SUBDIVISION (ALL TYPES)
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, 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.

- ❑ 1.) A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent

- ❑ 2) A copy of the Project Information Form completely filled out prior to submittal. This form must 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) A copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.

- ❑ 5) A copy of the preliminary development plans drawn to scale (no less than 1 to 20) that show all required information (see below). These preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11” x 17”. If 24" X 36" each plan shall be folded or they will NOT be accepted.

- ❑ 6) A CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)

The development plan must be labeled and include the following items:

a) The existing parcel’s property reference number.
b) The area (acreage) of the parent parcel (pre-subdivision parcel.)
c) The area (acreage) of each parcel being created.
d) Dimensions of the parent parcel.
e) Dimensions of each new parcel, including the dimensions along roadways.
f) A north arrow.
g) The name(s) of the road(s) fronting the parent parcel.
h) The existing width of the private right-of-way.
i) The width of each proposed new right-of-way.
j) The parcel’s Zoning District(s).
k) The parcel’s Future Lane Use Category(s).