



# News Release

FOR IMMEDIATE RELATES ON:

September 1, 2020  
(Revised: 12/01/20)

FOR MORE INFORMATION CALL:

Jon MacGillis 561-233-5234

This information serves to summarize the information necessary and key contacts for scheduling Pre-Application Appointments (PAA) for zoning applications as follows:

- **Public Hearing (PH) Applications**  
Andree Mac Donald (561) 233-5041 [AMcDonald@pbcgov.org](mailto:AMcDonald@pbcgov.org)  
Brett Goldberg (561) 233-5221 [BGoldberg@pbcgov.org](mailto:BGoldberg@pbcgov.org)
- **Development Review Officer (DRO) Full DRO, Type 1 Waivers and Zoning Agency Review (ZAR) Applications**  
Michael Birchland (561) 233-5408 [MBirchland@pbcgov.org](mailto:MBirchland@pbcgov.org)
- **Type 1 Variance, Zoning Confirmation Letters (ZCL)**  
Patricia Rice (561) 233-5578 [Price@pbcgov.org](mailto:Price@pbcgov.org)
- **Unified Land Development Code (ULDC) Privately Initiated Amendments (PIA) Applications**  
Darlene Perez (561) 233-5302 [DPerez2@pbcgov.org](mailto:DPerez2@pbcgov.org)

**All appointment requests shall require submittal of the following:**

- Name and contact information of person requesting appointment.
- PH, DRO, Type 1 Variance and ZCL applications: Form 94.
  - [Form #94 – Application Check List](#)
- Application Form 117 available by contacting Brett Goldberg at (561) 233-5221.
  - ✓ Name and Number of any additional attendees, Applicant, intends to bring to a meeting (Applicant may be responsible for forwarding the appointment information once scheduled).
  - ✓ Names of any other DRO Agency Representatives who may be requesting to attend (e.g. Planning, Land Development, etc.). Zoning staff will attempt to honor these requests if feasible.
  - ✓ Please ensure that the Form 94 summary is complete and clearly specifies type of request (e.g. PH, Expedited, DRO or DRO) and should include any other information that would help facilitate ensuring the appropriate Staff are scheduled for your meeting (e.g. list of modifications, affected area, etc.)
  - ✓ NOTE: PH and DRO PAA requests must be submitted a minimum of two weeks prior to an Application Intake date noted on the Official Zoning Calendar.
- [Zoning Calendar](#)

If you have any questions please contact Monica Cantor, Principal Site Planner at: 561-233-5205

**Department of Planning,  
Zoning & Building**

2300 North Jog Road  
West Palm Beach, FL 33411-2741  
(561) 233-5000

Planning Division 233-5300  
Zoning Division 233-5200  
Building Division 233-5100  
Code Enforcement 233-5500

Contractors Certification 233-5525  
Administration Office 233-5005  
Executive Office 233-5228  
[www.pbcgov.com/pzb](http://www.pbcgov.com/pzb)



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