be relocated within site, could be ERM and/or Zoning trees);
3. Relocate off site (vegetation to be relocated to a site designated by ERM, could be ERM vegetation);
4. Mitigate on site (ERM vegetation. Vegetation is to be removed and vegetation is mitigated on the site using ULDC Table 14.C.7.C, Native Vegetation Mitigation); **[8/2023]**
5. Mitigate off-site (ERM Vegetation. Vegetation are to be removed and Vegetation are mitigated off site using ULDC Table 14.C.7.C, Native Vegetation Mitigation. ERM must designate a location for the off-site mitigated Vegetation); **[8/2023]**
6. Replace on site (Zoning vegetation. Vegetation is to be removed and is replaced on the site using ULDC Table 7.E.3.C, Vegetation Credit and Replacement).

Table 3.C.2 – Example of Vegetation Disposition Chart [8/2023]

Tag #	Species	Size (1)	ERM	Zoning	Proposed Disposition	ERM Mitigation	Zoning Replacement	Credit	Notes
						Calculated per ULDC Table 14.C.7.C, Native Vegetation Mitigation	Calculated per ULDC Table 7.E.3.C, Vegetation Credit and Replacement		
1	Laurel oak	6”	Yes	-	Preserve	-	-		Tree barricade (See Landscape Note 6)
2	Royal palm	12’	-	Yes	Relocate on site	-	-	1	Location TBD on FLP
3	Sabal palm	16’	Yes	-	Relocate on site	-	-		Location TBD on FLP
4	Live oak	23”	Yes	-	Relocate on site	-	-		Specimen tree; see Arborist Report; general relocation area shown on FRP
5	Slash pine	6”	Yes	-	Mitigate on site	2 trees	-		Mitigated with different species
6	Slash pine	10”	Yes	-	Mitigate on site	3 trees	-		Mitigated with different species
7	Sand pine	12”	Yes	-	Preserve	-	-	3	Located in landscape buffer
8	Silver buttonwood	7”	-	Yes	Replace on site	-	2		Replace with different species

Notes:	
1.	Canopy tree or pine – Use DBH.
2.	Palms – Use clear trunk or grey wood to calculate height depending on species.
3.	Fractional measurements shall be rounded in accordance with ULDC Art. 1.C.1.A.2, Interpretation and Application. **[8/2023]**

3.C.3 Vegetation Calculation

The Applicant shall use the following Table to demonstrate the quantity of vegetation by listing the applicable items. This Table only applies to those sites where existing vegetation are subject to preservation.

Table 3.C.3 – Vegetation Calculation (Example) [8/2023]

	Requirements	Quantity
a.	Total existing vegetation on site (surveyed and tagged)	100
b.	Total existing vegetation to be preserved and remain in their original location	25
c.	Total existing vegetation to be relocated on site	38
d.	Total existing vegetation to be mitigated	37
e.	Total mitigated vegetation per ULDC Table 14.C.7.C, Native Vegetation Mitigation	16
f.	Total replacement vegetation per ULDC Table 7.E.3.C, Vegetation Credit and Replacement	40
g.	Total proposed vegetation required by ULDC Article 7 (e.g., perimeter buffers and interior landscaping)	45
h.	Total no. of vegetation to be preserved/relocated/mitigated/replaced and ULDC Article 7 (= b + c + e + f + g).	**164**

3.C.4 Vegetation Tagging

A. All applicable vegetation shall be tagged using etched metal tags attached to trunks. The numbers shown on each tag shall correspond to the number identified on the Vegetation Disposition Chart and/or Vegetation Survey. **[8/2023]**

B. Prior to site clearing and tree removal, vegetation to be preserved, mitigated, replaced, relocated on site, relocated off site, or removed shall be identified using different color plastic ribbon or tags. **[8/2023]**

3.C.5 Vegetation Barricades

A. Vegetation to be preserved shall be barricaded with a minimum three-foot-high plastic mesh (orange OSHA) supported by six-foot-long T-posts or two-inch by four-inch wood stakes or equivalent. The contractor is responsible to use the support system that shall remain in place throughout the duration of construction activities. **[8/2023]**

B. Vegetation to be preserved at a lower final grade may be protected with a 24-inch-high silt fence around the preserve area or vegetation with the addition of a three-foot-high plastic mesh, if needed.

C. If hand clearing is necessary within the preserve area or under the vegetation canopy, vegetation to be preserved can initially be delineated by plastic ribbon affixed to survey stakes (to avoid putting up and taking down fencing) and then protected with either plastic mesh and/or a silt fence.

D. Vegetation to be relocated can usually be delineated by plastic ribbon affixed to survey stakes unless their relocation is delayed due to root pruning. If root pruning is required, the vegetation shall be protected with either plastic mesh and/or a silt fence.

TITLE 4 – ARCHITECTURAL

4.A GENERAL PLAN STANDARDS

For preparation of Architectural Elevations, the Applicant shall refer to Title 2, Plans for format and other drafting standards.

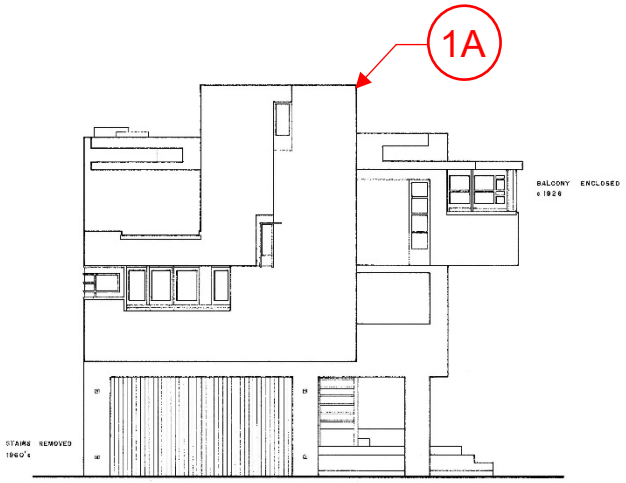
In addition to the above, the following shall also be identified on the plan or elevation.

1. Location key showing footprint of building and elevation orientation; and
2. Projects with multiple buildings shall provide separate pages and elevations for each building.

4.A.1 Non-Residential Design Elements

The following Table(s) shall be used as a template and shown on the Architectural Elevations to demonstrate how the project is in compliance with Article (Art.) 5.C, Design Standards of the Palm Beach County Unified Land Development Code (ULDC). On each Table, Column 1 references the Code Section, and Column 4 lists the related required design elements. Columns 2 and 3 are Keys to assist the Applicant and Staff in efficiently identifying where on the elevations the requirements have been met.

Example: The Applicant should first identify the Primary Roofline Elements (numbered 1 in the ID1 Column) and then which element is being used (A, B, or C in the ID2 Column) and create a callout to label the elevation.



NORTH ELEVATION

Next, in the Table under the Columns for each façade, specify how the elements are provided.

Example:

ULDC Reference	ID1	ID2	Requirement Selection	Front North	Side	Side Street	Rear
				Indicate the North, South, East, or West façade orientation			
Primary Roofline Pursuant to ULDC Table 5.C.1.H, Primary Roof Design Element							
One required element per façade; or any combination of A, B, and C	1	A	Articulated parapet walls, 30% of roofline with 100' max. spacing between articulation;	**3 plane breaks provided**			
		B	Pitched roof with min. 12" overhanging eaves;				
		C	Two or more plane breaks/slopes per façade.				

Secondary Roofline Pursuant to ULDC Table 5.C.1.H, Secondary Roof Design Element							
One element required per façade	2	A	Decorative roof details (i.e., cupolas, dormers, exposed rafter tails, balconies, etc.);	(List element(s) of conformity for elevation)			
		B	Cornices with decorative moldings;				
		C	Pediments, porticos, architectural features at entryways, or decorative towers.				

Table 4.A.1 – Non-Residential Elements

ULDC Reference	ID1	ID2	Requirement Selection	Front	Side	Side Street	Rear
				Indicate which elevation (North/South/East/West) for each façade of the building			
Primary Roofline Pursuant to ULDC Table 5.C.1.H, Primary Roof Design Element							
One required element per façade; or any combination of A, B, and C	1	A	Articulated parapet walls, 30% of roofline with 100' max. spacing between articulation;				
		B	Pitched roof with min 12" overhanging eaves;				
		C	Two or more plane breaks/slopes per façade.				
Secondary Roofline Pursuant to ULDC Table 5.C.1.H, Secondary Roof Design Element							
One required element per façade	2	A	Decorative roof details (i.e., cupolas, dormers, exposed rafter tails, balconies, etc.);				
		B	Cornices with decorative moldings;				
		C	Pediments, porticos, architectural features at entryways, or decorative towers.				
Façade – Recesses/Projections, Walls, and Storefronts Pursuant to ULDC Art. 5.C.1.H.1.c.1)a)-c)							
All elements are required	3	A	Recesses/projections: Façades > 50' shall provide recess/projection a min. of 20% of total length of façade, max. of 100' between recesses/projections, depth min. 12";	__ % of length; __ " depth	__ % of length; __ " depth	__ % of length; __ " depth	__ % of length; __ " depth
		B	Walls: No blank walls exceeding 10'h x 20'l, patterns to be 10' on center;	List blank walls – dimensions	List blank walls – dimensions	List blank walls – dimensions	List blank walls – dimensions
		C	Storefronts: Display windows along 20% of façade length.	Storefronts at __ % of length	Storefronts at __ % of length	Storefronts at __ % of length	Storefronts at __ % of length
Exterior Treatment and Fenestration Details Pursuant to ULDC Art. 5.C.1.H.1.c.2)a) and b)							
One additional element required	4	A	Exterior Treatment: 80% max. primary, 20% min. secondary treatments	Fenestration along ___ % of façade	Fenestration along ___ % of façade	Fenestration along ___ % of façade	Fenestration along ___ % of façade
		B	Fenestration details: Provided along a min. of 60% of façade length				
Entries Pursuant to ULDC Table 5.C.1.H, Primary Entry Feature Design Element							
One design element required	5	A	Canopies, porte-cochère, or porticos;				

		B	Wall recess or projection (min. 12" depth);				
		C	Covered arcades (min. 8' clear width);				
		D	Peaked roof forms;				
		E	Arches, columns, or pilasters.				
Entries Pursuant to ULDC Table 5.C.1.H, Secondary Decorative Treatment							
One design element is required per façade	6	A	Overhangs, cornices, and eaves;				
		B	Decorative moldings or trims around windows and doors;				
		C	Covered public outdoor patio/plaza incorporated with entry area (not part of tenant space);				
		D	Special pavers, bricks, decorative concrete, or other similar pavement treatment;				
		E	Architectural detailing (i.e., tile work, moldings).				

4.A.1.A Colors

The Applicant shall utilize the Visual Impact Analysis to demonstrate compliance with ULDC Art. 5.C.1.H.1.e, Color.

4.A.2 Non-Residential Rural Design Elements

For non-residential projects in the Rural and Exurban Tiers, the Rural Design Elements in the following Table(s) shall be incorporated in addition to the elements in Table 4.A.1, Non-Residential Elements.

Table 4.A.2 – Non-Residential Rural Design Elements

ULDC Reference	ID1	ID2	Requirement Selection	Front	Side	Side Street	Rear
				Indicate which elevation (North/South/East/West) for each façade of the building			
Roof Pursuant to ULDC Table 5.C.1.H, Rural Roof Design Element							
Roofline along each applicable elevation shall incorporate a min. of one design feature (2)	1	A	Articulated parapet for each 200 lf with an attached hip roof (e.g., hip-on-deck), two or more plane breaks or slopes, and min. 12-inch overhanging eave;				
		B	Full pitched roof (e.g., hip, gable, mansard, gambrel, etc.) with two or more plane breaks or slopes;				
		C	Combination of items 1 and 2 above.				
Roof Pursuant to ULDC Table 5.C.1.H, Rural Decorative Roof Treatment							
Roofline along each applicable elevation shall incorporate a min. of one design feature	2	A	Decorative roof details such as dormers, cupolas, rafter tails, balconies, terraces, or exposed beams;				
		B	Cornices with decorative moldings;				
		C	Pediments, porticos, architectural features at entryways, or decorative towers.				
Roof Materials Pursuant to ULDC Art. 5.C.1.H.1.g.1)a)							
Roof materials	3		Shall be limited to standing seam metal, corrugated, or 5V Crimp made of copper, terne-coated stainless steel, Galvalume or galvanized steel, slate, dimensional, or architectural wood shingles, or metal shingles.	Indicate type of roof materials from the list			
Exterior Building Finishes Pursuant to ULDC Art. 5.C.1.H.1.g.2)							
Exterior building and sign finishes shall be limited to	4	A	Vinyl, lap cedar, or hard textured concrete siding with rough or smooth horizontal planks, six-inch lap siding, shingles, or vertical board and batten;				
		B	Brick or brick veneer;				
		C	Stone;				
		D	Textured stucco;				
		E	Split face, pre-formed, or textured masonry block.				
Façades Pursuant to Art. 5.C.1.H.1.g.3)a), Single-Story Buildings							
A min. of three of the architectural details or other similar treatment	5	A	Columns or pilasters;				
		B	Decorative cornices;				
		C	Horizontal banding;				
		D	Arches;				

shall be integrated into all applicable single-story building façades. In addition selecting three details from A-H, apply I to all multi-story buildings.		E	Decorative vents or louvers;				
		F	Moldings and trims;				
		G	Decorative shutters;				
		H	Bay windows;				
		I	Breaks such as canopy, balcony, overhang, or other horizontal projections.				
Porches and Entryways Pursuant to ULDC Art. 5.C.1.H.1.g.4)							
	6	A	Porches along the entire front façades and 50% of the rear façades if contiguous to a public street or residential zoning district;				
		B	Min. unobstructed width of 8';				
		C	Porches shall incorporate decorative railings with posts at a maximum of 12' on center along the entire length, excluding pedestrian access points.				
Windows and Doors Pursuant to ULDC Art. 5.C.1.H.1.g.5)							
	6	A	All windows and doors shall have architectural details such as panels, transoms, crossbucks, shutters, decorative trims, or moldings. All glass areas shall appear to be multi-paned.				

4.A.3 Multifamily Residential Design Elements

For Multifamily projects the design elements shall comply with Table 4.A.1, Non-Residential Elements and Table 4.A.2, Non-Residential Rural Design Elements (if applicable), and the following:

Table 4.A.3 – Multifamily Residential Design Elements

ULDC Reference	ID1	ID2	Requirement Selection	Front	Side	Side Street	Rear
				Indicate which elevation (North/South/East/West) for each façade of the building			
Multifamily Residential Design Elements Pursuant to ULDC Art. 5.C.1.H.2							
Master elevation to conform to Visual Impact Analysis			Balconies and patios: Individual balconies and/or patios shall be provided for a min. of 20% of the total number of units within each building.	20% of ___ units = ____; total # of units with balconies/patios = ___	Master elevation to conform to Visual Impact Analysis		

TITLE 5 – SIGNAGE
[Revised 8/2023]

5.A GENERAL PLAN STANDARDS

For preparation of any sign-related plans, the Applicant shall refer to Title 2, Plans for format and other drafting standards and provide a Location Key showing location of the signs.

5.A.1 Building Mounted – Wall Sign Standards

The following Table(s) shall be used as a template and shown on either the Master Sign Plan, Alternative Sign Plan, Site Plan, or Regulating Plan, whichever is applicable to demonstrate how the project is in compliance with Article (Art.) 8, Signage of the Palm Beach County Unified Land Development Code (ULDC). On each Table, Columns 1 and 2 reference the Code Section and requirements, and Column 4 lists the related dimensional requirements. Column 3 is for the Sign ID—Alpha-numerical keys to assist the Applicant and Staff in efficiently identifying where on the sign elevations the requirements have been met.

Example: The Applicant should first identify the Sign Area (numbered 1 in the ID Column) and then the proposed dimensions and create a callout to label the elevation.

Table 5.A.1 – Wall Signs in the U/S Tier (Example Illustrated in Red)

U/S Tier						
ULDC Requirements per Table 8.G.1.A, Wall Sign Standards		**Sign ID**	**Proposed Sign Dimensions; Separation Between Signs**			
			Front (East)	**Side**	**Side Street**	**Rear**
Max. Sign Area (per lf of the wall to which the sign is attached)	1.0 sq. ft. along any one side of the building	**W1**	**50**			
	0.5 sq. ft. along any of the remaining sides of the building or 0.25 sq. ft. for walls adjacent to a residential zoning district or use					
Min. Wall Sign per Tenant Space	24 sq. ft.					
Min. Horizontal and Vertical Separation between Signs	3’					
Max. Projection from Surface of Building	24”					
Min. Vertical Separation Between Sign and Roofline	6”					
Min. Horizontal Separation Between Sign and Roofline	6”					

For wall signs, an elevation of the building shall be provided with the wall sign(s) fully dimensioned with ID Key callouts consistent the Wall Sign Table.

Figure 5.A.1 – Example of Dimensioning Wall Sign

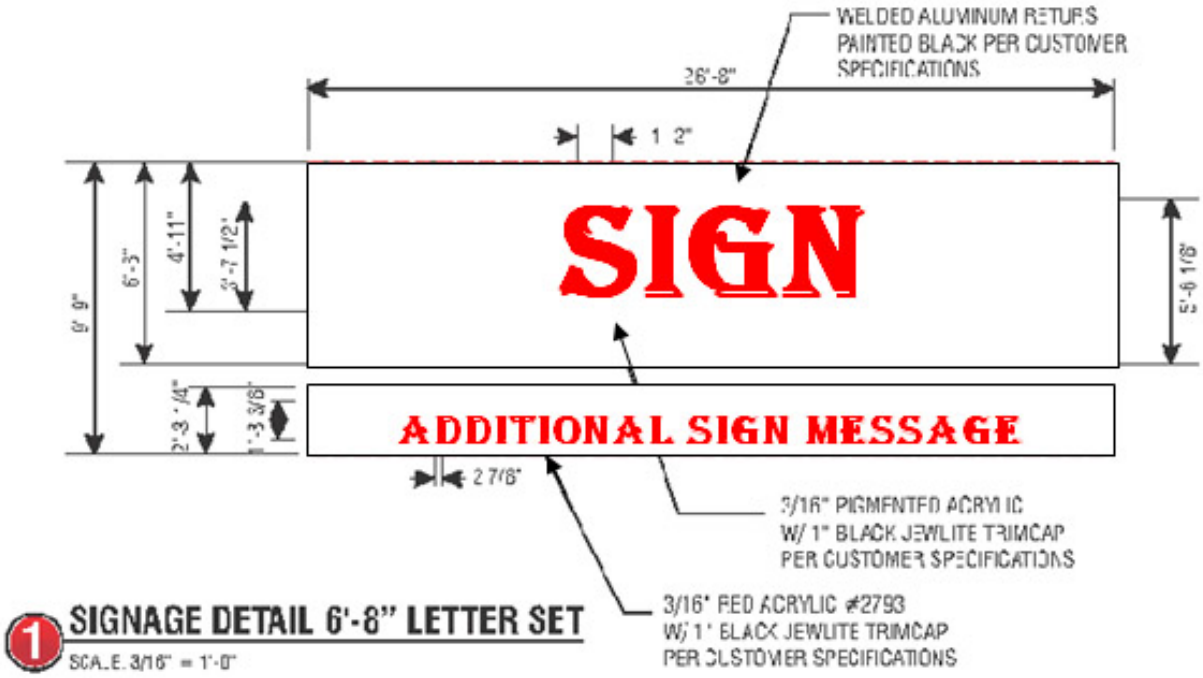
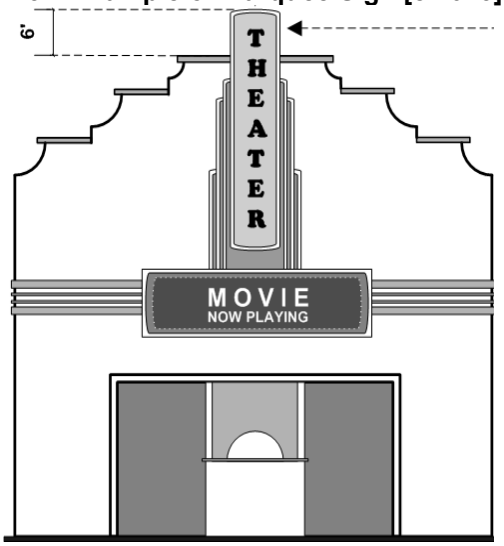


Figure 5.A.2 – Example of Wall Sign on Building Elevation

East Elevation

Figure 5.A.3 – Example of Marquee Sign [8/2023]

A marquee sign may project up to six feet above the cornice of a building so long as it is architecturally integrated with the building.



Maximum sign area = One and one-half square feet. for each linear foot of building wall.

5.A.2 Ground Mounted – Freestanding Signs

The following Table(s) shall be used as a template and shown on either the Master Sign Plan, Alternative Sign Plan, Site Plan, or Regulating Plan, whichever is applicable to demonstrate how the project is in compliance with ULDC Art. 8, Signage. On each Table, Column 1 references the Code Section and requirements, and the remaining Columns list the related required and proposed dimensional requirements.

Table 5.A.2 – Freestanding Signs in the U/S Tier (Example)

Street Name/Length of Frontage	Max. No. per Project Frontage		Max. Sign Area (1.0 sq. ft. per lf of frontage) and Max. Individual Sign Area		Max. Sign Height (4)		Min. Setback		Min. Separation	
	Allowed	Prop.	Allowed	Prop.	Allowed	Prop.	Allowed	Prop.	Allowed	Prop.
Freestanding Signs										
Okeechobee Blvd. 1,200 lf	3	2	600 sq. ft.	350 sq. ft.	-	-	-	-	-	-
Sign A	-	-	-	200 sq. ft.	15'	12'	5'	7.5'	-	-
Sign B	-	-	-	150 sq. ft.	15'	8'	5'	7'	-	-
Haverhill Rd. 600 lf	2	1	-	-	-		-	-	-	-
Sign C	-	-	-	200 sq. ft.	15'	8'	-	-	-	-
Freestanding Outparcel Identification Signs										
Okeechobee Blvd. Sign D	1	1	20 sq. ft.	18 sq. ft.	6'	6'	5'	5'	30'	N/A
Haverhill Rd. Sign E	1	1	20 sq. ft.	18.5 sq. ft.	6'	4'	5'	6'	30'	N/A

5.A.3 Sign Plan

For ground-mounted signs (freestanding, outparcel identification, entrance, flags, flagpoles, on-site directional, project identification, off-site directional, etc.), each proposed sign must be graphically shown on a sign-related plan (Sign Plan or Alternative Sign Plan). If more than one sign is proposed for the subject property, identify each sign with a reference "letter" (e.g., Sign A, Sign B, Sign C, etc.).

TITLE 6 – QUICK LINKS TO COUNTY AGENCY WEBSITES

6.A REFERENCE TO MANUALS AND WEBSITES

6.A.1 Building

The Florida Building Codes are available online at:
https://discover.pbcgov.org/pzb/building/Pages/Building-Code.aspx

6.A.2 Environmental Resources Management (ERM)

ERM's website is are found at:
https://discover.pbcgov.org/erm/Pages/Permitting-Regulation.aspx

6.A.3 Land Development

The Land Development Design Standards Manual is available on the Department of Engineering and Public Works' website:
https://discover.pbcgov.org/engineering/LandDevelopment/Design-Standards.aspx

6.A.4 Palm Tran

Transit Design Manual found on Palm Tran Website:
https://www.palmtran.org/wp-content/uploads/2022/05/TRANSIT-DESIGN-MANUAL.pdf

6.A.5 Parks and Recreation

Refer to Article 5.D, Parks and Recreation – Rules and Recreation Standards of the Palm Beach County Unified Land Development Code.

6.A.6 Palm Beach County Water Utilities – Water/Sewer

https://discover.pbcgov.org/waterutilities/pages/minimumdesignstandards.aspx

6.A.7 Schools

For Public Schools, which includes Charter Schools, see Interlocal Agreement for Coordinated Planning.
https://discover.pbcgov.org/pzb/planning/PDF/Projects/School%20Board%20%20ILA%20BCC%20Approved.pdf

For all others see https://www.palmbeachschools.org/

6.A.8 Survey

Florida Standards of Practice (F.S. § 472.027 and Rule 5J-17.050-052, F.A.C.) for Boundary Surveys – https://www.fdacs.gov/Business-Services/Surveyors-and-Mappers/Standards-of-Practice

These are the "minimum" standards for surveys being submitted for approval (see Section 1.A, Zoning Application Submittal Documents and Checklist for more specifics).

APPENDIX 1 – ZONING DISTRICT CONSISTENCY WITH THE FUTURE LAND USE ATLAS (FLUA)

A-1.A STANDARD ZONING DISTRICTS

Any application for an Official Zoning Map Amendment (Rezoning) to a Standard Zoning District shall correspond to a future land use (FLU) designation indicated in the Table below. **[8/2023]**

Table A-1.A – FLU Designation and Corresponding Standard Zoning Districts (1)(2)(3)(4)(5)(6) [8/2023]

FLU Designation	Zoning District								
Agriculture/Conservation									
AP	AP	AR	PO						
AGR	AGR	AR	PO	AP					
CON	PC (7)	PO							
SA	AR	AGR (8)	PO	AP					
Residential									
RR-20	AR	PO	AP						
RR-10	AR	PO	AP						
RR-5	AR	PO	AP						
RR-2.5	AR	RE	PO	AP					
LR-1	AR	RE	RT	RS	PO	AP			
LR-2	AR	RE	RT	RS	PO	AP			
LR-3	AR	RE	RT	RS	PO	AP			
MR-5	AR	RE	RT	RS	RM (9)	PO	AP		
HR-8	AR	RE	RT	RS	RM	PO	AP		
HR-12	AR	RE	RT	RS	RM	PO	AP		
HR-18	AR	RE	RT	RS	RM	PO	AP		
CLR					RM	PO	AP		
WCR	AR (10)	PO	AP						
Commercial									
CL-O	CLO	IR	AR	PO	AP				
CL	CN	CC	CLO	CG (11)	IR	AR	PO	AP	
CH-O	CLO	CHO	IR	AR	AP				
CH	CN	CC	CLO	CHO	CG	IR	AR	PO	AP
CR	CRE	AR	PO	AP					
UI	UI (12)								
UC	UC (12)								
Industrial									
CMR	IL								
IND	IL	IG	CRE	AR	PO	AP			
Institutional, Public, and Civic									
INST (13)	IPF	AR	RE	RT	RS	RM	PO	AP	
PARK	IPF	AR	PO	AP					
U/T	PO	IPF (14)	AR	PO	AP				

Key:	
	Typical example of a "shaded zoning district."
Notes:	
1.	Unless exempted otherwise, all applications for a Development Order (DO) shall require a subject site to be rezoned to a shaded zoning district. A zoning district that is not shaded is consistent with the FLU designation pursuant to the limitations as listed in the Notes below.
2.	A rezoning shall not be required for an existing Legal Lot of Record for the development of a Single Family dwelling with accessory uses, provided the existing zoning district is identified in this Table.
3.	A r shall not be required for the installation or replacement of a South Florida Water Management District (SFWMD) telemetry tower in accordance with Article (Art.) 5.B.1.A.13.c, Exceptions for SFWMD Telemetry Towers in the Glades Tier of the Palm Beach County Unified Land Development Code (ULDC).
4.	The AP and AR Zoning Districts are consistent with all FLU designations within the Glades Tier, excluding CON.
5.	The AR Zoning District is consistent with all non-residential FLU designations, excluding CON.
6.	The PO Zoning District is consistent with all FLU designations.
7.	A rezoning shall not be required for any Palm Beach County Natural Area with a CON FLU designation provided that any subdivision or development is consistent with all development standards and use regulations for the PC Zoning District.
8.	The AGR Zoning District is consistent with the SA FLU designation in the AGR Tier only.

9.	The RM Zoning District is consistent with the MR-5 FLU designation only for those properties that were zoned RM prior to the Plan's August 31, 1989 adoption.
10.	The zoning district is consistent as described in the Plan.
11.	The CG Zoning District is consistent with the CL FLU designation on sites located within the Urban Suburban (U/S) Tier which are in the CG Zoning District with a CL FLU designation prior to the adoption of Ordinance No. 2020-011 on July 6, 2020. Any lot greater than one acre in size shall utilize the CC Zoning District approval process; any lot one acre or less shall utilize the CN Zoning District approval process.
12.	The UC or UI Zoning Districts may be permitted to utilize the FLU designation and zoning district in place prior to the adoption of the Urban Redevelopment Area Overlay (URAO), in accordance with ULDC Art. 3.B.16.B.5.b, Alternative Future Land Use and Zoning.
13.	Existing institutional or civic uses in the RE, RT, RS, or RM Zoning Districts with an INST FLU designation shall not be considered non-conforming. However, a rezoning shall be required for any action exceeding Development Review Officer Authority.

A-1.B PLANNED DEVELOPMENT DISTRICTS (PDDs)

Any application for a Rezoning PDD shall correspond to a FLU designation indicated in the Table below. **[8/2023]**

Table A-1.B – FLU Designation and Corresponding PDDs (1) [8/2023]

	AGR (2)	RR	WCR	AGE	LR-1	LR-2	LR-3	MR-5	HR-8	HR-12	HR-18	CLR	EH
PUD	✓	✓	✓	(3)	✓	✓	✓	✓	✓	✓	✓	✓	✓ (60/40)
MHPD		✓			✓	✓	✓	✓	✓	✓	✓		

	AGR (2)	RR	AGE	CL	CH	CL-O	CH-O	CMR	IND	INST	CRE	EDC	CLR	EH
MUPD (4)			(3)	✓	✓	✓	✓	✓	✓	✓	✓	✓ (5)	✓ (6)	✓
PIPD									✓			✓		
RVPD		✓									✓			

Key:	
✓	Indicates the PDD corresponds to the FLU designation. Any application for a Rezoning to a PDD shall be to a PDD that corresponds to a FLU designation.
Notes:	
1.	For Multiple Land Use (MLU), the consistent zoning districts are those that are consistent with the FLU designations affixed in the MLU's adopting Ordinance
2.	PDDs in the AGR Tier are limited to the 80/20 PUD or 60/40 PUD.
3.	A PUD or MUPD Pod may be permitted within a TTD with an AGE FLU designation in accordance with ULDC Table 3.F.5.C, Traditional Town Development Land Use Allocations.
4.	The MUPD Zoning District is only consistent with residential FLU designations within the U/S Tier for sites that have a non-residential FLU designation on at least a portion of the MUPD.
5.	See ULDC Art. 3.E.3.B.4, EDC FLU – Use Limitations.
6.	The MUPD Zoning District is consistent with the CLR FLU designation when applied as an underlying FLU designation for a mixed or multiple use project. The uses allowed in the CLR FLU designation, as associated approval processes, are the same as the uses allowed in RM or PUD Zoning Districts with the limitation that any residential uses are limited to Congregate Living Facilities.

A-1.C TRADITIONAL DEVELOPMENT DISTRICTS (TDDs)

Any application for a Rezoning to a TDD shall correspond to a FLU designation indicated in the Table below. **[8/2023]**

Table A-1.C – FLU Designation and Corresponding TDDs [8/2023]

	AGE	AGR	RR	LR-1	LR-2	LR-3	MR-5	HR-8	HR-12	HR-18
TND	(1)			✓	✓	✓	✓	✓	✓	✓
TTD	✓			✓	✓	✓	✓	✓	✓	✓

	AGE	AGR	RR	CL	CH	CL-O	CH-O	IND	INST	EH
TMD	(1)			✓	✓					✓

Key:	
✓	Indicates the TDD corresponds to the FLU designation. Any application for a Rezoning to a TDD shall be to a TDD that corresponds to a FLU designation.
Notes:	
1.	A TND or TMD Pod may be permitted within a TTD with an AGE FLU designation in accordance with ULDC Table 3.F.5.C, Traditional Town Development Land Use Allocations.

A-1.D EXEMPTIONS/APPLICABILITY FOR PRIOR APPROVALS

Any application for a DO to any of the prior approvals listed herein shall comply with the applicable requirements of the corresponding zoning district, except for any information permitted to be carried forward from a prior approval. **[8/2023]**

A-1.D.1 Standard Zoning Districts

The following previously established Standard Zoning Districts shall correspond to the current Standard Zoning Districts indicated: **[8/2023]**

A. The Rural Services (RSER) Zoning District shall correspond to the AR Zoning District; **[8/2023]**

B. Residential Transitional Suburban (RTS) Zoning District shall correspond to the RT Zoning District; **[8/2023]**

C. Residential Transitional Urban (RTU) Zoning District shall correspond to the RS Zoning District; and, **[8/2023]**

D. Multi-Family Residential High Density (RH) Zoning District shall correspond to the RM Zoning District. **[8/2023]**

A-1.D.2 Planned Development Districts

The following Previously Approved Planned Developments shall correspond to the current zoning districts indicated: **[8/2023]**

A. Special Exceptions for Planned Residential Developments (PRDs) shall correspond to the underlying zoning district. **[8/2023]**