JACKSON COUNTY COMMUNITY DEVELOPMENT

Pre-Application Meetings

It is our mission at Jackson County Community Development to assist your development project so that the process goes as smooth as possible for all stakeholders. In order to help you achieve your goals, a Pre-Application Meeting may be required prior to submittal of a development order application for any of the following projects:

- Any new non-residential development
- Expansion of an existing non-residential development
- Construction or expansion of any multi-family residential structure/RV Park/Mobile Home Park
- Preliminary and Final Plats
- Small/Large Scale Comprehensive Plan Amendment (Land Use Change)
- Petition for Road Abandonment

APPLICATION AND MEETING INFORMATION

Pre-Application meetings are currently being held once a week for 30 minutes to 1 hour time slots, and are scheduled based on availability. Please complete the Pre-Application Meeting request and submit to our office with all required attachments. Our Planning staff will contact you within 5 business days to schedule you for a meeting. Appointments are assigned in the order that completed requests are received.

WHAT TO EXPECT

At the meeting you will be provided general information regarding Jackson County's development processes, contact information, relevant development regulations, applications, and fees. County staff will provide information unique to your property or proposal and will be available to answer questions. **However, this meeting is NOT intended to grant development approval.** No plans or drawings will be accepted for review, and no permits will be granted during the meeting. Development applications may be submitted to Jackson County Community Development any time after your Pre-Application Meeting.

WHO SHOULD ATTEND

Any person associated with a development proposal is encouraged to attend the meeting *(property owner, engineer, business owner/manager, design professionals, etc).* County Planning staff, and if necessary, representatives from Building Services, Environmental Health, Utilities, Fire Marshal, and/or Road & Bridge will be in attendance.

WHAT TO BRING

It is suggested that you bring a draft concept plan with as much detail as possible to present during the Pre-Application Meeting. If attending the meeting via Zoom, PDF copies can be distributed to staff prior to the meeting. This will not be considered a submittal of a development order application.

Jackson County
Community Development
4979 Healthy Way, Suite B | Marianna, FL 32446
Phone: (850) 482-9637 **Fax:** (850) 482-9846

FOR OFFICE USE ONLY
Received:
Date Scheduled:
Time Schedule:

PRE-APPLICATION MEETING REQUEST

Appointments are scheduled by our Planning staff a minimum of 2 weeks after the completed request form is received with all attachments. Pre-Application Meetings are conducted based upon availability in-person (Central Time) or via Zoom if you are not local.

Please attach a preliminary site plan of your proposed development along with this form. This does not need to be an engineered plan. We only require a preliminary sketch. The Planning Staff will deem your Pre-Application Meeting Request incomplete and WILL NOT schedule a meeting if the preliminary site plan has not been attached to this request form.

PROJECT INFORMATION

Provide a description of the project or business plan you are proposing: _____

_____

_____

_____

_____

_____

Property (Parcel) ID: _____

Street Address: _____ Acreage: _____

Current Land Use: _____

APPLICANT (PRIMARY POINT OF CONTACT)

Are you the: ☐ Owner ☐ Representative ☐ Tenant ☐ Buyer

Applicant Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

OTHER ATTENDEES

Name	**Role** *(i.e. engineer, surveyor, etc.)*

QUESTIONS

Does your project currently have an Agreement with the Jackson County Economic Development Committee? ☐ Yes ☐ No

If yes, what is the economic Project Name? _____

Is the property currently in use? ☐ Yes ☐ No

If yes, please describe condition, previous use, etc.: _____

_____

_____

Do you intend to sell or lease merchandise? ☐ Yes ☐ No

If yes, please describe the merchandise: _____

_____

_____

Do you intend to store hazardous materials? ☐ Yes ☐ No

If yes, please describe the materials and amounts below: _____

_____

_____

Do you plan to demolish any existing buildings on the property? ☐ Yes ☐ No

Do you intend to serve/sell alcohol? ☐ Yes ☐ No

Do you intend to remove any trees on site? ☐ Yes ☐ No

Do you or will you have any outdoor storage areas? ☐ Yes ☐ No

Is the property located near or within the floodplain and/or wetlands? ☐ Yes ☐ No

Do you intend to subdivide or combine the property with other parcels? ☐ Yes ☐ No

Is the project expected to exceed 10,000 square feet of impervious surface? ☐ Yes ☐ No
(Impervious surface includes any building, accessory structures, paved lots/sidewalks, etc.)

_____ ***INITIAL*** **I acknowledge that Planning Staff will deem my Pre-Application Meeting Request incomplete and WILL NOT consider scheduling a meeting without a site plan attached.**

_____ ***INITIAL*** **I acknowledge that Planning Staff will call or email me to schedule the meeting. Acknowledgement of the date and time must be given by me to Planning Staff to confirm the appointment. If Planning Staff does not receive a reply or confirmation from me, the meeting WILL NOT be scheduled.**

_____ ***INITIAL*** **I acknowledge that neither submission of this form, nor the Pre-Application Meeting constitutes development approval nor grants any permitting.**