



CITY OF PALM BEACH GARDENS

Places of Assembly Application

Please drop off or mail the *complete* application to:

City of Palm Beach Gardens, Planning and Zoning Division
“Places of Assembly Application”
10500 North Military Trail
Palm Beach Gardens, FL 33410
Phone: 561-799-4243 Fax: 561-799-4281

Applicability: The subject application shall be submitted for Places of Assembly with 100 seats or less.

Definition: Place of Assembly means a building or portion of a building in which facilities are provided for civic, fraternal, educational, political, religious, or social purposes.

Please fill out the application below and attach any photos, sketches, plans or justification with the application:

Organization: _____ Date: _____

Address: _____

Daytime telephone: _____ Fax: _____

Organization Website (if applicable): _____

Contact Person: _____ Telephone: _____

Contact Person E-mail: _____

DETAILED description of Assembly Use proposed (attach additional sheets if necessary):

Proposed Use (circle the most applicable):

Place/House of Worship

Community Club

Neighborhood Group

Lodge

Sports Group

Theater/Auditorium

Other: _____

Number of seats proposed (if applicable): _____

Total square footage being utilized: _____

Days and hours of operation: _____

Number of Parking spaces on site: _____

Please attach the following documents to this application:

1. Site Plan showing parking spaces and area(s) to be occupied
2. Letter of approval from Property Owner

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I certify that I am giving thorough and complete information to the best of my knowledge. I understand that any false or misleading information could result in revocation of my approval.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant name (please print): \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Petition Number: \_\_\_\_\_

The proposed Assembly Use meets the requirements of Chapter 78 of the City's Land Development Regulations and is hereby approved.

Director of Planning and Zoning: \_\_\_\_\_  
Signature Date