

Business Development Board

PALM BEACH COUNTY'S BUSINESS RESOURCE

The Business Development Board of Palm Beach County (BDB) is strongly encouraging local municipalities to implement an Expedited Permitting Process for qualified new, expanding or relocating businesses. In Palm Beach County, 38 cities and towns regulate development through numerous boards and departments with permit granting authority. The permitting processes differ markedly from one municipality to another. However, time is money and expedited permitting is a measurable success factor in location decision making.

Expediting permitting assumes property is properly zoned and platted for intended use and includes the following:

- An expedited process for qualified projects
- A business-friendly, single point of contact city staff professional that will expedite projects through the development review process
- Pre-development meetings, initiated by city development professionals. These meetings play a vital role in eliminating unexpected delays during the development review process.
- City staff assistance with coordination of all necessary parties, such as monthly meetings with utility company representatives and others.

Applicability. The following criteria shall be used to determine whether a business qualifies for the expedited permitting program:

1. The business must fall into one of the following targeted industry clusters:
 - a. Aviation/Aerospace/Engineering
 - b. Business/Financial service (non-retail)
 - c. Bioscience;
 - d. Communications/IT
 - e. Medical or pharmaceutical research and development
 - f. Educational Institution
 - g. Corporate Headquarters

2. The business shall demonstrate the capability to create 30 new full-time positions within the first two years of operation or within two years of expansion of its operation within the city.
3. New employment positions shall be value-added employment based on the average salary paid by the employer. Value-added employment is defined as the average salary for new employment positions created being at least fifteen percent higher than the average current per capita income level in Palm Beach County or fifteen percent higher than the industry average as reported by the Bureau of Economic and Business Research, University of Florida.
4. The business shall submit sufficient financial information to the city manager to establish solvency and status as an ongoing business prior to acceptance into the program. Due diligence reports may include a Dun & Bradstreet report or such other reports as deemed necessary by the town.

For businesses that meet the above described criteria, the City of _____ agrees to take the following actions in an effort to streamline the permitting process:

- a. The city manager shall designate a city staff member as the "Corporate Permit Manager." This staff member serves as the single point of contact with the responsibility of assisting the applicant throughout the development application and permitting process.
- b. The Corporate Permit Manager shall create a Development Plan Team that includes the Planning and Zoning, Building, Engineering and Public Works, and other applicable city departments. This city team shall establish the necessary steps required for project approval and permitting in a pre-application meeting and subsequently prepare a timetable within three business days for the project's completion of the development application review and permitting process. A plans review timeline will be developed and agreed upon by both parties which includes submittal deadlines and review for all development related issues.
- c. The project shall receive priority at every phase of the development application review and permitting process by city staff, including "face-to-face" or "stand-up" meetings to conduct reviews with the applicant present to have an efficient interaction during the review, to get answers immediately to questions, and/or to make expectations clear on how issues will be addressed. Public hearing scheduling shall be expedited if applicable to an application.

- d. Comments relative to the city's development application review shall be provided to the applicant within seven business days of the submission of a sufficient development application by the applicant. The city and the applicant shall make a mutual commitment to provide development application review comments and plans or revisions thereto in a thorough and timely manner;
- e. Should any issues arise at any point during the development application review and permitting process, a "face-to-face" or "stand-up" meeting between the city staff and applicant's representatives shall be conducted within three business days of the applicant's notification of the issues.

All companies that meet the criteria for expedited permitting are strongly encouraged to contact the Business Development Board of Palm Beach County to access a comprehensive package of economic development resources.

Companies relocating from a location outside of Palm Beach County, contact:
Andrew Duffell, Sr. Vice President of Business Recruitment
Business Development Board of Palm Beach County, Inc.
310 Evernia Street
West Palm Beach, FL 33401
(561) 835-1008
aduffell@bdb.org
www.bdb.org

Companies in Palm Beach County interested in expanding, contact:
Becky Magaw, VP of Business Retention and Expansion
Business Development Board of Palm Beach County, Inc.
310 Evernia Street
West Palm Beach, FL 33401
(561) 835-1008
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