



USE THIS FORM TO

Schedule a 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:

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

APPLICATION FEES

- Pre-Application Meetings are **FREE**
- [Other Development Review Fees](#)

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 Department of Planning and Economic Opportunity no later than Thursday, noon (12:00pm) prior to the meeting you wish to attend. You will receive an agenda via email by close of business the Friday before the meeting.

KEY CONTACTS

PEO will guide your application from start to finish, engaging other County departments as needed.

The Department of Planning and Economic Opportunity can be reached at 96161 Nassau Place, Yulee, FL, 32097, planninginfo@nassaucountyfl.com, and (904)530-6300, Monday through Friday, 8:00am until 5:00pm.





**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	
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