



Pre-Application Meeting

Pre-application meeting are scheduled for Wednesday afternoons each week and must be scheduled a minimum of one week in advance. The meetings are typically held in the 2nd Floor Conference Room of City Hall. The applicant or property owner is required to attend; architects, engineers, or contractors for the proposal are encouraged to attend. The fee for a pre-application meeting is **\$250** 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. Please forward any applicable site surveys, site plans or details of the proposal with your application.

Briefly describe the nature of your proposed project (Use Proposal, Standard Operations, etc.)

Property address or location

Parcel ID(s)

Property Owner(s)

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, and Engineering Departments for the proposal. The meeting also provides the applicant an opportunity to address any concerns or challenges that may arise during the process.



THE SUNRISE CITY
FORT PIERCE
BUILDING DEPARTMENT *Florida*



Welcome and thank you for coordinating your project with the City of Fort Pierce. We look forward to working with you to bring your project to a successful fruition.

The City of Fort Pierce Building Department requires a fee of \$50.00 per half hour to attend and advise applicants on matters relevant to the Florida Building Code and certain Ordinances during pre-application meetings. This fee will be collected at the time of your pre-application payment.