



# Community Development Department

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4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119 | Fax: 850-460-2171 | [www.cityofdestin.com](http://www.cityofdestin.com)

## **PRE-APPLICATION REVIEW PROCEDURES**

As of January 1, 2020, all development order and Subdivision applications require a Pre-Application meeting PRIOR to formal submittal of the project.

### **Steps for the “Cost-Free” Pre-Application process:**

**Step One:** Submit a Pre-Application Meeting Request Form, conceptual site plan, and project narrative to the Planning Division.

**Step Two:** City Staff reviews the proposal and schedules Pre-Application meeting within two weeks of receipt of all documentation.

**Step Three:** Pre-Application Meeting is held at the City Hall Annex (4100 Indian Bayou Trail, Destin, FL 32541).

**Step Four:** Pre-Application Meeting Summary and required Development/Subdivision Checklist(s) are sent to the applicant within 5 business days after the Pre-Application meeting.

### **Development Review Application Process:**

**Step One:** Submit application with all required documentation, including required checklists and fee. **Applications submittal deadlines are the 1<sup>st</sup> and 15<sup>th</sup> of each month.**

**Step Two:** Staff begins 30-day Completeness Review of Submittal. Applicant may submit additional documentation to Staff during this 30-day window. A Completeness Review Memorandum will be sent on or before Day 30 of the Completeness Review Window. If the application is deemed “incomplete”, the applicant will receive a memorandum outlining the application’s deficiencies. The applicant then has 30 days to resubmit required information. If the application is deemed “complete”, no further action is required by the applicant.

**Step Three:** Staff transmits the application package to Technical Review Committee (TRC) members.

**Step Four:** Within the allotted review window (see table below), TRC members will **Approve, Approve with Conditions, or Deny the application.** At the end of the review window, a TRC Report with final decision and comments/conditions will be sent to the Applicant. If the application is approved with conditions or modifications, the applicant then has 30 days to submit required documentation to the City in order to satisfy any conditions of approval. If a resubmittal is not received within 30 days, the project will be considered withdrawn. If a public hearing is required, the approved application will be scheduled for a LPA or City Council meeting at this time.

**Step Five:** Once development order is issued and/or subdivision mylars are recorded, Building Permit application process may begin.

**PROJECT TIMELINES AND APPLICATION FEES**

<b>Project Type</b>	<b>Completeness Review Window (business days)</b>	<b>TRC Review Window (business days)</b>	<b>Public Hearing Required</b>	<b>Project Application Fee</b>
<b>Development Order Exemption</b>	10 days	15 days		\$500
<b>Simple Deviation</b>	10 days	30 days		\$1,000
<b>Minor Deviation to a Minor Development</b>	30 days	120 days		\$2,000
<b>Major Deviation to a Minor Development</b>	30 days	180 days	X	\$3,000
<b>Minor Deviation to a Major Development</b>	30 days	120 days		\$2,000
<b>Major Deviation to a Major Development</b>	30 days	180 days	X	\$3,250
<b>Minor Development Order</b>	30 days	120 days		\$3,000
<b>Major Development Order</b>	30 days	180 days	X	\$4,250
<b>Planned Unit Development</b>	30 days	180 days	X	\$2,500 (plus fees for subdivision and development)
<b>Lot Split/Lot Line Configuration</b>	10 days	15 days		\$500
<b>Minor Re-plat</b>	10 days	30 days		\$1,300
<b>Minor Subdivision</b>	30 days	120 days		\$1,500
<b>Major Subdivision</b>	30 days	180 days	X	\$3,250
<b>Conditional Use</b>	30 days	180 days	X	\$650

**If you have any questions regarding the processes outlined above, please contact the Planning Division at (850) 654-1119 or [planning@cityofdestin.com](mailto:planning@cityofdestin.com).**