



**APPLICATION  
FOR  
PRE APPLICATION CONFERENCE**

(LIMITED TO 30 MINUTES)

Thank you for calling to set up a Pre-Application Conference. Article III Section 3 of the 2006 Land Development Code (LDC) states that “A non-binding Pre-Application Conference may be scheduled for all site development order applications. The purpose of the Pre-Application Conference is to provide potential applicants an opportunity to discuss conceptual development and determine applicable information requirements.”

In order for the City Department personnel who will be attending the Pre-Application Conference to be better prepared to answer questions about your project during the conference, we ask that you provide the information requested on the form below. Submit the filled out form to Linda Holt at [lholt@cityofoviedo.net](mailto:lholt@cityofoviedo.net) or fax the form to 407-971-5819. Ms. Holt will call you to schedule you for the next available meeting date and time. We also ask that you provide (via internet, fax or mail) any additional plans or documentation you have available at this time that will be beneficial in explaining what it is you would like to discuss at the Conference. We will look forward to meeting with you soon!

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**Name of Owner/Applicant:**

**Phone No.:**

**Fax No.:**

**E-Mail Address:**

**Site Street Address:**

**Intersection:**

**Parcel Identification No.(s)** (see: [http://www.scpafl.org/pls/web/web\\_main.main](http://www.scpafl.org/pls/web/web_main.main) )

**What is the current use for this site?**

**What is the use of existing structure(s) on site?**

**What is it that you want to do with this site?**

**No. of stories/proposed height of building(s):**

**What is the Site Acreage?:**

**Dimensions of Site (Frontage & Depth):**

**What is the Square Footage of the current building(s) on the site?:**

**If available, please submit an advance set of plans that show your proposed project?**

**Please provide any additional information that will help Staff understand your project (for example, wetlands information):**

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**For City Use Only:**

**Current Zoning:**

**Future Land Use:**

	Yes	No		Yes	No
<b>Change of Use?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Remodel?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Change of Occupancy?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>New Construction?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Exist. Structure On Site?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Change of Use of Bldg?</b>		

**If you have questions related to this form, Please call Linda Holt at (407) 971-5796.**