



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

Next Steps After Development Review Committee

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

1. Revise Development Application and accompanying plans addressing all comments provided to you at the DRC.
2. Submit ten (10) new sets of documents (1 original, 9 copies, 3 of which are sealed) and an electronic copy of all documents 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 Planning and Zoning Board meeting:**

1. Revise Development Application and accompanying plans addressing all comments provided to you at the DRC.
2. Submit one (1) new set of documents and an electronic copy of all documents to Town Hall for sufficiency review.
3. A sufficiency review will be performed by the Town to confirm that all comments provided by the DRC have been addressed and a complete revised application submitted.
4. Once all DRC and subsequent sufficiency review comments have been adequately addressed and a complete revised application (ten (10) new sets of documents (1 original, 9 copies, 3 of which are sealed) and an electronic copy) 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 Jude Goudreau, Town Clerk at (561) 844-3457 or via email at Jgoudreau@pbstownhall.org.