



### Pre-Application Meeting

Pre-application meetings are scheduled on the 4th Wednesday of each month at 10:00 AM and the deadline for submittal is the first Friday of the month. The meetings are held both in person, in the 2nd Floor Conference Room of City Hall, or virtually via Microsoft Teams, which is set up by the Planning Department. The applicant or property owner is required to attend (in-person or virtually); architects, engineers, or contractors for the proposal are encouraged to attend. The fee for a pre-application meeting is **\$300** (\$250 + \$50 Building Department Fee) with an additional \$250 fee for a “no show”. To discuss or schedule a pre-application meeting please contact the Planning Department at **(772) 467-3737** or email us at **planning\_dl@cityoffortpierce.com**.

The minimum submittal requirements are as follows:			
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Detailed Project Narrative	<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Survey

**Proposed Use of the Property:** \_\_\_\_\_  
 \_\_\_\_\_

**Property address or location**  
 \_\_\_\_\_

**Parcel ID(s)**  
 \_\_\_\_\_

**Property Owner(s) Name**  
 \_\_\_\_\_

**Applicant/Representative, Company**  
 \_\_\_\_\_

**Street Address**  
 \_\_\_\_\_

**Street Address**  
 \_\_\_\_\_

**City**            **State**    **Zip**  
 \_\_\_\_\_

**City**            **State**    **Zip**  
 \_\_\_\_\_

**Phone Number**  
 \_\_\_\_\_

**Phone Number**  
 \_\_\_\_\_

**Email Address**  
 \_\_\_\_\_

**Email Address**  
 \_\_\_\_\_

The property owner is aware that a Pre-Application meeting has been requested.

**Property Owner's Signature** \_\_\_\_\_

The purpose of the pre-application meeting is to assist the applicant in assembling a complete application. The pre-application meeting provides an applicant or property owner with specific process information, code requirements, and feedback from representatives of the Planning, Building, Engineering and Utilities Departments, for the proposal. The meeting also provides the applicant an opportunity to address any concerns or challenges that may arise during the process.