



## 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. Please contact the DRC Coordinator at (850) 595-3472 for deadline information. There are no fees associated with a pre application conference.

#### Submittal Requirements:

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 Project Information Form
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.
4. 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.
5. 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:

1. The existing parcel's property reference number.
2. The area (acreage) of the parent parcel (pre-subdivision parcel.)
3. The area (acreage) of each parcel being created.
4. Dimensions of the parent parcel.
5. Dimensions of each new parcel, including the dimensions along roadways.
6. A north arrow.
7. The name(s) of the road(s) fronting the parent parcel.
8. The existing width of the private right-of-way.
9. The width of each proposed new right-of-way.
10. The parcel's Zoning District(s).
11. The parcel's Future Lane Use Category(s).