

Civic Access – Apply Planning

- Click Apply and select PLANS.
- Click categories on the upper left side.
- Select the type of Planning Application to submit.

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< Hide Categories

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- PLANS 75
- All 75**
- Abandonment 1
- Annexation 1
- Appeal 3
- Certificate of Conformity 1
- Development of Regional Impact 2
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- Downtown Master Plan 16
- Future Land Use Map Amendment 2
- Historic 16
- Planned Development 3
- Rezoning 1
- Site Plan Review 5
- Special Use Permit 4
- Subdivision 4
- Text Change 1
- Tree Alteration Permit 2
- Variance 3
- Wireless Communication Facility 6
- Zoning Confirmation Letter 1

Abandonment | Right-of-Way [Apply](#)

Category Name: Abandonment

Description: Upon petition, the City Commission may vacate or close any public street, road, alley or highway, or any portion thereof, comprising a part of the City's street system and all real property dedicated or acquired for transportation or public travel. Abandonment of such right-of-way will renounce or disclaim all interests of the City and of the public in and to the right-of-way. Please refer to Chapter 78 of the City's Code of Ordinances.

Annexation [Apply](#)

Category Name: Annexation

Description: Annexation is the means of adding real property to the boundaries of the City of West Palm Beach and thereby making the property subject to the City's Code of Ordinances, including the Zoning and Land Development Regulations. Annexations must meet the requirements established in Chapter 171, Florida Statutes.

Appeal | Administrative [Apply](#)

Category Name: Appeal

Description: Any person affected or aggrieved by interpretation, administration or enforcement of the City's Zoning and Land Development Regulations (ZLDRs) by the Plans and Plats Review Committee (PPRC) or Planning and Zoning Administrator may appeal. All appeals shall be filed within 60 days after the disputed interpretation, administration, or enforcement; and all appeals are heard by the Zoning Board of Appeals (ZBA). Please refer to Section 94-37 of the City's ZLDRs.

Appeal | RV/Boat Waivers [Apply](#)

Category Name: Appeal

Description: Any person aggrieved by a decision of the Planning & Zoning Administrator in the enforcement of the location or screening requirements imposed by Article XV, Section 94-487 of the City's Zoning and Land Development Regulations (ZLDRs) may apply to the Zoning Board of Appeals (ZBA) for a waiver from such requirements. If approved, the ZBA may impose reasonable conditions to achieve the purpose of the requirement waived by alternative means, if available. Please refer to Section 94-487(c) of the City's ZLDRs.

Appeal | Site Plan Review [Apply](#)

Category Name: Appeal

Description: Any person affected or aggrieved by interpretation, administration or enforcement of the City's Zoning and Land Development Regulations (ZLDRs) by the Plans and Plats Review Committee (PPRC) or Planning

1. Enter your address or parcel to search

Putting the full address may cause search engine to produce many results.

Start with short version of your address to see what populates.

For example I typed in "401 CLE" and got the result I wanted.

If I typed in the full address I would see many more results because I have increased the search criteria.



- You need to select the address or parcel from any that are provided.
- I only have one result here, but I still need to select it.
- Hit "Add" to add that address to the permit.

Apply for Plan - DMP | Administrative Appeal

REQUIRED



LOCATIONS

If applicable, please add the location of the property that is the subject of the appeal. You can search by property address or the Parcel Control Number (PCN). If the project includes more than one PCN, please be sure to add all of them. If the appeal is not specific to location, this may be left blank.

Type: Location

401 Clematis St, West Palm Beach, FL, 33401

Main Address

Parcel Number

74434321010160010

Main Parcel

[Remove](#)

Location

[Add Location](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

Click Next to move to **Plan Details**.

Plan type is locked because it was selected in the apply screen, and this cannot be changed. If you're not sure about what application type to select, please contact us. PLANNING@WBP.ORG or call us at 561-822-1461.

2. On this tab you will enter a description, enter sq. ft. and enter value.

Apply for Plan - DMP | Administrative Appeal *REQUIRED

Locations **Type** Contacts More info Attachments Signature Review and Submit

PLAN DETAILS

Please provide a brief description of the request.

* Plan Type

* Description

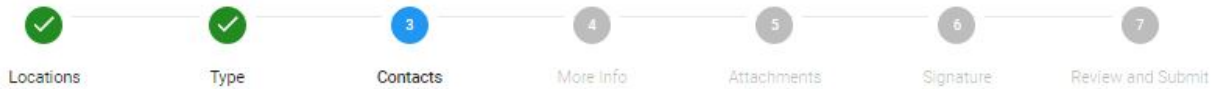
All fields with red asterisks need to be filled out to move to next tab. Click next when complete to move on to **Contacts**.

Note: You can save application as a draft and if you want to select a different permit type just delete the draft and start over.

3. Select "Owner" tile and add the owner as a contact for this application.

Apply for Plan - DMP | Administrative Appeal

*REQUIRED



CONTACTS

Please provide the contact information for the Applicant. If applicable, additional contacts may also be provided (i.e. Agent, Attorney, Engineer, Surveyor, etc.).

The 'CONTACTS' section displays three cards. The first card is titled 'Applicant' and shows a person icon, the name 'Dylan Battles (You)', and the address '107 Fairways Ln.'. The second card is titled 'Owner' and features a large white plus sign and a yellow 'REQUIRED' label at the bottom. The third card is titled 'Add Contact' and includes a 'Select Type' dropdown menu and a large white plus sign.

Navigation buttons: Back, Create Template, Save Draft, Next.

Apply for Plan - DMP | Administrative Appeal

*REQUIRED



CONTACTS

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Navigation buttons: Back, Create Template, Save Draft, Next.

Once completed click next to move on to **More Info** tab.

4. More info is where we gather information unique to each application type.

This one has no questions to answer so you can just hit next.

Apply for Plan - DMP | Administrative Appeal

*REQUIRED



MORE INFO

Please click "Next" to proceed with the application; no additional information is required.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Once all fields are filled out you can hit next to move onto Documents tab.

5. This is where you upload all documents for your planning application.

Apply for Plan - DMP | Administrative Appeal

*REQUIRED



Attachments

Please attach all of the required materials specified below. The Development Services Director, or his/her designee, has the discretion to require from the applicant additional studies, data, or analysis upon an evaluation of the application, allowing reasonable time to prepare and submit such information. The application may not move forward until this additional information is provided.

 Architectural Drawings ARCH Dwgs.pdf Size: 0.65 KB Remove	 Justification Statement Justification.pdf Size: 0.65 KB Remove	 Landscape Plan Landscape.pdf Size: 0.65 KB Remove	 Site Plan Site Plan.pdf Size: 0.65 KB Remove
 Survey Survey.pdf Size: 0.65 KB Remove	<div style="border: 1px solid blue; background-color: #007bff; color: white; padding: 10px;"><p>Select Type ▼</p><p>Add Attachment</p><p>+</p><p>Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dwf, ...</p></div>		

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

This application has five required PDFs to upload.

1. Application
2. Justification
3. Landscape
4. Site Plan
5. Survey

You can select multiple files to upload into each container, but you cannot add after you upload one. If you need to upload more than one file and you have already added one, delete the one file, reselect multiple files and upload all.

Supporting documents and misc. documents can be uploaded in the end tile labeled “Add Attachment”.

Select the document from the dropdown list (choose other if unknown). You can add multiple files at once if they are the same document type (Product Approval would be an example).

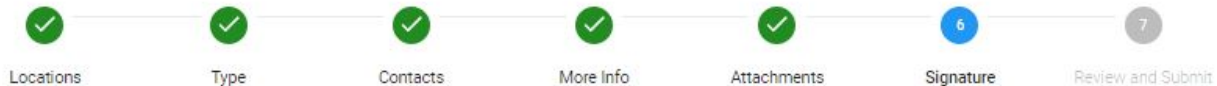
Once all files are uploaded hit next to move on to **Signature**.

6. Type your initials and either free hand signature in the box, or select “Enable Type Signature”

If you selected that option, you type your name in the field to the right and it shows up in the signature box.

Apply for Plan - DMP | Administrative Appeal

*REQUIRED



SIGNATURE

(I) (WE) affirm and certify that (I) (WE) understand and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. (I) (WE) further certify that the above statements and the statements and showings made in any submittal herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Development Services Department – Planning Division and are not returnable. (I) (WE) also recognize that if one or more deficiencies exist in the application, (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

* Please type your name as consent to electronically sign this application.

DB

Enable Type Signature

Dylan Battles

Dylan Battles
June, 02 2023

X Dylan Battles

Back

Create Template

Save Draft

Next

Click next to move on to **Review and Submit**.

7. You should now see all green checks.

- If you missed something you will be prompted to go fix.
- Before you hit submit scroll all the way down and verify all info.

**Check your estimated fees because once you submit you will not see fees until we invoice.*

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Calendar

Apply for Plan - DMP | Administrative Appeal *REQUIRED

✓ Locations✓ Type✓ Contacts✓ More Info✓ Attachments✓ Signature⚠ Review and Submit

Submit

Locations

Location	401 Clematis St, West Palm Beach, FL, 33401
Parcel Number	74434321010160010

Basic Info

Type	DMP Administrative Appeal
Description	Description Required
Applied Date	06/02/2023

Contacts

Applicant	Dylan Battles 107 Fairways Ln, ,
Owner	Dylan Battles 401 Clematis St, West Palm Beach, FL, , 33401

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
DMPAPP - Advertising Fee	\$216.00
DMPAPP (Administrative) - Application Fee	\$400.00

Total: \$616.00

More Info

No records to display.

Attachments

Architectural Drawings	ARCH Dwg_v1.pdf
Justification Statement	Justification_v1.pdf
Landscape Plan	Landscape_v1.pdf
Site Plan	Site Plan_v1.pdf
Survey	Survey_v1.pdf

Back Create Template

Save Draft Submit

Click **“submit”** to have your application submitted.