



VILLAGE OF NORTH PALM BEACH

Community Development Department

Policy Number P&D-2023-000-02

Date Approved: September 1 2023

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- SUBJECT:** Expedited Review Process
- PURPOSE:** To adopt an expedited Community Development Department petition and/or building permit review process for Live Local Act projects
- POLICY:** After a planning and zoning petition or building permit has been submitted to the Community Development Department under the Love Local Act, the following procedures are to be followed:
- a) Purpose and intent. The targeted expedited permitting program provides qualifying projects an efficient process to resolve issues in a timely manner through face-to-face meetings with a village representative without sacrificing any requirements established in this chapter. The targeted expedited permitting program for Live Local Act projects is available to developers seeking to construct mixed use rental residential projects in commercial or industrial zoning districts where at least forty percent (40%) of the units are affordable in accordance with state guidelines.
 - (b) Benefits. Developers seeking to construct projects in accordance with the Live Local Act shall receive the following benefits:
 - (1) The village manager or community development director shall appoint a single point of contact at the village who shall be kept apprised of all developments relating to the review of the project by the village's development review committee in order to keep the project on track and provide a periodic status report to the company's project manager; and
 - (2) The community development department shall establish the necessary steps required for project approval in a pre-application meeting, and subsequently; and, prepare an itemized timetable for the project's completion of the development review process; and
 - (3) The project shall receive priority at every phase of the review process by village staff, including face-to-face meetings and placing the priority projects in a separate queue so as to not affect the regular workload; and

(4) The village's development review committee shall review seven (7) business days of submission of plans by the applicant; and

(5) In the case that major issues arise at any point during the development review process, a face-to-face meeting of all concerned parties will be called within two (2) business days so that a resolution may be found in a timely and efficient manner.

(c) Process. Developers seeking to construct projects pursuant to the Live Local Act shall follow the following process:

(1) Company owner or authorized representative submits completed application form

(2) Community Development Department reviews application and informs applicant of eligibility status under the Live Local Act

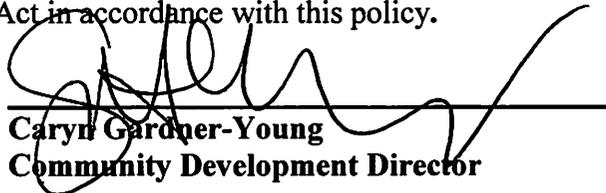
(3) If applicant is eligible, Community Development Department coordinates a pre-submittal meeting with the Planning and Zoning and Building Divisions and the applicant.

(4) After pre-submittal meeting, applicant submits plan(s)/building permit application(s) for review.

(5) The village shall give applications for building permits or development orders that are entitled to expedited processing first priority, and applicants may expect that such applications will be reviewed and processed on an expedited basis.

PROCEDURE:

The Community Development Department will review expedited planning and zoning petitions and building permits petitions for Live Local Act in accordance with this policy.



Caryn Gardner-Young
Community Development Director