



Pre-Application Meeting

Community Development Services Department

174. W Church Ave., Longwood, FL 32750

Fostering Citizen Trust and Cultivating a Prosperous Community

The pre-application meeting is intended to provide guidance and respond to questions that an applicant may have prior to submitting an application for any of the review processes in the Community Development Services Department. Please allow at least seven days for your meeting date after application submittal.

Pre-application meetings are required for site plan submittals. For site plan pre-application meetings only, the fee is credited to your site plan application amount.

<p>Type of Pre-Application Meeting</p> <p><input type="checkbox"/> Site Plan Application - \$150 <input type="checkbox"/> Other Application - \$50</p>	<p style="text-align: center;">Required Information Checklist</p> <p>The following information should be provided with this application:</p> <p><input type="checkbox"/> Cover Letter Describe existing and proposed use of site and existing buildings. Describe proposed new construction or activity, demolition, site history, use of hazardous materials, or anything unusual or significant about the operations</p> <p><input type="checkbox"/> Proposed Site Plan (or Sketch) Include as much detail as possible. Site features may include: buildings, parking spaces, driveways, property lines, fences, streets, curbs, and sidewalks, trash enclosures, landscaping and natural features, and any existing or proposed signage</p> <p><input type="checkbox"/> Photographs and/or Elevations (if applicable) Front, rear, and side views of existing buildings. Front, rear, and side views of any proposed buildings or improvements, if applicable. Include aerial photographs if available</p> <p><input type="checkbox"/> Conceptual Floor Plans (if applicable) Label rooms with the use, dimensions of all spaces, if applicable.</p>		
<p>Date</p> <hr/> <p>Project Name/Address</p> <hr/> <p>Applicant Address</p> <hr/> <p>Phone</p> <hr/> <p>Fax</p> <hr/> <p>E-Mail</p> <hr/>	<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <tr> <td style="width: 60%; text-align: center; vertical-align: top;"> <p>Your Pre-Application Meeting Time Is:</p> <p>Date: _____</p> <p>Time: _____</p> </td> <td style="width: 40%; text-align: center; vertical-align: top;"> <p>Fee</p> <p>_____</p> <hr/> <p>Date Paid/Staff Initials (Staff Use Only)</p> </td> </tr> </table>	<p>Your Pre-Application Meeting Time Is:</p> <p>Date: _____</p> <p>Time: _____</p>	<p>Fee</p> <p>_____</p> <hr/> <p>Date Paid/Staff Initials (Staff Use Only)</p>
<p>Your Pre-Application Meeting Time Is:</p> <p>Date: _____</p> <p>Time: _____</p>	<p>Fee</p> <p>_____</p> <hr/> <p>Date Paid/Staff Initials (Staff Use Only)</p>		

Pre-Application meetings are intended to provide guidance to applicants about City Codes and Regulations as they exist at the time. However, any information provided as part of a Pre-Application meeting is only good for as long as the applicable codes and regulations are in place, and as such are subject to change.