

Pre-Application Meeting (PAM)

**Submit\*\* Plans for Development Review Committee (DRC)**

- Complete submittal of paper applications and affidavits, with original signatures, & applicable fees – refer to: Meeting Dates & Deadlines Schedule
- Digital Upload of Plans into e-plan, within 2 days of submittal
- Review for Completeness, by the Zoning Technician (5 business days)

**Plans routed to Staff Members Participating in DRC**

- Plans reviewed by: Engineering, BSO, Zoning, Solid Waste, Urban Forestry, CRA, Utilities, Fire & Building
- 1 week before the DRC Meeting, comments are emailed to the Agent
- Comments are discussed at DRC Meeting.

**DRC Meeting**

- If comments affect multiple disciplines or may alter the site design, applicant must resubmit to DRC.
- **For all projects, except Minor Site Plan**, if comments are not significant, applicant may proceed to next step.
- For Minor Site Plan, if comments are not significant, applicant resubmits revised plans to Planning & Zoning staff and a Development Order will be issued by the Director of Development Services.

**Submit\*\* Plans for Architectural Appearance Committee (AAC)**

- Master Sign Program: Complete submittal of paper application, with original signatures
- Building Design: Request folder permissions from Zoning Technician, copying zoning@copbfl.com, to make submittal
- Digital Upload of Plans into e-plan, within 2 days of submittal deadline
- Review for Completeness, by the Zoning Technician (5 business days)

| Application Types  | PAM | DRC | AAC | P&Z | CC |
|--|-----|-----|-----|-----|----|
| Text Amendment   | O   | R   |     | R   | D  |
| Rezoning (Site Specific)                                       | O   | R   |     | R   | D  |
| Rezoning (Planned Development)                                 | R   | R   |     | R   | D  |
| Site Plan (Minor)  | O   | R*  |     |     |    |
| Site Plan (Major)  | R   | R   | D   | D   |    |
| Plat   | R   | R   |     | R   | D  |
| Administrative Adjustment (Major)                              | O   | R   |     | D   |    |
| Development Agreement  | O   | R   |     | R   | D  |
| Flex Unit Request  | R   | R   |     | R   | D  |
| Land Use Plan Amendment  | O   | R   |     | R   | D  |
| O - Optional Review  |     |     |     |     |    |
| R - Required Review/ Comments Rendered                         |     |     |     |     |    |
| D - Required Review/ Decision Making Body                      |     |     |     |     |    |
| R* - Development Order issued by Development Services Director |     |     |     |     |    |

**Submit\*\* Plans for Planning & Zoning Board (P&Z)**

- Complete submittal of paper application, with original signatures, affidavits & applicable fees (if necessary)
- Request folder permissions from Zoning Technician, copying zoning@copbfl.com, to make submittal
- Digital Upload of Plans into e-plan, within 2 days of submittal deadline
- Review for Completeness, by the Zoning Technician (5 business days)

**Plans routed to Staff Members & Board Members for review**

- 1 week prior to P&Z Meeting, staff report is emailed to the Agent, and uploaded on e-plan.

If application requires only P&Z Review:

If application requires AAC review:

Subsequent to AAC approval, the applicant may submit to P&Z:

**P&Z Meeting**

- If P&Z is Decision Making Body and it is approved – a development order will be issued. Applicant may file for building permit.
- If P&Z is Recommending Body, a Memorandum will be issued with the recommendation to the City Commission.

**Plans routed to Staff & Committee Members for review**

- 1 week prior to AAC Meeting, staff report is emailed to the Agent, and uploaded on e-plan.

**AAC Meeting**

- If approved, AAC Development Order or Memorandum is issued. If P&Z review is not required, applicant may file for building permit.
- If not approved, the applicant must resubmit.

**City Commission**

- If subject to City Commission approval, request for review/ submit necessary documents 30 days prior to the Meeting date.



Resubmittals to DRC

Resubmittals to AAC

\*\*Refer to the specific application for instructions on how to submit applications, fees, affidavits, drawings, and documents.