



PLANNING AND ZONING DEPARTMENT

Permit Number: \_\_\_\_\_

## MINOR ADMINISTRATIVE APPLICATION

### A. IDENTIFICATION OF PROPERTY OWNER (APPLICANT) AND AGENT

**Applicant (Property Owner):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone and E-mail:** \_\_\_\_\_

**Applicant's Agent** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone and E-mail:** \_\_\_\_\_

### B. GENERAL INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

**Project Name:** \_\_\_\_\_

**General Location:** \_\_\_\_\_

**General Request:** \_\_\_\_\_

\_\_\_\_\_

Submit the following to: **City of Palm Beach Gardens Planning and Zoning Department, 10500 North Military Trail, Palm Beach Gardens, Florida 33410:**

1. One (1) original application and three (3) identical copies of the information to be reviewed with an electronic copy (CD) of application and all supporting documents;
2. A narrative describing the proposed development including the description of the existing and proposed uses and date of pre-application/informational meeting and/or fee;
3. Legal description and address of subject property, including parcel control number(s) and/or warranty deed;
4. All applicable fees as indicated on the current fees and charges schedule (i.e. application fee, escrow fees if necessary); and
5. Location map of subject property.

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF PALM BEACH GARDENS**

10500 N. Military Trail Palm Beach Gardens, FL 33410-4698

[www.pbgfl.com](http://www.pbgfl.com)