PRE-APPLICATION MEETING - INTRODUCTION

When is a Pre-Application Meeting required?

Pre-application meetings are required for the following applications:

- All Developmental Impact Committee
- Administrative Site Plan Reviews
- Modifications of covenants and/or resolutions in connection with an approved site plan
- Public hearings, except individual single-family residential lots and others as determined by Development Services.

What is the purpose of a Pre-Application Meeting?

- To familiarize County agencies with a potential application, and to familiarize the potential applicant with the requirements of the Code, the Comprehensive Development Master Plan and other relevant criteria and procedures.
- A pre-application meeting is not intended to be an exhaustive review of all potential issues.
- A pre-application meeting does not bind or preclude the County from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application meeting.
- Intended to be informational only, and is not an approval in any manner of your proposal.

What is the application procedure?

1. Submit a complete pre-application meeting application form, together with required written and plan information identified in the pre-application meeting submittal checklist form.
2. The County will schedule and conduct a pre-application meeting after receipt of your request.
3. At the meeting you will meet with representatives of County agencies who will discuss the proposal with you. The County reviewing agencies include the following among others: RER Development Services, RER DERM, MD Fire Rescue, PWWM and WASD.

When do meetings take place?

- Meetings will be **every** Thursday
- Meetings will be scheduled between 2:00pm and 4:30pm
- Each meeting will be 30 minutes in duration
- Applications must be received at least 5 working days prior to the desired Thursday meeting date

How long is the Pre-Application Meeting valid?

A pre-application meeting is valid one (1) year from the date of the conference.

Some key things to remember:

As you prepare for the pre-application meeting, keep in mind the following:

- The property you are investigating may have private obligations, such as covenants, conditions and restrictions to which the County is not a party and does not consider in its review.
- The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.
- You are required to submit the pre-application meeting report as part of your formal zoning application.

PRE-APPLICATION MEETING - SUBMITTAL CHECKLIST

☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with signature(s).

☐ **B. WRITTEN STATEMENT.** Provide a detailed description of the proposed project or proposal including, but not limited to: the zoning district, changes to the site, structure, landscaping, parking and land use designation.

☐ **C. PRIOR ZONING APPROVALS.** Approvals such as Site Plan Reviews, Zoning Resolutions, Covenants and/or Declaration of Restrictions. (Also available for a fee from Zoning Information at 305-375-1806).

☐ **D. PROPOSED SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. **Electronic files in flattened PDF format (on a cd or flashdrive) are required**. Flattened PDFs are PDF format documents that do not have mark up or layers of any kind. **Please name submitted files as follows:** Site Plan, Landscape Plan, Floor Plan, Elevation Plan, Traffic Information, Letter of Intent, and/or Prior Zoning Approvals.

Below is a list of required and recommended items to be shown on the Proposed Site Plan.

REQUIRED:

- **Proposed name of project (e.g., subdivision or business) and the project's opening year and phases**
- **Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space and or drainage tracts or easements**
- **Location and dimensions of all existing and proposed buildings, structures**
- **Proposed traffic methodology (if project is increasing or modifying intensity)**
- **Area of the site (acres or square feet)**
- **Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public)**
- **Location of existing and proposed on-site driveways and off-street parking**
- **Location of existing off-site driveways across the street and median openings**
- **Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site**

RECOMMENDED:

- Location of on-site wetlands, existing trees and water bodies (if known)
- Location and width of existing and proposed easement for access, drainage, etc.
- Location and width of existing and proposed trees and other landscaping to be planted at the site

☐ **E. TRAFFIC INFORMATION:** Provide the following items to indicate the proposed traffic intensity and circulation if the project meets the minimum DIC thresholds per Section 33-303.1 of the Code, the project consists of a school under Section 33-151.15(a) of the Code or if the project is an ASPR that meets the minimum DIC thresholds. Staff will determine if additional traffic information is necessary to enable a thorough review. All necessary traffic information must receive a Notice to Proceed (NTP) prior to being developed and must be submitted at the time of a formal zoning application. Projects abutting the state roadway system shall be subject to FDOT review and approval.

REQUIRED:

- **A 11"X17" location map showing a larger surrounding area, at least a 1/4 mile radius, with street names and site.**
- **The most recent AM peak, PM peak, and daily ITE trip generation estimates.**

RECOMMENDED:

- Net new trips generated by the development after appropriate implementation of trip reduction factors such as internal capture, pass-by and transit factors, etc.
- Traffic concurrency data information based on the cardinal distribution from at least the four (4) nearest traffic count stations.

Department of Regulatory and Economic Resources
Development Services Division
111 NW 1 Street, Suite 1100
Miami, Florida 33128
305-375-2800

OFFICE USE ONLY

PRE-APPLICATION #: _____

FILE NAME: _____

RECEIVED BY: _____

SUBMITTAL DATE: _____

PRE-APPLICATION MEETING REQUEST FORM

FILING DATE: _____ **REQUESTED PRE-APPLICATION MEETING DATE:** _____

(Pre-application forms must be submitted Wednesday by noon for the following week's regularly scheduled Thursday meeting.)

APPLICANT'S INFORMATION:

☐ Check box if Primary Contact

Name: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

PROPERTY OWNER'S INFORMATION:

☐ Check box if Primary Contact

Name: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

APPLICANT'S REPRESENTATIVE (IF ANY):

☐ Check box if Primary Contact

Name: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

PROPERTY INFORMATION

Name of proposed project: _____

Folio number(s): _____

Property's street address or nearest intersection: _____

_____ Acreage/Size of Property: _____

Existing Zoning: _____ Existing Use: _____

Proposed Application:

☐ Administrative Modification ☐ Urban Center Administrative Site Plan Review ☐ DIC/Schools

☐ Administrative Site Plan Review ☐ Other Public Hearings ☐ Modification of Resolution or Covenant

DESCRIPTION OF PROPOSAL:

_____

_____

_____

_____

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

_____ _____

Signature of Applicant, Owner or Representative **Date**

SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THE PRE-APPLICATION MEETING: (Attach separate sheet if necessary)

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

PLEASE NOTE BELOW THE NAMES OF COUNTY STAFF WITH WHOM YOU HAVE ALREADY DISCUSSED THIS PROPOSAL, ESPECIALLY IN RELATION TO THE ABOVE QUESTIONS AND ISSUES:

	STAFF PERSON NAME	DEPARTMENT
1.		
2.		
3.		

FOR ANY QUESTIONS OR FURTHER INFORMATION PLEASE CONTACT RER DEVELOPMENT SERVICES AT: 305-375-2842