

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

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Applicant Email: \_\_\_\_\_  
Applicant Phone: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

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

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

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

**Please provide 10 copies supporting data for board members review.**

- **Agenda Request Form**
- **Survey/Site Plan**
- **Photos**
- **Homeowner Association Approval (If applicable)**

**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. Please note that there must be a representative in attendance. Please contact the Building Department at 772-231-4453 with any questions or concerns.**