



**Community Development Department**  
**4100 Indian Bayou Trail, Destin, FL 32541**  
**Phone: (850) 654-119 Fax: (850) 460-2171**

**Pre-Application Meeting Request Form**

**Date:** \_\_\_\_\_ **Meeting Requested By:** \_\_\_\_\_ **Print Name**  
**Requested/Preferred Day:** \_\_\_\_\_ **Tuesday** \_\_\_\_\_ **Thursday** \_\_\_\_\_ **AM** \_\_\_\_\_ **PM**

**A CONCEPTUAL SITE PLAN IS REQUIRED PRIOR TO A PRE-APPLICATION MEETING BEING SCHEDULED.**

**DEVELOPMENT APPLICATION TYPE: (If known, please check appropriate box)**

Major Development	<input type="checkbox"/>	Minor Development	<input type="checkbox"/>	Development Order Exemption	<input type="checkbox"/>
Simple Deviation	<input type="checkbox"/>	Simple Deviation-Landscape	<input type="checkbox"/>	Deviation Major	<input type="checkbox"/>
Deviation Minor	<input type="checkbox"/>	Driveway	<input type="checkbox"/>	Lot Split	<input type="checkbox"/>
Construction	<input type="checkbox"/>	Pre-Construction	<input type="checkbox"/>	Subdivision Major	<input type="checkbox"/>
Subdivision Minor	<input type="checkbox"/>	Change of Use	<input type="checkbox"/>	Conditional Use	<input type="checkbox"/>
Text Amendments	Zoning Map <input type="checkbox"/>	FLUM <input type="checkbox"/>			
Map Amendments	Zoning Map <input type="checkbox"/>	FLUM <input type="checkbox"/>			

**PROPERTY INFORMATION**

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Current Zoning:	Current Future Land Use:	Parcel ID Number(s):

Request: \_\_\_\_\_

**APPLICANT CONTACT INFORMATION**

Name:	Company:		
E-mail:	Phone:		
Address:	City:	State:	Zip:

**CURRENT PROPERTY OWNER CONTACT INFORMATION**

Name:	Company:		
E-mail:	Phone:		
Address:	City:	State:	Zip:

Previously Issued Development Order?	Yes No	If yes, D.O. number
Does this property currently have a Development Order application under review?	Yes No	
Existing Structure on Site	Yes No	If yes, please provide details
Will an Attorney be present at Pre-Application meeting?	Yes No	If yes, please provide attorney name and firm

**Please email your request form to [planning@cityofdestin.com](mailto:planning@cityofdestin.com).**

(Your request will be reviewed and you will receive a confirmation email once a date and time have been chosen)

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicants Printed Name:** \_\_\_\_\_

Scheduling for pre-application meetings is the first step to the application submittal process. The pre-application meeting form provides City staff with the opportunity to research the proposed project prior to the meeting if necessary. Pre-application meetings are held on Tuesdays and Thursdays and are subject to staff's availability.

The purpose of a pre-application meeting is to ensure the proposed project meets the necessary requirements as well as providing the applicant with the opportunity to meet in person with City staff to discuss the proposed project in detail. The applicant will be provided with information regarding the City's Comprehensive Plan and Land Development Code, application submittal requirements, fees, and overall review time. Staff will answer questions pertaining to the review process as well as providing any detailed information based on research about the proposed development. Any person associated with the proposed development should attend. This includes the property owner, agent, engineer or design professional and business owner/manager. Staff must be informed if an attorney is planned to attend a pre-application meeting, otherwise the meeting will be cancelled and rescheduled.