



# PLANNING DEPARTMENT

NASSAU COUNTY, FLORIDA

## DRC PRE-APPLICATION FORM

### USE THIS FORM TO

Schedule a free pre-application meeting with the Development Review Committee (DRC). Applicants are required to have a pre-application meeting a maximum of 120 days prior to the submittal of any Preliminary Binding Site Plan (PBSP) application, Site Engineering Plan (SEP) Application, or Subdivision Plat Application.

### APPLICATION REQUIREMENTS

The following must be provided in-order to be considered a complete application package:

- Y Pre-Application Form
- Y Site plan or scaled drawing detailing the proposed project

### DEVELOPMENT REVIEW COMMITTEE (DRC) MEETINGS

When: Every **Tuesday at 9am**

Where: Nassau County Board of County Commissioner Chambers  
96135 Nassau Place, Yulee, FL, 32097, unless otherwise noticed.

What: Submit the pre-application form via email or in person to the Nassau County Planning Department no later than **Tuesday, noon (12:00pm) 2 weeks prior to the meeting you wish to attend.** You will receive an agenda via email by close of business the Friday before the meeting. *\*Days for deadlines and receipt of an agenda are subject to change due to holidays, call for details at 904-530-6300.*

### KEY CONTACTS

Planning will guide your application from start to finish, engaging other County departments as needed. Nassau County Planning Department can be reached at 96161 Nassau Place, Yulee, FL, 32097, [planninginfo@nassaucountyfl.com](mailto:planninginfo@nassaucountyfl.com), and (904)530-6300, Monday through Friday, 8:00am until 5:00pm.



<b>DRC PRE-APPLICATION FORM</b>	DATE REC'D: _____ BY: _____
	DRC DATE: _____

<b>Owner of Record</b>	As recorded with the Nassau County Property Appraiser
Owner(s) Name	
Company (if applicable)	
Street Address	
City, State, Zip	
Telephone Number	
Email Address	

<b>Applicant or Agent</b>	If an agent will be representing the owner, an Owner's Authorization for Agent form must be included
Applicant or Agent Name	
Company (if applicable)	
Mailing Address	
City, State, Zip	
Telephone Number	
Email Address	

**Project Information**

<b>Project Name</b>				<b>Project Type</b>	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
<b>PIN:</b>					
<b>Project Address</b>					
<b>Major Access Rd</b>	<b>Name:</b>	<input type="checkbox"/> County-Maintained <input type="checkbox"/> Unpaved Private Easement			
<b>Size of Property</b>			<b>Present Property Use</b>		
<b>Zoning District</b>		<b>Future Land Use</b>		<b>Overlay District</b>	
<b>Wetlands</b>		<b>Flood Zone</b>		<b>Water &amp; Sewer</b>	
<b># Existing Structures</b>		<b># Proposed Structures</b>		<b>Building Height</b>	
<b># Parking Spaces Proposed</b>			<b>Building Square Footage</b>		
<b>Project Description (use separate sheet if necessary):</b>					
<b>List any applications under review, approved, or denied which may assist in the review of this application:</b>					

<b>I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT</b>		
I understand that reasonable inspections of the project may be made as part of the application review process. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the County considering the Land Development Code, Comprehensive Plan, and other applicable regulations.		
PRINT	SIGNATURE	DATE