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# CITY OF ALTAMONTE SPRINGS

## TYPICAL AGENDA FOR A PRE-APPLICATION CONFERENCE

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(Pre-application meetings are scheduled for one hour)

### **I Introduction.**

- a) Explanation of purpose of pre-application meetings (Orient staff to the project, identify potential issues, discuss review process needed. Won't necessarily have answers to all issues brought up - intent is to get issues on the table).
- b) Introduction of City staff.
- c) Introduction of the applicant team.

### **II Project Overview by Applicant.**

### **III Results of Staff Research / Identification of Issues.**

- a) Planning Services (Concurrency and Mobility Management, Traffic Impacts, Open Space, DRI's, Activity Center Requirements, etc.).
- b) Development Services (Zoning, Landscaping / Tree Protection, Developer's Agreements, Cross Access, Permitting Coordination, Signs).
- c) Public Works Department (Engineering, Utilities, Paving, Roadways, Drainage, etc.).
- d) Building / Fire Safety Division.
- e) Police Department.
- f) Conclusion / Coordination Issues.

### **IV Approval Process Timelines and Submittal Requirements.**

- a) Preliminary plan submittal, final plan submittal, or combined preliminary / final plan submittal process and dates.
- b) Waiver and variance applications.
- c) Expedited plan review is an option that relies on the applicant providing a complete application.
- d) Architectural (building) plan submittal.
- e) Request for Fee Estimate Form.
- f) Developer's Guide.
- g) Contact with individual staff members.

### **V Question and Answer Period.**

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## DEVELOPMENT REVIEW STAFF MEMBERS

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