

Zoning Pre-Application Appointments Guidelines and Contact Information

The following summarizes the key contacts and information required for scheduling Pre-Application Appointments (PAA) for Zoning applications, as follows:

Public Hearing (PH) Applications:

- Andree McDonald (561) 233-5041 AMcDonald@pbcgov.org
- Brett Goldberg (561) 233-5221 bgoldberg@pbcgov.org

DRO - Type 1 Waivers and Zoning Agency Review (ZAR) Applications:

- Michael Birchland (561) 233-5408 MBirchland@pbcgov.org

Type 1 Variance and Zoning Confirmation Letters (ZCL):

- Patricia Rice (561) 233-5578 Price@pbcgov.org

Privately Initiated Amendment (PIA) Applications:

- Darlene Perez (561) 233-5302 DPerez2@pbcgov.org

All Pre-Application appointment requests shall require submittal of the following:

1. Name and contact information of person requesting appt.
2. PH, DRO, Type 1 Variance and ZCL applications: Form 94, Pre-Application Appointment Checklist, <https://discover.pbcgov.org/pzb/zoning/Applications-Forms/Form-94%20Pre-Application%20Appointment%20-%20Checklist.pdf>
3. PIA applications: **Form #117** available by contacting Mr. Biray (see contact info. above).
4. Additional PH and DRO PAA Requirements:
 - Number and names of any additional attendees Applicant intends to bring to meeting (Applicant may be responsible for forwarding appt. information once scheduled).
 - Names of any other DRO Agency Representatives who may be requested to attend (e.g. Planning, Land Development, etc.). Zoning staff will attempt to honor these requests, if feasible.
 - Please ensure that the [Form #94](#) summary is complete and clearly specifies type of request (e.g. PH, Expedited DRO or DRO) and should include any other information that would help facilitate ensuring the appropriate Staff are scheduled for your meeting. Example: List of modifications, affected area, etc.
 - **NOTE:** PH and DRO PAA requests must be submitted a minimum of **two weeks** prior to an Application Intake date indicated on the Official Zoning Calendar.