



Pre-Application Meeting

Pre-application meetings are scheduled for Wednesday afternoons each week at 2:00 PM and 3:00 PM and must be scheduled a minimum of one week in advance. The meetings are typically held in the 2nd Floor Conference Room of City Hall. The applicant or property owner is required to attend; architects, engineers, or contractors for the proposal are encouraged to attend. The fee for a pre-application meeting is **\$300** (\$250 + \$50 Building Department Fee) with an additional \$250 fee for a “no show”. To discuss or schedule a pre-application meeting please contact the Planning Department at (772) 467-3737. Please forward any applicable site surveys, site plans or details of the proposal with your application.

Briefly describe the nature of your proposed project: _____

Preferred Date and Time of Meeting: _____

Property address or location

Parcel ID(s)

Property Owner(s) Name

Applicant/Representative, Company

Street Address

Street Address

City **State** **Zip**

City **State** **Zip**

Phone Number

Phone Number

Email Address

Email Address

The property owner is aware that a Pre-Application meeting has been requested.

Property Owner’s Signature _____

The purpose of the pre-application meeting is to assist the applicant in assembling a complete application. The pre-application meeting provides an applicant or property owner with specific process information, code requirements, and feedback from representatives of the Planning, Building, Engineering and Utilities Departments, for the proposal. The meeting also provides the applicant an opportunity to address any concerns or challenges that may arise during the process.