



Preapplication Conference

A preapplication conference is recommended prior to the submittal of any development application.

Applications for conditional uses or variances for one and two family dwellings shall not require preapplication conferences.

A preapplication conference shall be required prior to the submittal of the following types of applications.

- Conditional Use.
- Variance.
- Development Project.
- Master Plan.
- Preliminary Subdivision.
- Minor Subdivision.

Purpose:

The purpose of the preapplication conference is to acquaint the participants with the requirements of these land development regulations and the views and concerns of the City of Sanford prior to the submittal of any formal application for development approval. Depending on the scope of the proposed project, an applicant may meet with the Administrative Official or his or her designee or with the Development Review Team. Comments made at the preapplication conference are intended to provide guidance and are nonbinding on the formal review of the development plans.

Submittal Requirements. Prior to the preapplication conference, the applicant shall provide the following information:

- A description of the character, location and magnitude of the proposed development.
- A survey, preliminary site plan or copy of the plat of the parcel proposed for development.
- A written list of any deviations from the land development regulations proposed by the applicant.
- Any questions or concerns development regulations.

Applications shall be heard at the Development Review Team meetings held Tuesdays at 9:00 am. Completed applications are scheduled on a first come – first serve basis. Due to time constraints, only a certain number are scheduled per week. A zoning technician will inform you of the time and date of the meeting.