

Sarasota County Planning Services
Pre-Application Conference Request

A pre-application conference is required by Section 3.1.5 of the Zoning Ordinance and must be held before submitting an application for a rezone or special exception. The pre-application conference will offer information regarding the preparation of the formal rezone or special exception application and provide information on how to obtain mailing labels and conduct the neighborhood workshop. It is also the opportunity for staff to provide constructive input to the applicant on the preparation of their formal submittal.

As of *April 21, 2011* the Pre Application meetings will be held on the first and third Thursday of each month directly following the Pre-Submittal Site and Development Meetings. These meetings will take place at 1001 Sarasota Center Boulevard in the BOB building. Agendas will be posted at: <http://www.scgov.net/PlanningandDevelopment/PlanningServices/CurrentPlanning/Rezone.asp>

Please submit your request by noon two Fridays prior to the meeting date.

Planning Services will provide a letter summarizing comments on each proposal no more than ten (10) working days after the meeting. A copy of the summary letter must be included with the formal application submittal.

To schedule a pre-application conference:

- Complete and return this application;
- Include a check payable to the Sarasota County Board of Commissioners in the amount of \$350.00 (Effective January 7, 2008/Resolution 2007-229), and
- One legible copy of the proposed development concept plan (maximum size 11”x 17”). Please provide electronically to planner@scgov.net.

Mailing address: Sarasota County Planning & Development Services
 Attn: C. Kusner
 1660 Ringling Blvd., 1st Floor
 Sarasota, FL 34236

Applicant/Owner Information

Please print clearly

Name: _____

Address: _____

Phone Number: _____

E-Mail address: _____

Consultant Information

Please print clearly

Name: _____

Address: _____

Phone Number: _____

E-Mail address: _____

- **Have you had a Preliminary Meeting with Planning Services to discuss your project:** _____ **if yes, when** _____.

Location of Project:

Address of the property and nearest major intersection:

Property ID Number(s): _____

Total area of the property:

Current Use and Zoning

What is the current use and current zoning district for the property?

Proposed Use and Zoning

What is the proposed use and proposed zoning district for the property?

Are there existing structures on site? _____

If yes, are you proposing to use **OR** remove the existing structures? _____

Note: To expedite the History Center’s review of your proposed project, please photograph any existing structures and submit them with your application.

Please describe your project and what you are proposing to construct on the site: **SEE ATTACHED**

Applicant Questions

If you have questions of staff, please identify them in a cover letter or attach an extra page. You can also ask the questions at the meeting.