

## Step 1 - PRE-APPLICATION/DRC MEETING REQUEST INSTRUCTIONS

### APPLICATION PROCESS FOR

- LAND USE CHANGE FOR REZONE (RZ)
- SPECIAL EXCEPTION (SE)

There are three steps for either a RZ or SE application:

<b>Step 1</b>	<b>Pre-Application (Fee \$350)</b>
<b>Step 2</b>	<b>Neighborhood Workshop (Fee \$215)</b>
<b>Step 3</b>	<b>Formal Application (Fee RZ or SE \$7,500)</b>

Application Forms for each step are available by following the hyperlinks above, or:

- Email [planner@scgov.net](mailto:planner@scgov.net) or call 941-861-5244
- Visit [www.scgov.net/government/planning-and-development-services/planning-and-zoning](http://www.scgov.net/government/planning-and-development-services/planning-and-zoning) for all forms
- Stop in Planning and Development Services, 1660 Ringling Blvd., 1<sup>st</sup> Floor, Sarasota, FL, 34236

### Definitions

A **Rezone (RZ)** is required to request a change of a property's Zoning District. This is also referred to as a Zoning Map Amendment. The procedures are described in the Sarasota County Unified Development Code Section 124-39.

A **Special Exception (SE)** is required to request a use that would not be appropriate generally or without restriction throughout a zoning division or district. The procedures are described in the Sarasota County Unified Development Code Section 124-43.

### Step 1 - PRE-APPLICATION

#### PART A FORM

#### Completed by Applicant/Agent

#### Provides Applicant with a review by Development Review Coordination (DRC)

- Submit application by due date (available on the website, click [hyperlink](#) for dates)
- Must Include DCP (Development Concept Plan), see Requirements page of application
- Make payment of \$350

## Step 1 - PRE-APPLICATION/DRC MEETING REQUEST INSTRUCTIONS

### PART B FORM

#### Completed by DRC members

- DRC will provide their review comments on the *DRC Checklist Form*.
- DRC members will note the information required for the Formal Application.
- Agent will use the completed *DRC Checklist Form* to ensure that the Formal Application contains all the requested information

#### PRE-APPLICATION PROCESS:

1. The Agent completes the *Pre-App Form*. A Pre-Application DCP must be included with the *Pre-App Form*.
2. The Agent submits the *Pre-App Form* and the Pre-App Fee (\$350.00) to Sarasota County Planning and Development Services (P&DS).
3. The *Pre-App Form* may be submitted via:
  - a. Hand deliver: Planning and Development Services, 1660 Ringling Blvd., 1<sup>st</sup> floor, Sarasota, Florida, 34236; or
  - b. E-Mail: [planner@scgov.net](mailto:planner@scgov.net) (Fee must be hand delivered).
4. The *Pre-App Form* and the Pre-Application Fee must be received by 4:00 pm, two Fridays before the next scheduled Pre-Application Meeting (generally held every first and third Thursday of the month at 9:00 am, see website for DRC meeting and deadline dates).
5. The *Pre-App Form* will be reviewed by P&DS staff for completeness before it is accepted.
6. The *Pre-App Form* will be distributed to the County's Development Review Coordination (DRC) for review prior to the Pre-Application Meeting.
7. A Pre-Application Meeting agenda will be prepared and distributed to the Agent indicating the time and date of the Pre-Application Conference.
8. The Pre-Application Meeting with the DRC is conducted at the Sarasota County Operations Center, 1001 Sarasota Center Boulevard, Sarasota, Florida 34240. These meetings are intended to familiarize the Agent with the requirements and time frames of the land use change process, to answer questions, provide clarification, and identify potential issues that may need to be addressed by the Agent prior to submitting the Formal Application.
9. During the Pre-Application process, DRC members will use the *DRC Checklist Form* to note the information that will be required in the Formal Application.
10. Within ten working days after the Pre-Application Meeting, a summary letter with all DRC comments will be provided to the Agent by County staff. The summary letter will also include the other required Application Instructions and Forms (Neighborhood Workshop, Formal, DCP).
11. The Agent will use the completed *DRC Checklist Form* to compile the information required for the Formal Application.
12. A Neighborhood Workshop (see Step 2) is required to be held prior to submitting the Formal Application (see Step 3).