

**PLANNING, ZONING & VARIANCE MEETING**  
**AGENDA ITEM REQUEST FORM (NON-VARIANCE)**

**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*)**  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED FOR SUBMISSION:**

- **10 copies of the Agenda Request Form with all supporting documentation including HOA approval. (If applicable.)**
- **For all building plans or large format paper, a USB flash drive is required.**

**PLEASE NOTE:**

**PZV meetings are held the 2<sup>nd</sup> Tuesday of every month. The deadline for items to be placed on the agenda is Friday morning, 2 weeks prior to the meeting date. There must be a representative in attendance. Please contact the Building Department at 772-231-4453 with any questions or concerns.**