Escambia County
Site Development Review Process

What you need to know.

Need more info?
Visit us online at myescambia.com/developmentreview for information about the Development Review process, documents, GIS maps, Land Development Code and more.

Escambia County
Development Services
3363 West Park Place
Pensacola, FL 32505
850-595-3472
developmentreview@myescambia.com
zoninginfo@myescambia.com

How long will the process take?
The timeline will vary, but here is a general guideline for the DRC site plan review process.

1. DRC intake review initial submittal: One day
Includes mailing or bringing in your application and site plan, along with providing payment via phone (Visa or MasterCard). DRC will send your completed application electronically to all reviewers on the same day.

2. Initial review time: 10 days

3. County review time: 6-8 Days (30 days for preliminary/construction plats)

4. If all comments have been addressed, applicant can re-submit for final review on Friday.

5. Final comparison/review: New process development order issued in one week

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Where can I attend or speak at a DRC meeting?
The Development Review Committee generally meets every Wednesday at 1 p.m. at the Escambia County Central Office Complex, located at 3363 West Park Place. Meeting times and agendas can be found at myescambia.com.

About Development Review
It is the goal of the Development Review Division to partner with you in the development of your project within Escambia County.

The Development Review Committee reviews plans for compliance with the Land Development Code and Comprehensive Plan. This includes commercial construction and residential subdivision construction.

All subdivision and site development plans must be approved prior to the issuance of a building permit as required in Article 4 of the Land Development Code.
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What if I object to a site proposal near my residence?

Public comments are welcome at Development Review Committee meetings, which generally take place every Wednesday (details on the other side of this page).

However; please remember that the reasons for protesting development sites must be legitimate according to Escambia County codes.

**Legitimate protest examples:**
- Improper zoning
- Access issues (streets, ROW, etc.)
- Stormwater management issues
- Environmentally sensitive lands

**Invalid protest examples:**
- Property values may decrease
- General dislike of development
- Don’t want it in your area

Final plats also go before the Escambia County Commissioners for approval. If a quasi-judicial hearing, such a rezoning was held prior, only those who spoke at the hearing may speak at the commission meeting.

**NOTE:** The above lists only provide examples and are not comprehensive. County technical reviewers follow plan review/criteria as laid out in the Land Development Code.

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### Development Review General Process

**START**

- **APPLICANT** submits for a pre-application conference. Includes transmittal letter, project information form, project narrative & site plan (not required for all projects).
- **STAFF** reviews pre-application package and issues comments at the pre-application meeting.
- **APPLICANT** submits initial submittal to staff complete and on-time and pays application fees. Includes transmittal letter, DRC application, site plan, project information form and all other requirements on the initial submittal checklist.

**DRC INTAKE** sends out review notification to review.

**APPLICANT** obtains sign-offs from reviewers after responding to reviewers’ comments.

**STAFF** issues initial comments.

**APPLICANT** obtains sign-offs from reviewers after responding to reviewers’ comments.

**APPLICANT** begins building permit process.

**APPLICANT** may request a quasi-judicial hearing with the Board of Adjustment within 15 days from the DRC determination.

**STAFF** notifies applicant of meeting day and time.

**APPLICANT** submits for a final comparison with all items on the final comparison submittal.

**APPLICANT** obtains sign-offs from reviewers after responding to reviewers’ comments.

**STAFF** issues initial comments.

**APPLICANT** begins building permit process.

**APPLICANT** may request a quasi-judicial hearing with the Board of Adjustment within 15 days from the DRC determination.

**STAFF** provides recommendation to the Development Services Director.

**Director APPROVES**

**Director DENIES**

**DISCLAIMER:** The data within this chart was compiled from numerous sources, and it is provided for reference and informational purposes only. No warranties express or implied are provided for the accuracy of the data, its use or its interpretation. For the most up-to-date information, please contact the Planning & Zoning staff.
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Public Notice

Signs are posted in the project area for initial and final DRC meetings.

If a project progresses to a quasi-judicial hearing, public notice to residents in the impacted area is given, either a 500 or 2,500 feet radius depending on the project location and type of hearing, via direct mail and legal advertising.
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