City of Pembroke Pines

Planning and Zoning Board / Architectural Review Board Agenda Request Form

Planning and Economic Development Division
Building -B, Third Floor
10100 Pines Boulevard
Pembroke Pines, FL 33026
Phone: (954) 435-6513 • Fax: (954) 435-6546
http://www.ppines.com

Staff Use Only

Date Submitted: _____

Number of Attachments: _____

1. Name: _____
2. Agenda Date Requested: _____
3. Description of Agenda Item: _____

_____

_____

_____

4. List Attachments, if any: _____

_____

_____

5. Code Sections: _____

INSTRUCTIONS:
INSTRUCTIONS FOR: Planning and Zoning Board Agenda Request Form.
These numbered items correspond to the numbered items above.

1. List the name of the person requesting the agenda item.
2. Indicate on which regular meeting of the Planning and Zoning Board you would like this item heard.
3. Brief description of the item or report you are bringing before the Board. Continue on a blank sheet of paper, if necessary.
4. List the attachments, if any, and make sure they are included with your agenda form submittal.
5. List any known code sections this request or item may affect.

This form and any attachments should be delivered to Planning and Economic Development Division offices by Tuesday the week prior to the meeting. Documents can be emailed to the Board Secretary Sheryl McCoy at smccoy@ppines.com. The requestor must confirm that the secretary has received all documents pertaining to the request.

The deadline for inclusion on an upcoming agenda is Tuesday the week prior to the meeting. The Planning and Zoning Board typically meets the 2nd and 4th Thursday of each month. Call 954-435-6513 for additional information.