



Land Use & Environmental Services Division

(850) 891-7100

Location: 435 N. Macomb Street

Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731

Fax: (850) 891-7184

Florida Relay Service TDD: 711

PRE-SUBMITTALS AND PRE-APPLICATIONS

PRE-SUBMITTALS (For Type A Site Plans or Limited Partitions)

To schedule a pre-submittal meeting, the following materials are required by **10:00 a.m. on Thursday**. The pre-submittal meeting will normally be held on a Thursday morning one week after the application is submitted. The pre-submittal package should be delivered to the Growth Management Department, Land Use and Environmental Services Division. There is no fee for pre-submittals.

You must submit **TWO (2)** pre-submittal packages that include the following:

1. Completed Application Form (*1 original*)
2. Project Narrative describing the proposal.
3. Preliminary Site Plan
4. Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp.

All site plans should be folded to 8½" x 11" size. All material should be in sets, either rubber banded or paper clipped. The Land Use and Environmental Services Division will telephone the person listed as your agent to inform them of your meeting date and time.

PRE-APPLICATIONS (For Type B, C, or D Site Plans or Preliminary Plats)

Pre-application meetings are normally held twice a month. To schedule a pre-application meeting, the following materials are required by **10:00 a.m. on a scheduled deadline day**. The pre-application package, together with the requisite fee, should be delivered to the Growth Management Department, Division of Land Use and Environmental Services.

You must submit **TWO (2)** pre-application packages that include the following:

1. Completed Application Form (*1 original*)
2. Project Narrative -- describing the proposal and including the Tax I. D. Number, and the project dimensions.
3. Preliminary Site Plan
4. Existing Conditions Map
5. Location Map
6. Land Use Compliance Certificate
7. Application Fee - \$591.00 (make checks payable to *CITY OF TALLAHASSEE*)
8. Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp.

The existing conditions map and location map may be incorporated onto the site plan. Site plans must be 24" x 36" in size and folded to 8-1/2 " x 11" size with the scale in both written and graphic form. All material should be in sets, either rubber banded or paper clipped.



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PRE-SUBMITTAL/PRE-APPLICATION REQUEST FORM

1. Property Owner's Name: _____
 Mailing Address: _____

_____ City State Zip

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

2. Applicant's (Optionee) Name: _____

Mailing Address: _____

_____ City State Zip

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

3. Agent's Name: _____

Mailing Address: _____

_____ City State Zip

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

4. Application Type: _____ Pre-Submittal (A) - for Type A Site Plans or Limited Partitions
 _____ Pre-Application (B) - for Type B, C, or D Site Plans or Preliminary Plats

5. Project Name: _____

6. Project Narrative: _____

7. Parcel Identification Number: _____

8. Land Use Compliance Certificate #: _____

9. Acreage of Property: _____

10. Zoning District: _____

11. Number of Residential Dwelling Units: a. Existing _____ b. Proposed _____

12. Residential Density (Net/Gross): a. Existing _____ b. Proposed _____

13. Type of Non-Residential Use(s): a. Existing _____ b. Proposed _____

14. Square Feet of Non-Residential Use(s): a. Existing _____ b. Proposed _____

PROPERTY OWNER, APPLICANT (OPTIONEE), AND AGENT WILL BE COPIED ON ALL CORRESPONDENCE FROM THE GROWTH MANAGEMENT DEPT.