

SUBDIVISION (ALL TYPES) PRE-APPLICATION CONFERENCE APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Pre-application Submittal Packages shall be submitted to the DRC Coordinator. Please contact the DRC Coordinator at (850) 595-3472 for deadline information. There are no fees associated with a pre application conference.

- ❑ 1.) A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent
- ❑ 2) A copy of the Project Information Form completely filled out prior to submittal. This form must be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will NOT be accepted.
- ❑ 3) A copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- ❑ 5) A copy of the preliminary development plans drawn to scale (no less than 1 to 20) that show all required information (see below). These preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11" x 17". If 24" X 36" each plan shall be folded or they will NOT be accepted.
- ❑ 6) A CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)

The development plan must be labeled and include the following items:

- a) The existing parcel's property reference number.
- b) The area (acreage) of the parent parcel (pre-subdivision parcel.)
- c) The area (acreage) of each parcel being created.
- d) Dimensions of the parent parcel.
- e) Dimensions of each new parcel, including the dimensions along roadways.
- f) A north arrow.
- g) The name(s) of the road(s) fronting the parent parcel.
- h) The existing width of the private right-of-way.
- i) The width of each proposed new right-of-way.
- j) The parcel's Zoning District(s).
- k) The parcel's Future Lane Use Category(s).

PROJECT INFORMATION FORM

Development Services Department, 3363 West Park Place, Pensacola, FL 32505 (Phone) 850-595-3475 (Fax) 850-595-3703
www.myescambia.com

Allow 2 working days for the return of this form

SECTION 1-A: MANDATORY – THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Company Name: _____ Phone: _____ Fax: _____

Mailing Address: _____ State: _____ Zip Code: _____

Project Name: _____ Proposed Use: _____

Property Reference Number(s): _____

Project Address: _____ Estimated Parcel Acreage: _____

Is Site currently developed? NO ___ YES ___ If YES, describe existing development _____

Is a Conditional Use, Variance, Rezoning or Future Land Use Amendment required for the Proposed development? NO ___ YES ___

***If you would like to apply for a Variance (as required by the Land Development Code) prior to the issuance of a Development Order, please contact (850) 595-3475.**

Select Type of Submittal:

Site Plan: _____ Site Plan Minor: _____ Minor Subdivision: _____

Master Plan: _____ Preliminary Plat: _____ Construction Plans: _____ Final Plat: _____

Would you like a Project Champion (Optional Customer Service Program)? _____ Yes _____ No

Site Plan Project Submittals

Estimated SQ. FT. of Building Footprint: _____

Estimated SQ. FT. of Impervious Surface
(Including Bldg Footprint): _____

Subdivision Project Submittals

Total # of Phases: _____ Total # of Lots: _____

of Lots in Phase 1: _____ # of Lots in Phase 2: _____

of Lots in Phase 3: _____ # of Lots in Phase 4: _____

SECTION 2: This section to be completed by County Staff.

Parcel Future Land Use(s): _____ Surrounding Future Land Use(s): _____

Parcel Zoning District(s): _____ Surrounding Zoning Districts: _____

Airport Environment(s): _____ Overlay District(s): _____ Commissioner District: _____

Drainage Basin: _____ Hurricane Evacuation Zone: _____ Flood Zone: _____

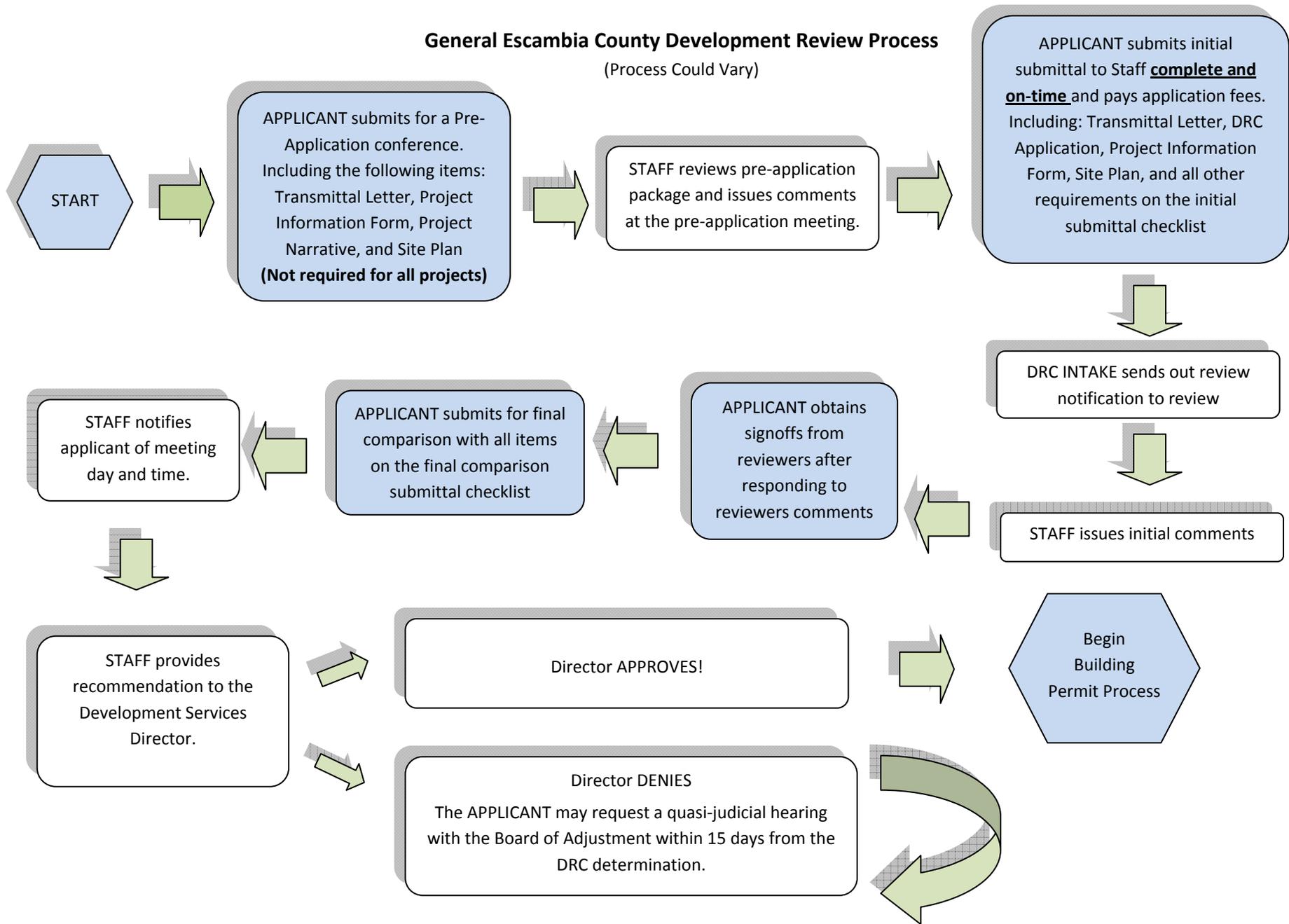
Notes: _____

Checked by: _____ Date: _____

Planner/Project Champion Verified: _____ Date: _____

General Escambia County Development Review Process

(Process Could Vary)



DISCLAIMER: The data within this chart was compiled from numerous sources and it is provided for reference and information purposes only. No warranties express or implied are provided for the accuracy of the data, its use, or its interpretation. For current up-to-date information contact the Planning & Zoning Staff.