



Palm Beach Gardens Planning and Zoning Department
10500 North Military Trail, Palm Beach Gardens, FL 33410
561-799-4230

Pre- Application Meeting Request

Palm Beach Gardens, Florida
PLANNING AND ZONING DEPARTMENT

PRE-APPLICATION MEETING REQUEST

A. IDENTIFICATION OF PROPERTY OWNER AND AGENT-APPLICANT

Property Owner: _____

Address: _____

Telephone and E-mail: _____

Agent-Applicant: _____

Mailing Address: _____

Telephone and E-mail: _____

B. GENERAL INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

A pre-application meeting is mandatory for all applicants intending to submit a development proposal. It is a forum in which the applicant and the review staff can discuss issues related to the project concept.

The purpose of the application should be to communicate to the reviewing staff, the decision-makers, and the public what is being proposed and how the proposal meets and complies with the City's Comprehensive Plan and the Land Development Regulations.

Submit the following to: **City of Palm Beach Gardens Planning and Zoning Department, 10500 North Military Trail, Palm Beach Gardens, Florida 33410:**

1. One (1) original application and seven (7) identical copies of the information to be reviewed. Although, not mandatory, it is strongly recommend that a proposed site plan, current survey and any analysis/studies (traffic, environmental, etc.) be submitted for staff review and input;
2. A narrative describing the proposed development including the description of the existing and proposed uses;

3. Legal description and address of subject property, including parcel control number(s);
4. Location map of subject property;

Fold and limit the size of the plans and documents to a foldable 24" x 36" format and include a check in the amount of \$200.00 payable to the City of Palm Beach Gardens.

Upon receipt of an application and its supplemental materials, a pre-application meeting shall be scheduled with the development review staff within seven (7) working days. The applicant shall be notified of the date, time and location of the meeting.

C. STATEMENT OF OWNERSHIP AND DESIGNATION OF AUTHORIZED AGENT

Before me, the undersigned authority, personally appeared _____ who, being by me first duly sworn, on oath deposed and says:

1. That he/she is the fee simple title owner of the property described in the attached legal description.
2. That he/she is requesting a pre-application meeting in the City of Palm Beach Gardens, Florida.
3. That he/she has appointed _____ to act as authorized agent on his/her behalf to accomplish the above project.

Name of Owner: _____

Signature of Owner	By: Name/Title
Street Address	City, State, Zip Code
P.O. Box	City, State, Zip Code
Telephone Number	E-mail

