



ST. LUCIE COUNTY
PLANNING & DEVELOPMENT SERVICES DEPARTMENT
 2300 Virginia Avenue, Ft. Pierce, FL 34982
 Office: 772-462-2822 – Fax: 772-462-1581
www.stlucieco.gov/growth

PRE-APPLICATION MEETING REQUEST

A pre-application meeting is strongly encouraged for all application types.

A. IDENTIFICATION OF PROPERTY, OWNER AND/OR AGENT

<p><u>Applicant Information:</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><u>Agent Information:</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p>
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B. SUBMITTAL REQUIREMENTS

- One (1) original and one (1) CD (electronic copy) of the pre-application meeting request and supporting information to be reviewed. Electronic files must be in either Word or Adobe (.pdf) format.
- Proposed project name: _____
- Parcel ID number(s): _____
- Address (or general location) of subject property:

- It is recommended that a proposed site plan, survey and any analysis/reports (traffic, environmental, etc.) be submitted for staff review and input.
- Narrative - A detailed written narrative describing the proposed request. Indicate the existing and proposed sources of waste and potable water service.

The pre-application meeting request and support documents must be submitted at least seven (7) days prior to the scheduled Development Review Committee meeting date.

The pre-application meeting is a forum in which the applicant and members of the Development Review Committee (DRC) discuss issues related to the project concept. The purpose of this meeting should be to communicate to the reviewing staff, the decision-makers and the public what is being proposed and how the proposal meets and complies with the County's Comprehensive Plan and Land Development Regulations.

C. FEE(s)

- Pre-application meeting: \$250.00 – deducted from application fee at time of development application submittal.
- For application fees due for each application type, see the [fee schedule](#).
- Additional fees will be due if a 3rd party traffic study review is needed. These services will be invoiced to applicant upon receipt of quote of services from 3rd party.
- Please note: For all projects requiring public notice, you will be invoiced by St. Lucie County Planning & Development Services Department. Refer to "[Public Notice Procedures](#)".
- Other fees may be applicable by other external reviewing agencies; i.e. Fire District and proof of payment will be required prior to project approval.
 - The Fire District has adopted the Florida Fire Prevention Code, 2007 Edition as well as Resolution 492-09 as the *St. Lucie County Fire District Fire Prevention Code*. There are changes to site plan requirements as well as new application forms that are associated with this adoption. Please review all new submittals for compliance with the adopted codes and resolutions prior to submission. The updated applications and Resolution 492-09 are available on the Fire District's [website](#). Please feel free to contact the Fire Marshal's Office at 772-621-3372 or e-mail: dfoxx@slcfd.org.

Submission of this request does not constitute the granting of approval. A formal application must be submitted and all requirements met prior to this project being presented for approval to the appropriate authority. St. Lucie County reserves the right to request additional information to ensure a complete review of this project.