



**City of Greenacres
Pre-Application Meeting Request**

A Pre-Application Meeting request to discuss the intended use for your property is required prior to any formal submittal of a site plan development application. Staff will arrange a meeting with the applicant to provide information from a zoning and planning perspective; and, to discuss regulatory requirements for the applicant's proposal. All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Application must be submitted along with a payment of \$399* (* **This amount will be credited to the applicant's account if a petition is filed with the City of Greenacres within thirty (30) days**)

Applicant's Information:

Project Name _____

Agent's Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Email _____

Subject Property Information:

Property Address _____

Parcel Identification Number(s) _____

Proposed Use of Property _____

Will the project occur in phases? Yes No

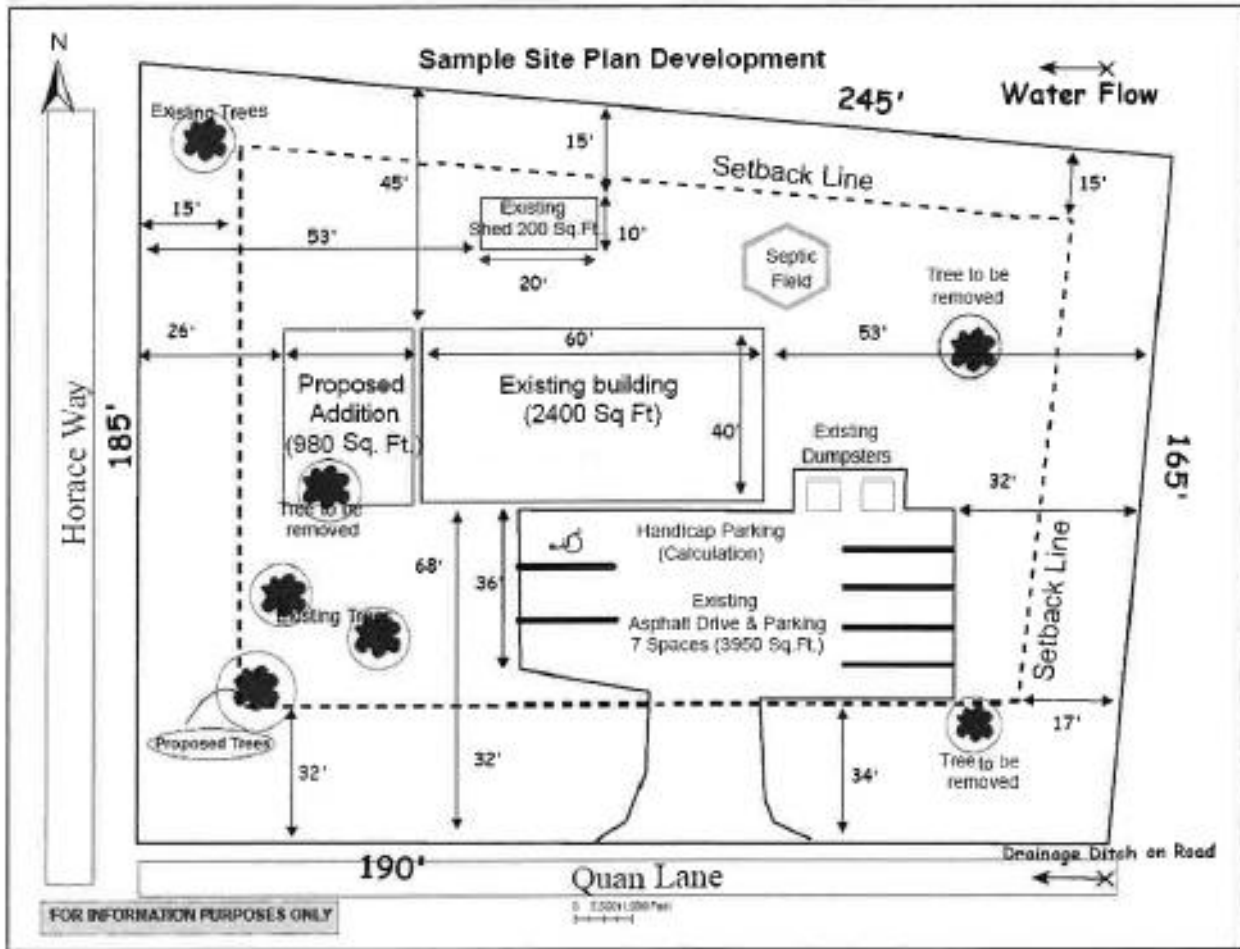
Is the parcel currently developed? Yes No

DESCRIPTION OF REQUEST (attach separately)

PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE SO THAT STAFF CAN BE PREPARED TO ADDRESS YOUR QUESTIONS.

Submittal Requirements:

1. A transmittal letter from the applicant naming the project.
2. A narrative explaining the proposed development. Include information of size of property, number of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
3. Preliminary development plans drawn to scale (no less than 1 to 20) that show all required information. Preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11" x 17".
4. Draw or sketch the property boundaries to scale or, in as much as possible, proportionally to its dimensions. Include the actual dimensions (length) or each side of the property. Using a dotted line, show the required building setback distance.
5. Show all structures and provide total square footage (length x width) proposed.
6. Show the driveways and parking area dimensions and include the number of parking spaces existing and proposed.
7. Show distances of all structures to the property line.
8. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan.
9. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the stormwater from the property flows.
10. A thumb drive 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.)



APPLICANT, PLEASE
 DO NOT WRITE BELOW THIS LINE

Received Date _____ Received by _____

PRE Application Number: _____

Pre-Application Meeting (Date & Time: _____)