

- ☐ POC Call
☐ POC Walk In
☐ Non-POC



Palm Beach County Planning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
POC Phone: (561) 233-5343

PLANNER ON CALL REFERRAL FORM

The purpose of this form is to gather information regarding a specific parcel of land to refer the customer to either another Division, Department, or to the Planning Division Letter of Determination Process. Any information provided within this form is for reference only and not official. The list of referral contacts is provided on the reverse page.

PROPERTY INFORMATION

PCN: _____ PAPA Acres: _____

Site Address: _____ Existing Use: _____

Future Land Use Designation: _____ Zoning District: _____

Maximum FLU Units: (acres x du/ac.) _____

TDR Potential: (acres x du/ac.) _____

Maximum Sq. Ft.: (acres x FAR) _____

Planning Area/Overlay: _____ Tier: _____

Control Number/Name: _____ Past Ord. Number: _____

CONTACT INFORMATION

Name/Company: _____ ☐ Owner ☐ Contract Purchaser ☐ Agent ☐ Other

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

REFERRAL INFORMATION

The purpose of this form is to gather information regarding a specific parcel of land to refer the customer to either another Division, Department, or to the Planning Division Letter of Determination Process.

Referred to: _____ Referred by: _____ Date: _____

Request: _____

REFERRAL CONTACTS

GeoNav: Find information/data regarding property (Future Land Use/Zoning designation) <https://maps.co.palm-beach.fl.us/cwgis/mygeonav.html>? Instructions: <https://discover.pbcgov.org/iss/cwgis/PDF/myGeoNav.pdf>

Planning Division. 2nd Floor. A fee may be required for items below. (<http://discover.pbcgov.org/pzb/PDF/Fees.pdf>)

- **Future Land Use Determinations:** Calculate maximum unit potential, inquire about Comprehensive Plan policy or adopted amendment conditions of approval, Infill Density Exemption, or Urban Redevelopment Area alternative request. Contact 561-233-5343 or PZB-PlanPOC@pbcgov.org
- **Farm Residence Determinations:** Pursuant to FLUE Policy 1.5.1-j (limited to properties located within the Agricultural Reserve Tier). Contact Maria Bello, at 561-233-5314 or mbello@pbcgov.org
- **Workforce Housing or Affordable Housing Programs** maximum allowable density. Contact Michael Howe, at 561-233-5361 or mhowe@pbcgov.org or visit <https://discover.pbcgov.org/pzb/planning/Projects-Programs/WorkforceHousingProgram.aspx>
- **Amendment Process** to change the future land use designation. Contact Kathleen Chang, at 561-233-5319 or kchang@pbcgov.org or visit <https://discover.pbcgov.org/pzb/planning/Pages/Amendment-Process.aspx>
- **Monitoring** to determine commencement time requirements and conditions of approval. Contact 561-233-5300 (option #2) or PZB-PlanPOC@pbcgov.org or visit <https://discover.pbcgov.org/pzb/planning/Projects-Programs/Monitoring.aspx>
- **Zoning Division.** 2nd Floor. For Zoning information (specific uses/zoning districts/development review/signs/landscaping), including Unity of Title. Contact the Zoning Division On Call at PZB-ZonePOC@pbcgov.org or 561-233-5201. Zoning home page: <https://discover.pbcgov.org/pzb/zoning/Pages/default.aspx> Zoning Unified Land Development Code: <http://www.pbcgov.com/uldc/index.htm>

Code Enforcement Division. 2nd Floor. Code Violations: 561-233-5500

Building Division. 1st Floor. <https://discover.pbcgov.org/pzb/building/Pages/default.aspx>

- Building Permit Information: 561-233-5120 or Help Desk 561-233-5108
- Building Plans Submittal/Review: Plan Review Section, Help Desk 561-233-5108
- Flood Zone Information: 561-233-5374
- Survey for a built unincorporated parcel: PZB Records Section, 561-233-5160

PZB Administration. 2nd Floor, West Wing. Impact Fee Information: 561-233-5014 or 561-233-5025

Engineering Department. 3rd Floor. <https://discover.pbcgov.org/engineering/Pages/default.aspx>

- **Land Development.** Lot Combination/Subdivision/Platting, including plat waiver: 684-4090
- **Traffic Division.** Traffic counts and studies: 561-684-4030
- **Roadway Production.** Road Construction/Improvements: 561-684-4150 or 561-233-3950

Other Departments at Vista Center

- **Office of Community Revitalization.** 2nd Floor. 561-233-5311
- **Environmental Resources Management.** 4th Floor. Vegetation Removal Permit: 561-233-2400

Other Departments and Agencies

- **Westgate Belvedere Homes Community Redevelopment Agency.** 561-640-8181, ext. 101
- **PBC Water Utilities.** Water/sewer line location/hook-up availability: 561-493-6000
- **Property Appraiser's Office.** Ownership or Unity of Title: 561-355-3230, 561-355-2358 or 561-322-3230
- **School District.** School Attendance Boundaries/Proposed Facilities: 561-434-8000
- **Health Department.** Water Well or Septic Tank Permit: 561-840-4500
- **Countywide GIS/Mapping.** For custom maps: 561-233-5491. Open Data GIS portal: <https://opendata2-pbcgov.opendata.arcgis.com/>
- **Housing & Economic Sustainability.** Housing Programs: 561-233-3600 or <https://discover.pbcgov.org/HED/Pages/Housing-Programs.aspx>