

City of Longwood Pre-Development Inquiry Session



A Pre-Development Inquiry Session is an informal opportunity for you to outline your project and review drawings and concepts with city staff. There is no fee charged for a Pre-Development meeting, and these meetings can save you time and money in the preparation of plans by identifying code and technical requirements that are relevant to your project early in the planning process. Staff representatives from Engineering, Planning, Building, and the Fire Department will be present at this meeting to advise you of any technical concerns that might need to be addressed before you start your project.

Project Name: _____ Date Submitted: _____

Property Address: _____

Tax ID Number(s): _____
(Available from the Property Appraiser's Office at <http://scpaweb.scpafl.org/v3/>)

Property Acres: _____ Gross Floor Area _____

Future Land Use _____ Planning District _____

Existing Use _____

Proposed Use _____

Applicant	
Name	
Address	
Phone	
E-Mail	
Fax	

Pre-Development meetings are held every Thursday afternoon from 3:00 – 5:00. Applications must be submitted by 4:00 P.M. Thursday of the week prior to the desired meeting date. Appointments are limited to 30 minutes. In the event that no times are available for the upcoming week applications will be scheduled for the next available meeting date.

Project Number (Completed By Staff)

Intake Staff Person (Completed By Staff)

Project Manager (Completed By Staff)

Submittal Requirements

[] Project Description

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.

[] 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.

[] Photographs and/or Elevations (if available)

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.

[] Conceptual Floor Plans (if available)

Label rooms with the use and dimensions of all spaces, if applicable.

Your Pre-Development Meeting

Time Is:

Date: _____

Time: _____

Applicant Name (Print) _____ **Signature** _____ **Date** _____

Note: Pre-Development 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.

