STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF COMMUNITY PLANNING
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399
850/488-4925

PRE-APPLICATION CONFERENCE DOCUMENT AND INFORMATION

One of the initial steps in the development of regional impact (DRI)review process is the pre-application conference. The pre-application conference is a meeting between various governmental agencies and representatives of the developer that establishes the parameters of the Application for Development Approval (ADA).Pursuant to Paragraph 380.06(7), Florida Statutes, and Rule 9J-2.021, Florida Administrative Code, the information required to conduct the pre-application conference must be made available to the participants in the conference at least ten working days prior to meeting. Note that the following information lists the minimum information for a pre-application conference. The regional planning council may have more stringent information requirements for a pre-application conference, and council staff should be consulted prior to the preparation of a pre-application document.

Provide the following information about the proposed development.

A.   General Information

      1)   Name of the development.

      2)   Name, address, and telephone number of the applicant.

      3)   Name, address, and telephone number of the authorized agent.

B.   Project Description

      1)   A general description of the project, including proposed land uses and amounts pursuant to the guidelines and standards in Chapter 28-24, F.A.C. If a preliminary master plan has been developed, please provide.

      2)   Proposed phasing of the project, including proposed preliminary phasing dates and build out dates.

C.   Site Information

    1)   Describe the existing land uses and vegetative associations. Provide an aerial photograph of the site.

    2)   Provide a brief environmental assessment of the site, encompassing such topics as the probable occurrence of wetlands and listed plant and animal species.

    3)   Indicate which portions of the site, if any, are within the 100-year floodplain.

    4)   Provide a letter from the Division of Historical Resources indicating if there are potentially regionally significant historical or archaeological sites on the property.

D.   Impact Area Information

    1)   Provide a general location map. Indicate on this map adjacent land uses, the existence of public facilities, regional activity centers, and any existing urban service area boundary. Also indicate on this map any other lands owned or leased by the applicant within two miles.

    2)   Using a map, indicate the proximity of this site to regionally significant resources identified in the Regional Policy Plan such as significant bodies of water, wetlands, or wildlife corridors.

    3)   Provide a map of the proposed study area for Question 21 (Transportation)in the ADA. Indicate the functional classification and number of lanes of all roadways in the study area except residential streets.

E.   Permitting and Approval Information

    1)   Indicate if a comprehensive plan amendment will be required for this development.

    2)   Provide a list of all permits already applied for or received, specifying the date of application, issuing agency, and function of the permit.

F.   Provide a summary of each of the proposed methodologies, assumptions, models, criteria, etc., that will be used to answer ADA questions, particularly Question 12 (Vegetation and Wildlife)and Question 21 (Transportation).The methodologies, assumptions, etc., should be specific enough so that once agreement is reached among parties regarding these, everyone involved will have a clear understanding of what will be provided in the ADA. The intent of this agreement is to streamline the review period and decrease the number of insufficiency findings wherever possible. The regional planning council should be consulted prior to the pre-application conference to explain the methodologies acceptable to the region for ADA review.

G.   Provide a list (or formal written request if required by the regional planning council)of ADA questions which you wish to have deleted or exempted. Provide a discussion or explanation of why you believe it is appropriate to delete from the ADA for your project.