



# DEVELOPMENT SERVICES

BUILDING | HISTORIC PRESERVATION | PLANNING & ZONING

100 NW 1<sup>st</sup> AVENUE, DELRAY BEACH, FLORIDA 33444 | (561) 243-7040 | (561) 243-7221 (fax) | [www.delraybeachfl.gov](http://www.delraybeachfl.gov)

## PRE-APPLICATION MEETING REQUEST

Form must be completed and submitted to schedule a meeting with the Department.

**NOTE:** If you or a member of your team have already met or spoken with Staff regarding the subject inquiry, please contact the Development Services Staff Member who attended the meeting prior to scheduling an additional meeting.

### REQUESTOR INFORMATION

PRIMARY CONTACT:	PHONE:	EMAIL:
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OTHER ATTENDEES & EMAIL ADDRESSES:

### PROPERTY INFORMATION

PROJECT NAME (IF APPLICABLE):

ADDRESS/LOCATION:	PROPERTY CONTROL NUMBER (PCN):
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### ZONING INFORMATION

The information listed below may be obtained through the Property Appraiser's Office: [www.pbcgov.org/papa/](http://www.pbcgov.org/papa/) & the City of Delray Beach Website: [www.delraybeachfl.gov/government/city-departments/development-services](http://www.delraybeachfl.gov/government/city-departments/development-services)

ZONING DISTRICT:	LAND USE DESIGNATION:	EXISTING PROPERTY USE:
PROPERTY SIZE:	OVERLAY:	HISTORIC DISTRICT or INDIVIDUALLY DESIGNATED: <input type="checkbox"/> YES <input type="checkbox"/> NO DISTRICT: _____

### MEETING DETAILS

Select one or more of the topics listed below to be discussed during the meeting:

#### CURRENT PLANNING AND HISTORIC PRESERVATION

- |   |   |
|---|---|
| <input type="checkbox"/> Level 2, 3, or 4 Site Plan (Commercial, Mixed-Use, or Residential)                                   | <input type="checkbox"/> Relief Request, Variance, Waiver, In-Lieu of Parking or Public Parking Fee |
| <input type="checkbox"/> Level 1 Site Plan application (Site Changes, Color, Material and Architectural Changes) <sup>1</sup> | <input type="checkbox"/> Landscape Modifications (Existing or Proposed) <sup>2</sup>                |
| <input type="checkbox"/> Certificate of Appropriateness (COA), single-family residence or duplex                              | <input type="checkbox"/> Other: _____   |

#### Notes to Applicant:

<sup>1</sup> Pre-application meeting (limited to 30 minutes) can be scheduled only if already required by a Planner.

#### Internal Notes:

<sup>2</sup> Senior Landscape Planner attendance required for multi-family, mixed-use and commercial developments; Landscape Inspector required for single-family and duplex uses.

### LONG RANGE PLANNING

- |   |  |
|---|--|
| <input type="checkbox"/> Abandonment of Right-of-Way <sup>3</sup> | <input type="checkbox"/> Conditional Use <sup>1,2</sup>  |
| <input type="checkbox"/> Abandonment of Easement <sup>3</sup>     | <input type="checkbox"/> Land Development Regulations (LDR) Amendment  |
| <input type="checkbox"/> Amendment to the Comprehensive Plan:     | <input type="checkbox"/> Master Development Plan <sup>1,2,5</sup>  |
| <input type="checkbox"/> Text Amendment                           | <input type="checkbox"/> Subdivision (Splitting/Combining Current Lots or Establishing New Lots)   |
| <input type="checkbox"/> Land Use Designation Amendment           | <input type="checkbox"/> Water Service Agreement: <input type="checkbox"/> Single-Family <input type="checkbox"/> Other Use <sup>2</sup> |
| <input type="checkbox"/> Annexation of Territory                  | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Change of Zoning District Designation    |  |

#### Internal Notes:

<sup>1</sup> Also requires a Planner from either Current Planning or Historic Preservation.    <sup>2</sup> Also requires a Site Plan request.

<sup>3</sup> City Engineer required.    <sup>4</sup> Senior Landscape Planner required.

**PROJECT INFORMATION**

Information in this Section is required upon submittal of the Pre-application Meeting Request. Staff reserves the right to cancel the requested meeting if insufficient information has been provided.

**EXPLAIN THE PURPOSE OF THE MEETING AND DESCRIBE THE SCOPE OF THE PROJECT:**

EXHIBITS OR PLANS ATTACHED (Identify attachment(s) provided):

**DISCLAIMER:** *By submitting this request form, the applicant understands that the pre-application meeting is for informational purposes and any preliminary comments or suggestions provided by staff during this meeting does not constitute a formal review of the project, imply subsequent approval, nor preclude future comments. Failure of staff to identify any applicable requirements, regulations or procedures at a pre-application conference shall not relieve the applicant of any such requirements nor constitute waiver of the requirement by the decision-making body. It is the responsibility of the applicant to review and comply with all applicable ordinances and requirements in effect on the submittal date.*

SIGNATURE:

DATE:

**Green Building Requirement**

On November 1, 2022, the Delray Beach City Commission adopted Ordinance No. 30-22 to require the following:

- New construction or addition(s) consisting of **15,000sf of Gross Floor Area, up to 50,000sf** in one or more buildings on a single parcel or as a part of a unified development shall achieve at least the minimum level of certification from a green building certification entity.
- New construction or addition(s) consisting of **more than 50,000sf of Gross Floor Area** in one or more buildings on a single parcel or as a part of a unified development shall achieve at least a certification level of LEED Silver or equivalent.

**Exceptions:** The following development is excluded from the green certification requirement:

- (a) Historic Buildings and Sites
- (b) Substantial Improvements, as defined in Appendix "A," "Definitions," provided the existing exterior walls and roof deck remain.

**STAFF USE ONLY (DO NOT FILL IN BELOW)**

**MEETING SUMMARY**

ATTENDEES:

DATE:

STAFF:

MEETING NOTES: