

Where it is necessary to provide written notice to surrounding property owners, the Planning, Zoning, & Preservation Department (PZHP) will provide a copy of the Notice Letter to the Applicant.

It is the responsibility of the Applicant to mail the required notice letters to property owners within a 400-ft. radius of the subject property. Letters shall be mailed a minimum of 10 days in advance of the scheduled meeting date.

The Applicant shall obtain, from the Palm Beach County Property Appraiser's Office, a radius map and a list of property owners within a 400-ft radius of the subject property.

A copy of the radius map and property owner list shall be provided to the City's PZHP Department along with an original certificate of mailing, such as the U.S. Postal Service or other company that offers mailing services would provide.

These documents are considered as part of an application; and shall be provided to the PZHP Department prior to the public hearing date.



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