

PRE-APPLICATION CONFERENCE APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Pre-application Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Pre-application Submittal Packages is 11:30 am every WEDNESDAY. There are no fees associated with a pre application conference.

REQUIREMENTS: The DRC Coordinator shall check for the following item in the submittal package.

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements are being addressed. The project name on the documents shall be consistent
- 2) One (1) copy of the Pre-Application Form Completely filled out prior to submittal. This form shall be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will NOT be accepted.
- 3) One (1) sets of preliminary development plans. These preliminary plans do not need the signature and seal of the engineer. Each shall be folded or they will NOT be accepted.
- 4) One (1) copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- 5) One (1) section map with the project site clearly highlighted and project name labeled. Please note that you may request that these section maps be kept on file so that they may be used when an official application package is submitted.
- 6) One CD to includes items 1 through 5 above.