



**Palm Beach County Zoning Division**  
 2300 N. Jog Road  
 West Palm Beach, Florida 33411  
 Phone: (561) 233-5200

**AFFIDAVIT OF UNDERSTANDING  
 PRE-APPLICATION CONFERENCE (PAC)  
 FOR DRO or DROE TYPE 2 or TYPE 3 CONCURRENT REVIEW**

This form is to be completed by the Property Owner(s) / Agent / Project Manager of record at time of application. This affidavit shall be valid for a period of six (6) months, refer to the "Authorized to Submit Date" as established below and is only valid for the following project. Email questions to [PZB-ZoningIntake@pbc.gov](mailto:PZB-ZoningIntake@pbc.gov).

Part 1 – General Information			
Application Name		Date	
Control No./Name		Control Acres	
Address or Location			
PCNs			
Owner Name			
Agent/Applicant			
Email		Phone	
A. Request Summary			
Selected one	<input type="checkbox"/> DRO Type 2 – Concurrent Review (Zoning & Land Development) <input type="checkbox"/> DRO Type 2 – Concurrent Review (Zoning & Building) <input type="checkbox"/> DRO Type 3 – Concurrent Review (Zoning, Land Development & Building)		

I hereby certify that as the Property Owner / Contract Purchaser / Agent of record I am formally declining to submit an application and participate in the Pre-Application Conference (PAC) for the Development Review Officer (DRO) /DRO Expedited (DRE) -Type 2 and Type 3 Concurrent Review. I further acknowledge and understand that by not participating in a Pre-Application Conference, I will not receive initial feedback from the County agencies that will be reviewing my concurrent applications. The feedback information may be beneficial in understanding the application of Code provisions and preparing my applications. I further agree that significant inconsistencies or issues, failure to address issues in a timely manner, will result in the application being remanded to the standard review process.

I am aware that all concurrent applications shall be submitted within 10 days after the submittal of the Zoning Division Type 2 or 3 Concurrent Review application. I further gave consent to Palm Beach County to publish or reproduce any copyrighted documents submitted as a part of the application(s) for any third party.

**OWNER/CONTRACT PURCHASER/AGENT:** I am the [ ] Owner [ ] Contract Purchaser [ ] Agent (✓one)

\_\_\_\_\_  
 (Name - type, stamp or print clearly)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City, State, Zip)

**NOTARY PUBLIC INFORMATION:**

**STATE OF FLORIDA, COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name of person acknowledging).

He/she is personally known to me or has produced \_\_\_\_\_ (type) as identification.

\_\_\_\_\_  
 (Name - type, stamp or print clearly)

\_\_\_\_\_  
 (Signature)

My Commission Expires on: \_\_\_\_\_

**NOTARY'S SEAL OR STAMP**