

## **SECTION 12.0 COURTESY REVIEW PRE-APPLICATION**

### **Section 12.01 Introduction**

The purpose of the pre-application conference is to provide the applicant with the opportunity to explain the proposed development concepts to staff, and for staff to discuss policies, ordinances, standards, opportunities and constraints which may be applicable to the site and type of proposed development, before the applicant has invested substantial design time or become committed to particular design solutions. **The pre-application conference is for informational purposes only and does not confer any approval or waive any requirements that may be applied to any subsequent applications.**

Applications are submitted to the Development Review Division of the Growth Management Department.

Physical Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: 209-0660

Fax: 209-0743

There are no fees for this application.

### **Section 12.02 Application Process**

The following documents are required to process a Pre-Application

A Completed Development Review application

A scaled site plan (if larger than 11x 17" seventeen 17 copies required)

Any other information the applicant feels may be contributory. Please note that the more detailed information provided the more comprehensive the review will be.

### **Section 12.03 Review Process**

Applications will be scheduled for the first available Development Review Committee meeting, providing there is a minimum 5 working day review. The applicant will be notified of the scheduled time.