



Zoning Division - Pre-Application Guidelines & Contact Info.

August 24, 2022

A Pre-Application Review is required for all Public Hearing Applications, and this is required to be followed by a Pre-Application Appointment for Type 2 Variances. Other appointments are optional

A Pre-Application Appointment is required for Type 1 Variance, Formal Zoning Confirmation Letters, ULDC PIAs, and some DRO, Type 1 Waiver, and ZAR applications.

Applicants requesting a Pre-Application Review or Appointment shall email the staff contact listed below a minimum of **two weeks** prior to an Application Intake date indicated on the Official Zoning Calendar. The following information is required in the request:

1. Name and contact information.
2. An attached PH, DRO, Type 1 Variance and ZCL applications: Form 94, Pre-Application Appointment Checklist: [PALM BEACH COUNTY-ZONING DIVISION FORM \(pbcgov.org\)](http://pbcgov.org)
 - a. The completed form must clearly specify the type of request (e.g. PH, Expedited DRO or DRO) and include all information necessary to ensure the appropriate Staff are included in the review and/or meeting. Example: List of modifications, affected area, etc.
3. PIA applications: [FORM #117](#).
4. When requesting an appointment, include:
 - Number and names of the attendees Applicant intends to bring to the meeting
 - Names of any other DRO Agency Representatives requested to attend (e.g. Planning Land Development, etc.). Zoning staff will attempt to honor these requests.
 - **NOTE:** PH and DRO PAA requests must be submitted

Key contacts for Pre-Application Review & Appointments:

NAME	TITLE	E-MAIL ADDRESS
Development Review Officer (DRO), Type 1 Waiver and Zoning Agency Review (ZAR) Applications		
Michael Birchland	Site Planner I	mbirchland@pbcgov.org / 561-233-5408
Adrian Sandlin	Zoning Technician	asandlin@pbcgov.org / 561-233-5231
Public Hearing Applications		
Tawana Holland	Zoning Technician	tholland@pbcgov.org / 561-233-5402
Cynthia Diaz	Zoning Technician	cdiaz@pbcgov.org / 561-233-5221
Type 1 Variance		
Valerie Flores	Site Plan Technician	vflores@pbcgov.org / 561-233-5352
Zoning Confirmation Letters		
Phil Myers	Site Planner I	hmyers@pbcgov.org / 561-233-5302
PIA Applications		
Alexander Biray	Site Planner II	abiray@pbcgov.org / 561-233-5243