



News Release

FOR IMMEDIATE RELEASE ON:

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FOR MORE INFORMATION, CALL:

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Formalizing New Procedures to Allow Electronic Submittal of Zoning Public Hearing and DRO Applications (Share File)

For the past several months the Zoning Division has been accepting Public Hearing and DRO (Full Review) Applications through "**Citrix ShareFile**", a secure file transfer and sharing web based application. This process was tested in 2019 and was temporarily implemented in early 2020, in an effort to limit personal contact during the ongoing COVID-19 pandemic. This process eliminated the need to submit applications in person. Subsequently, we have received numerous inquiries requesting if this process could be formally implemented, since it is a time and cost saving method for both Applicants and staff.

We will formally implement this process starting with the **August 2020** Intake and Resubmittal dates (see Official Zoning Calendar). Allowances will be given for those who still wish to drop off CD-Roms in person, until these procedures are fully implemented with the October Intake. Subsequent requests for in person submittals may be considered on a case by case basis.

Note: Applicants will still be required to schedule submittals by no later than 2 p.m., two working days in advance of an intake date, or one working day in advance of a resubmittal date.

For additional information and instructions on how to make a Share File submittal, please see: [Zoning Division Share File Instructions](#).

Staff will be setting up two Zoom Conference calls for Interested Parties, to provide information on how the ShareFile system works, and to address any questions/concerns with this new submittal procedure, as follows:

1. July 17, 2020, 2:00 – 3:00 p.m. ([Teleconference Link](#))
2. July 22, 2020, 2:00 – 3:00 p.m. ([Teleconference Link](#))

If you have any questions regarding intake/resubmittal procedures, contact either William Cross, AICP, Principal Site Planner at (561) 233-5206, or Monica Cantor, Principal Site Planner at (561) 233-5205; or, for technical questions contact Lindsey Walter at (561) 233-5229 or Nancy Frontany at (561) 233-5575.