



Development Services
 123 NW Hwy 19
 Crystal River, FL 34428
 (352-795-4216)
 jrehberg@crystalriverfl.org
www.crystalriverfl.org

PRE-APPLICATION CONFERENCE REQUEST

The following application shall constitute a written request for a pre-application conference prior to submission of an application pursuant to the provisions of the Crystal River Land Development Code. Pre-Application Conferences are held on Thursday mornings beginning at 10:00 a.m.

Date submitted: _____ Type of Project: _____
 Attach a summary of the conference discussion and/or preliminary plans, including site plans.

Requested Date of Pre-application Conference: _____

Request submitted by: _____ Owner Agent

Site/Project Address: _____

Mailing Address: _____

City: _____ ST: _____ Zip Code: _____

Phone #: _____ Cell #: _____ Fax #: _____

Email address: _____

Confirmation notification will be sent via email.

Signature of Submitter _____ Date _____

Please include the name and address of others who will attend the meeting on behalf of the project: (Additional attendees; please attach on a separate sheet of paper.)

Name: _____

Mailing Address: _____

City: _____ ST: _____ Zip Code: _____

Email address: _____

Name: _____

Mailing Address: _____

City: _____ ST: _____ Zip Code: _____

Email address: _____

Pre-Application Conference (Based on Sec. 10.01.01)

The pre-application conference is a meeting between an applicant and the City Manager for the purposes of:

1. Exchanging information on the potential development of a site;
2. Providing information on permissible uses of the site proposed for development;
3. Providing information to an applicant regarding the design standards set forth in this LDC that are applicable to a potential application;
4. Providing information to an applicant regarding standards of regional, state, or federal agencies that may be applicable to a potential application;
5. Determining the need and requirements for supporting plans, documents, and studies;
6. Providing information to an applicant regarding infrastructure requirements and the construction of required improvements; and
7. Providing information to an applicant regarding the appropriate procedures and schedules for receiving and reviewing applications and rendering decisions regarding a potential application.

The pre-application conference shall include representatives of City departments responsible for reviewing applications, and may include representatives of regional, state, or federal agencies with authority over specific aspects of the proposed development.

Please Note:

A pre-application conference shall be held not more than two (2) weeks following the date of submission of the written request for such conference, nor more than six (6) months prior to submission of an application.