



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 the following applications: Preliminary Binding Site Plan (PBSP), Site Engineering Plan (SEP) Final Development Plan (FDP) or Subdivision Plat.

APPLICATION REQUIREMENTS

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

- Pre-Application Form
- 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 Development Services Department no later than Tuesday, noon (12:00 pm) two 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 (904) 530-6225 for details.*

KEY CONTACT

The Development Services Department will guide your application from start to finish, engaging other County departments as needed. The Development Services Department is located at 96161 Nassau Place, Yulee, FL, 32097, and can be reached at developmentreview@nassaucountyfl.com or by phone at (904) 530-6225, Monday through Friday from 8:00 am to 5:00 pm.




DRC PRE-APPLICATION FORM	DATE REC'D: _____ BY: _____
	DRC DATE: _____

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

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

I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT		
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