

**PLANNING, ZONING & VARIANCE**  
**AGENDA ITEM REQUEST FORM**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Planning, Zoning & Variance Meeting Date:** \_\_\_\_\_

**Property Address and location of proposed installation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval request for: (*Provide description of item*)**

- Fence - \_\_\_\_\_  
\_\_\_\_\_
- Gate - \_\_\_\_\_  
\_\_\_\_\_
- Wall - \_\_\_\_\_  
\_\_\_\_\_
- Sign - \_\_\_\_\_  
\_\_\_\_\_
- Other - \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL CHECKLIST**

**10 copies of each are required for PZV Board member review. You may submit any additional backup necessary.**

- \_\_\_\_\_ **Agenda Request Forms**
- \_\_\_\_\_ **Surveys**
- \_\_\_\_\_ **Homeowner Association Approval**

**PZV meetings are held the 2<sup>nd</sup> Monday of every month. The deadline for items to be placed on the agenda is Friday morning 2 weeks prior to the meeting date. Any questions, please contact the Building Department at 772-231-4453.**

UPDATED 06-23-08