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**Section 2**  
**PRE-APPLICATION CONFERENCES**

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This packet contains information and applications related to requesting a pre-application conference. In most cases, a “pre-app” is necessary prior to submitting a plan or plat application for review.

**City of Altamonte Springs  
Developer’s Guide**

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**TABLE OF CONTENTS.**  
**SECTION 2. PRE-APPLICATION CONFERENCES.**

**SECTION NARRATIVE.**

2.1 Pre-application Conference Requirements.....Page 2.3

2.2 Pre-application Conference Request Process.....Page 2.3

2.3 Pre-application Conference with Customer. ....Page 2.4

**APPLICATION FORMS AND CHECKLISTS.**

1. Request for Pre-application Conference.
2. Typical Agenda for a Pre-application Conference.

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## SECTION 2. PRE-APPLICATION CONFERENCES.

*For additional info on this subject, contact:  
Growth Management (407.571.8150 x8159)*

### 2.1 PRE-APPLICATION CONFERENCE REQUIREMENTS.

Pre-application conferences are required for several reasons, such as to identify potential issues related to the project, introduce staff to the project, introduce the applicant to the review process, and identify what development review needs are associated with the project. Staff will not necessarily be able to provide answers to all issues that arise, but the purpose of the pre-app is to get the issues on the table for further research or discussion.

If you have a question as to whether a pre-application conference is necessary for your project, contact Growth Management at 407.571.8150 x8159.

### 2.2 PRE-APPLICATION CONFERENCE REQUEST PROCESS.

**Timeframe:** Pre-app conferences need to be scheduled at least two weeks before the first plan submittal, which means the pre-app request form needs to be submitted to the City at least four weeks before the first plan submittal.

**Submittal:** Completed Pre-application Conference Request Form - The request form submitted must include **SEVEN (7) SETS OF EACH OF THE FOLLOWING:**

- a) Complete legal description; and
- b) Boundary survey **OR** a concept plan which shows appropriate information to allow staff to evaluate the site, its important features, all surrounding properties, existing improvements including utility information (if available), and the site's compatibility with the specific proposed use(s); and

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- c) Vicinity map, showing the relationship of the proposed development to the surrounding streets at a scale of not less than one inch equals two thousand feet (1" = 2000') and,
  - d) Written description of the development proposal.

Fee: \$ 0

Review Period: 13 calendar days. Submittal deadlines for pre-application conference requests are the first or third Thursday of the month. The conference will be scheduled for the next available meeting, typically 13 days after the submittal deadline. Pre-application conferences are held on Wednesdays on a space-available basis.

Pre-application conferences are limited to one (1) hour in length.

### **2.3 PRE-APPLICATION CONFERENCE WITH CUSTOMER.**

City staff will overview pertinent aspects of the Developer's Guide and City development processes with project representatives.

The Owner/Developer and authorized representative(s) of the project must be prepared to discuss the details of the proposed project with staff. It is during the pre-application conference that any variances and development waivers are discussed. The Owner/Developer and authorized representative(s) will be provided with an initial determination if the variance or development waiver will be recommended for approval.

In addition to the technical issues associated with the project, staff will also outline the project review needs and projected approval time frames.

**The project engineer and owner/developer are required to attend the pre-application conference. For pre-apps involving a plat, the project surveyor and plat project manager must also attend.**