



SITE PLAN PRE-APPLICATION MEETING CHECKLIST

What is the purpose of the Site Plan Pre-Application Meeting?

To inform and guide an applicant through the early stages of new Industrial, Commercial, and Multi Family Development;

To allow for staff representatives to perform a cursory review of a Site Plan, offering suggestions and guidance to facilitate and expedite the review process;

To provide the applicant with the requirements for Site Plan review;

To provide the applicant with any public hearing applications that may be required for the proposed project;

To advise the applicant on any permits that may be required for the proposed project;

Required Documents:

All of the following information is required at a Pre Application Meeting:

- Engineered plans showing the proposed project;
- A survey of the project site;
- A statement of the intended uses for the development.

Required Attendance:

The applicant **is expected** to have present at this meeting:

- The owner of the project site;
- The engineer of record.

City reviewers typically present at a Site Plan Pre Application meeting include representatives from:

- Public Works
- Utilities
- Building
- Land Development
- Fire Department

Meeting Times:

Pre Application meetings are one hour meetings held every Tuesday afternoon at 2:00 PM or 3:00 PM in the Land Development Division office, located at:

120 Malabar Road, SE
Palm Bay, FL 32907

Meeting times must be reserved at least one week in advance. Please contact Mr. Patrick Murphy at 321-733-3042 to make your reservation.