



# Land Development Division

120 Malabar Road SE • Palm Bay, Florida 32907

Phone: (321) 733-3042

landdevelopmentweb@palmbayflorida.org

## PRE-APPLICATION MEETING

### Subdivision

### Site Plan

Project Name:

Total Site Area:

acre/sq. ft.

Parcel ID:

Tax Account Number:

Legal Description of Site:

Proposed Use:

Building Height:

Zoning:

Future Land Use:

Contact Person:

Email:

Address:

Telephone:

*Narrative: (Provide brief description of proposed project.)*

## DOCUMENTS SUBMITTED FOR PRE-APPLICATION MEETING

Pre-Application Fee \$250.00

Dropbox Link Containing the Concept Plan

## SIGNATURE OF APPLICANT

Signature of Applicant *(Required)*

Date *(Required)*

### For Staff Use Only:

Pre-Application Fee Receive Date:

Pre-Application Scheduled Date:

Case Planner:

LD - PRE-APPLICATION MEETING - 01122021

## PRE-APPLICATION MEETING INTRODUCTION

### When is a Pre-Application Meeting required?

Pre-application meetings are required for the following applications:

- Administrative Site Plan Reviews
- Modifications to an approved site plan
- Subdivisions
- Planned developments

### What is the purpose of a Pre-Application Meeting?

The Pre-application meeting provides the applicant an opportunity to discuss the review process and address concerns, if any, with City staff prior to formal submittal of site plan, subdivision, or planned development review.

To familiarize City staff with a potential application, and to familiarize the potential applicant with the requirements of applicable City Codes, the Comprehensive 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 City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application meeting.
- A pre-application meeting is Intended to be informational only and is not an approval in any manner.

### When do Pre-Applications Meetings take place?

Meetings are held every Tuesday from 2:00 pm – 4:00 pm.

Pre-application meeting application must be received by Wednesday at noon for the following weeks regularly scheduled meetings.

### Where are Pre-Application Meetings held?

City Hall Annex  
Growth Management Conference Room 120 Malabar Road, 2nd Floor  
Palm Bay, FL 32907

Contact Ximena Escobar at 321-733-3042 or [Ximena.Escobar@palmbayflorida.org](mailto:Ximena.Escobar@palmbayflorida.org) to schedule your pre-application meeting.

### Required Attendance:

Owner of the subject property and/ or Engineer of Record

City staff departments typically represented:

Land Development  
Building  
Public Works  
Fire Department  
Utilities

## PRE-APPLICATION MEETING

### SUBMITTAL CHECKLIST

1. **APPLICATION FORM.** Provide **one (1) completed** application form with signature(s).
2. **APPLICATION FEE.** \$250.00 must be paid prior to scheduling pre-application meeting.
3. **PROPOSED SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. Electronic files in PDF format and by Dropbox link are required. Please name submitted files as follows: Site Plan, Landscape Plan, Floor Plan, Elevation Plan, Traffic Information, as applicable.  
Below is a list of required and recommended items to be shown on the Proposed Site Plan:

#### Required:

- Proposed name of project
- Area of the site (acres or square feet)
- 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, structure
- 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 facilities

#### 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

#### TRAFFIC INFORMATION:

Traffic methodology and Standardized Traffic Impact Studies will be addressed by Public Works staff.