



Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, FL 33404

Next Steps After Development Review Committee

➤ **If an additional Development Review Committee (DRC) meeting is required:**

1. Revise Development Application and accompanying plans addressing all comments provided to you at the initial DRC meeting.
2. Submit ten (10) new sets of paper documents folded and sorted into complete packet sets (1 original, 9 copies, 3 of which are sealed) and an electronic copy of all documents (on cd or thumb drive) to Town Hall by close of business on Monday of the week prior to the regularly scheduled DRC meeting.

Applications that fail to include all revisions required by the DRC, or that are submitted late, will not be placed on a DRC agenda until they have been corrected and are timely.

*Regular DRC meetings are scheduled for the first Wednesday of each month.

➤ **If moving on to a Planning and Zoning Board meeting:**

1. Revise Development Application and accompanying plans addressing all comments provided to you at the initial DRC meeting.
2. Submit ten (10) new sets of paper documents folded and sorted into complete packet sets (1 original, 9 copies, 3 of which are sealed) and an electronic copy of all documents (on cd or thumb drive) to Town Hall.
3. A sufficiency review will be performed by Town staff to confirm that all comments provided by the DRC have been addressed and a complete, revised application submitted.
4. If Town staff determines that all DRC comments HAVE been addressed and a complete application submitted, then the package, as submitted, will be placed on the agenda for the next available Planning and Zoning Board meeting, subject to legal advertising requirements.
5. If Town staff determines that all DRC comments HAVE NOT been addressed, or an incomplete application submitted, the applicant will be notified that the submittal is deficient. The applicant will need to revise their submittal to address all outstanding DRC comments, including those noted during the sufficiency review, and resubmit a revised package (ten (10) new sets of paper documents folded and sorted into complete packet sets (1 original, 9 copies, 3 of which are sealed) and an electronic copy of all documents (on cd or thumb drive)).
6. Once all DRC and subsequent sufficiency review comments have been adequately addressed and a complete, revised application submitted, the submittal will be placed on the agenda for the next available Planning and Zoning Board meeting, subject to legal advertising requirements.

Applications that fail to include all revisions required by the DRC or staff as part of the sufficiency review, or that are incomplete, will not be placed on a Planning and Zoning Board agenda until they have been corrected and are complete.

*Regular Planning and Zoning Board meetings are scheduled for the fourth Wednesday of each month.

Note that pursuant to Town Code Sections Pf. 17.1 and Pf. 17.4, Applicants are responsible for all costs associated with consultant review of development applications, which includes sufficiency review on resubmittal. Failure to address ALL COMMENTS provided during DRC review will result in additional costs incurred by the Applicant for resubmittal and re-review of incomplete and/or uncorrected applications.

If you have any questions, please contact Evyonne Browning, Town Clerk at (561) 844-3457 or via email at ebrowning@pbstownhall.org.