



**Palm Beach County Zoning Division**  
 2300 N. Jog Road  
 West Palm Beach, Florida 33411  
 Phone: (561) 233-5234

**PRE-APPLICATION MEETING FORM**

All proposed Community Development applications require the completion of a Pre-Application Meeting. When requesting a meeting, please request a word doc of this form from Tawana Holland at [THolland@pbcgov.org](mailto:THolland@pbcgov.org) or Adrian Sandlin [ASandlin@pbcgov.org](mailto:ASandlin@pbcgov.org) provide with all fields completed. If no changes for a particular field, state "Same" in the proposed column or repeat the information in the Existing/Approved Column. Meetings are held Mondays and Tuesdays a minimum of one week prior to the Public Hearing Intake Date.

<b>Request Date</b>	<i>The application name</i>	<b>PCN</b>	<i>The PCN(s)</i>
<b>Proposed Intake Date</b>	<i>Proposed Intake Date</i>	<b>Acres</b>	<i>The Acreage</i>
<b>Application Name</b>	<i>The application name</i>	<b>Overlay Area*</b>	<i>Name of Overlay</i>
<b>Control No./Name</b>	<i>Control number &amp; name</i>	<b>Phone</b>	<i>The inquiring entity phone</i>
<b>Location/Address</b>	<i>Street address or general location</i>	<b>Email</b>	<i>The inquiring entity email</i>
<b>Agent/Applicant</b>	<i>The inquiring agent or applicant</i>	<b>Code Violation</b>	<i>Code Violation number</i>
<b>Requested Attendees</b>	<i>Names and/or Divisions/Departments requested</i>		
<b>Current Approval</b>	<i>Summary of current zoning approval</i>		
<b>Proposal Summary</b>	<i>Summary of proposal</i>		
	<b>Existing or Approved</b>	<b>Proposed</b>	
<b>Tier</b>	<i>Tier</i>	<i>Tier</i>	
<b>Future Land Use*</b>	<i>Future Land Use Designation</i>	<i>Future Land Use Designation</i>	
<b>FLUA Amendment</b>	<i>Indicate Ordinance of past FLUA</i>	<i>Indicate whether concurrent FLUA proposed</i>	
<b>Zoning*</b>	<i>Zoning District</i>	<i>Zoning District</i>	
<b>Use (w/housing type)</b>	<i>Existing use of the property</i>	<i>Proposed use of the property</i>	
<b>Access</b>	<i>Legal access for the site</i>	<i>Legal access for the site if changing</i>	
<b>Vegetation/ERM</b>	<i>Summarize existing Vegetation</i>	<i>Indicate changes and ERM pre-application</i>	
<i>* For Priority Redevelopment Areas, Urban Infill, and Urban Center see Form #106. URA Opt Out requires Planning.</i>			
<b>PUBLIC HEARING APPLICATION REQUESTS</b>			
Rezone to Standard District			
Rezone to PDD			
Class A Conditional Use			
Class B Conditional Use			
<b>DEVELOPMENT ORDER AMENDMENT</b>			
Reconfigure Plans			
Add/Delete Land Area			
Add Units			
TDR & WHP Density/Units			

Modify Square Footage	
Modify Access	
Modify children/adults, pumps, seats, etc.	
Resolution #: R-	
Modify Conditions	
<b>ADDITIONAL REQUESTS</b>	
Abandonment	
Expedited Application	
Type 2 Waiver(s)	
Type 2 Variance <i>(summarize and indicate Concurrent or Standalone)</i>	
Type 1 Waiver	

**Zoning Staff Notes to be Completed By Zoning Staff**

<b>Meeting Date</b>		<b>PCN No App</b>	
<b>Meeting Attendees</b>			
<b>Proposed Site Plan Provided</b>			

**ARTICLE 1.** Previous Approval Threshold; Non-conforming Structure; Non-conforming Use; Non-conforming Lot

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**ARTICLE 2** Process questions per Request(s)

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**ARTICLE 3** Overlay District (Setbacks, Uses, Parking, and Landscaping); Property Development Regulations; Townhouse and/or ZLL requirements; District Specific Regs (RM and MR-5, Hours of Operation, Enclosed Uses) PDD Districts (Land use vs. PDD; Uses; Setbacks; Parking; Design Objectives; Cul-de-sac waivers; Cross Access; Frontage; Landscaping and easements, exemplary)

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**ARTICLE 4** Specific Use Regulations

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**ARTICLE 5** Accessory Uses/Structures; Fences/Walls, Pools, Enclosures, Bike Racks; Generators; Architectural Guidelines; Parks and Recreation rules and standards; TDR/Workforce Housing Standards; Noise and Lighting; Legal Documents and Easements

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**ARTICLE 6** Parking, Loading and Driveways; Queuing; Grass Parking; Pervious surface

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**ARTICLE 7** Perimeter Buffers (R/W, Compatible, Incompatible), Foundation plantings, interior/terminal islands, pervious surfaces, plant material); Alternative Landscape Plan; Grade changes

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**ARTICLE 8** - Master Sign Program/Plan; Ground Mounted signs; Building Mounted signs

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**Follow Up and General Notes**

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**STAFF TO PRINT OFF A FEE ESTIMATE FOR THE APPLICANT**