

- 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: 00-43-44-05-06-020-0010, -0020 ✓ PAPA Acres: 1.24, 1.1; 2.34

Site Address: 2639 & Ranch House Rd. Existing Use: SFD, Vacant (MF)

Future Land Use Designation: MR-5 Zoning District: RS

Maximum FLU Units: (acres x du/ac.) 2.34x5=11.7 or 12 units ✗

TDR Potential: (acres x du/ac.) 2.34x4TDR's=9.36 or 9 TDR's; 1 (MF) TDR = \$7,350.00 at this time.

Maximum Sq. Ft.: (acres x FAR) \_\_\_\_\_

Planning Area/Overlay: RRIO, URA, Ranch House - Homewood CCRT Tier: U/S

Control Number/Name: \_\_\_\_\_ Past Ord. Number: \_\_\_\_\_

**CONTACT INFORMATION**

Name/Company: \_\_\_\_\_  Owner  Contract Purchaser  Agent  Other

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ~~561-547-1030~~ Email: Hugh DiMaio ~~hugh@palmbeachmasonryandfireplace.com~~

**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: Ed Nessenthaler Date: 6-9-23

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.** 2<sup>nd</sup> 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](mailto: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](mailto:mbello@pbcgov.org)
- **Workforce Housing or Affordable Housing Programs** maximum allowable density. Contact Michael Howe, at 561-233-5361 or [mhowe@pbcgov.org](mailto: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](mailto: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](mailto:PZB-PlanPOC@pbcgov.org) or visit <https://discover.pbcgov.org/pzb/planning/Projects-Programs/Monitoring.aspx>
- **Zoning Division.** 2<sup>nd</sup> 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](mailto: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.** 2<sup>nd</sup> Floor. Code Violations: 561-233-5500

**Building Division.** 1<sup>st</sup> 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.** 2<sup>nd</sup> Floor, West Wing. Impact Fee Information: 561-233-5014 or 561-233-5025

**Engineering Department.** 3<sup>rd</sup> 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.** 2<sup>nd</sup> Floor. 561-233-5311
- **Environmental Resources Management.** 4<sup>th</sup> 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>