

Town of Palm Beach
PROJECT DESIGNATION GUIDE
for Architectural Commission (ARCOM) & Landmarks Preservation Commission (LPC)

PLEASE NOTE:

- Exterior work is subject to design review and is conducted at the discretion of the Director of the Planning, Zoning & Building Department, or his or her designee.
- Substantial changes to plans previously approved by a Commission require review by respective Commission.
- Any project which may impact neighboring residents, or that requires variance(s), special exception(s), or site plan review, will require design review by a Commission – at least as a minor project with notice for ARCOM – unless otherwise determined by the Director of the Planning, Zoning & Building Department, or his or her designee.
- **No more than three staff approval applications will be considered for one property within a six-month period.**
- Similar replacements require design review – which may be able to be completed by staff.
- **In kind replacement (same design, same materials, same color) of architectural and site features – for the purposes of maintenance – requires review through staff approval for Landmarks or Historically Significant Buildings; it does not require review for all other properties.**
- **Installation of new, or expansion of existing, dock – including boat lifts does not require design review.**
- All Lighting projects must meet the “Town of Palm Beach Exterior Lighting Requirements.”

Specific to ARCOM:

- Multiple minor projects presented at the same time require review by the Commission as a major project.
- Multiple staff approval projects presented at the same time require review by the Commission as a minor project without notice.

Proposed Project	<u>ARCOM</u>				<u>LPC</u>	
	Major Project	Minor Project <i>with Notice</i>	Minor Project <i>without Notice</i>	Staff Approval	Certificate of Appropriateness ¹	Staff Approval
Accessory Structure ²	X				X	

¹ Certificate of Appropriateness Application for Landmark or Application for Historically Significant Building.

² Accessory Structures include greenhouses, equipment buildings, chickee huts, outdoor kitchens, or any similar covered or partially enclosed structure.

Proposed Project	ARCOM				LPC	
	Major Project	Minor Project <i>with</i> Notice	Minor Project <i>without</i> Notice	Staff Approval	Certificate of Appropriateness ¹	Staff Approval
Addition	X – All others		X – First-story greater than 400 SF, or second-story 150 SF or less, on single-family residence and not visible from public right-of-way	X – First-story on single-family residence, not visible from public right-of-way, and 400 SF or less	X – All others	X – First-story on single-family residence, not visible from public right-of-way, and 400 SF or less
Antenna / Cell Tower	X – Visible from public right-of-way			X – Not visible from public right-of-way	X	
Artificial Turf			X		X	
Awning – New or changes			X – Not on single-family residence and visible from public right-of-way	X – On single- or two-family residence and not visible from public right-of-way	X – Not on single-family residence and visible from public right-of-way	X – On single- or two-family residence and not visible from public right-of-way
Building – New	X				X	
Deck, Patio, Pergola, Arbor, Trellis, Gazebo, Loggia			X – Visible from public right-of-way	X – Not visible from public right-of-way	X – Visible from public right-of-way	X – Not visible from public right-of-way
Demolition	X – More than 20% of any structure			X – Athletic facilities, e.g. tennis court, or other impervious hardscape if replaced by landscape	X	

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	Major Project	Minor Project <i>with Notice</i>	Minor Project <i>without Notice</i>	Staff Approval	Certificate of Appropriateness ¹	Staff Approval
Doors & Windows		X – On property in C-WA district; Substantial changes not on single-family residence	X – Changes not on single-family residence; Substantial changes on single-family residence	X – Minor changes on single-family residence	X – Substantial changes	X – Minor changes on single-family residence
Driveway – Changes to design or material			X – Substantial	X – Non-substantial	X – Substantial	X – Non-substantial
Fencing (PVC)	X – Visible from public right-of-way		X – Not visible from public right-of-way and not on single-family residence	X – Not visible from public right-of-way and on single-family residence	X	
Fencing (non-PVC) / Site Wall – Installation or changes		X – Along or near property lines, or visible from public right-of-way		X – Interior of lot and not visible from public right-of-way	X – Along or near property lines, or visible from public right-of-way	X – Interior of lot and not visible from public right-of-way
Garage Door – Changes to design or material			X – Visible from public right-of-way	X – Not visible from public right-of-way	X – Visible from public right-of-way	X – Not visible from public right-of-way
Gate (Driveway)		X – New	X – Changes to design or material		X	
Gate (Pedestrian) – New or changes and visible from public right-of-way			X		X	
Gate (Driveway or Pedestrian) – Replacement similar in design and materials to existing				X		X

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	Major Project	Minor Project <i>with</i> Notice	Minor Project <i>without</i> Notice	Staff Approval	Certificate of Appropriateness ¹	Staff Approval
Generator – New, upgraded or relocated		X – Over 60 kW		X – 60 kW or less, and no expected impacts to neighboring residents	X – Over 60 kW	X – 60 kW or less, and no expected impacts to neighboring residents
Gutters / Downspouts				X		X
Hardscape / Landscape / Landscape Lighting	X – Substantial changes	X – Changes along or near property lines, visible from public right-of-way, or which may impact neighboring residents	X – Changes to plans previously approved by the Commission and visible from public right-of-way	X – Minor changes on interior of lot and not visible from public right-of-way	X – All others	X – Minor changes on interior of lot and not visible from public right-of-way
Hurricane Shutters			X – New and non-removable	X – Replacement or removable	X – New and non-removable	X – Replacement or removable
Lighting			X – Not on single-family residence	X – On single-family residence	X – Not on single-family residence	X – On single-family residence
Mechanical Equipment – New, upgraded or relocated		X – May impact neighboring residents		X – No expected impacts to neighboring residents	X – May impact neighboring residents	X – No expected impacts to neighboring residents
Outdoor Shower				X		X
Pool				X – Stand-alone		X – Stand-alone

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Roof / Siding – Changes			X – Changes to material and not on single-family residence; Substantial changes to design or materials on single-family residence	X – Minor changes to design or materials on single-family residence	X	
Signage			X – Hanging in commercial area	X – All others	X – Hanging in commercial area	X – All others
Solar Panels		X			X	
Stair Tower – Not on single-family residence	X				X	
Statue / Fountain			X – Visible from public right-of-way	X – Not visible from public right-of-way	X – Visible from public right-of-way or more than 6 feet in height	X – Not visible from public right-of-way
Tennis Court, etc.	X – Not on single- or two-family residence		X – On single- or two-family residence		X	

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WRB

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