



TOWN OF DAVIE
PLANNING & ZONING DIVISION
 8800 SW 36TH STREET • DAVIE, FLORIDA 33328
 Phone: 954.797.1103 • www.davie-fl.gov

PRE-APPLICATION

Project Name				Application Type					
Parcel (ID Number- 12 digits)									
				Multiple Parcels (Attach ID Numbers if applicable)					
Address				Parcel Size (Acres)					
Description (Include a conceptual plan if applicable)									
Agent									
Name									
Company/Firm									
Address									
City/State/Zip									
Phone		Email							
Signature					Date				
<p>This is to certify that I am the agent of this application for the subject property(s). All documents and plans must be uploaded into the ProjectDox system to begin the review process. Difficulties with ProjectDox should be coordinated with the Technology Department at (954)797-1070.</p>									
TOWN USE ONLY									
Meeting Notes									
		Schedule another Pre-App meeting				Planning Staff to upload hardcopy into ProjectDox			
		Contact the Town Engineering Division				Contact the Town Fire Department			
		Contact the Water Management District				Contact Broward County Planning Council			
		Additional Information:							
Review Items									
		Application Documents				Change of Use (Council approval required)			
		Completeness Review				Advertising/Noticing/Posting			
		Fees Schedule				Cost Recovery			
		Public Participation (Sec. 12-319.5)/Noticing		Affordable Housing		Quasi-Judicial Procedure 			
		Sustainability Guide		Utility Agreement					
		Local/County Impact Fees		Right-of-way Impact					
		Broward County Determination Letter		Drainage District					
		SCAD/County DRR		Septic System					
Material/rendering boards are due a week prior to hearings, otherwise the application will be tabled.									
Digital presentations must be provided to Town staff a day before the public hearing.									
Fees are subject to change by resolution and Town regulations are subject to change by ordinance.									
Level of Review				Councilmember District					
Staff		Board		Council		1			
						2			
						3			
						4			
Fee(s) (All application fees due at time of submittal on a single check)				(Landscaping fee by separate check)					
Pre-App						Landscaping			
\$130						\$1,500 Base			
Signature of Planning Staff				Date					