



PRE-APPLICATION MEETING REQUEST

The purpose of this meeting is to provide direction regarding the Development Review process. Filling out this form is not optional; however, obtaining information before the pre-development meeting will assist staff in advising properly. Please attach a conceptual plan and other supporting documents. Due to the limited time available, each item will be limited to 30 minutes. **Applicants are strongly encouraged to attend the meeting with a Consultant/Professional who is well familiar with the City of Cocoa Code of Ordinances.** For further information, or to schedule a meeting, please contact the Planning Department by email at Lribeiro@cocoafl.gov.

| PLEASE COMPLETE AND SIGN | | | |
|---|-------------------------|-------------|--|
| Date: | Name/Consultant: | | |
| Address: | City: | Zip: | |
| Phone Number: | Email: | | |
| Location of the Property: | Total Acreage: | | |
| Account numbers/Parcel ID numbers: | | | |

I acknowledge that pre-application requests are public records under Florida law. Any person has the right to inspect or copy any public record made or received in connection with the official business of the City of Cocoa unless such record is exempt or confidential pursuant to Florida law.

Signature Required: _____

All Pre-applications requests should include the following:

- Property Appraiser Parcel Map illustrating property boundaries and adjacent roads
- Site or Conceptual Plan (if applicable)
- Survey or Sketch of Property Boundaries
- Application fee.** Please make checks payable to the 'City of Cocoa' and submit payment **ONLY** to the Community Services Department or Call (321)-433-8501 to make payment over the phone. See Schedule of Fees, Charges and Expenses for applicable fees.
- Other: _____

Detailed description of the request:

So that we may have appropriate staff available to discuss your project, please check all the discussion topics that may apply to your project:

| | | | |
|---|--|--|--|
| <input type="checkbox"/> Site plan discussion | <input type="checkbox"/> Subdivision or lotting plan | <input type="checkbox"/> FS or Plat | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> DRI or DCI | <input type="checkbox"/> Comp Plan Amendment | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Building Code |
| <input type="checkbox"/> Variance or Waiver | <input type="checkbox"/> Transportation or Access | <input type="checkbox"/> Special Exception | |
| <input type="checkbox"/> Other: _____ | | | |

In the space provided below, please provide a detailed description of what you are proposing. If applicable, please attach a site plan to illustrate your request.

Project Description: