



DEVELOPMENT REVIEW GUIDE AND INFORMATION

Guidance Document: All Applications | Rev. 03/10/2022

INTRODUCTION: The City's development review guide contains information on the development review process divided into four components that are intended to assist applicants with submitting a development application. The components are: (1) general information, (2) fee schedule, (3) development application form, and (4) the applicable specifications for submittal by application type. Only one component, the [Development Application Form](#), is required for submittal and must be filled out accurately and completely as it pertains to the project type, request, and proposed development information. The other components are informational and are not required for submittal. Each component is described below.

1	GENERAL INFORMATION	2	FEE SCHEDULE	3	DEVELOPMENT APPLICATION FORM	4	APPLICABLE SPECIFICATIONS
<p>General information is provided on the overall development review process, preliminary meeting requests, application deadlines, electronic submittal, application types, and public sign notice and participation. The general information is contained herein this document.</p>		<p>All fees are established by the City Commission, as set forth by adopted resolution. Any additional costs incurred by the City including consultant review on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of Final DRC.</p>		<p>Specific applicant and project information must be provided for the application to be deemed complete. Such information includes but not limited to applicant, agent representation, address, folio number, dimensional requirements, proposed dimensions, zoning and land use, landscape and open space, parking, and other information pertaining to the type of application.</p>		<p>Specifications for each development application type is provided and outlines the requirements for application submittal. Applicants are encouraged to utilize these specifications to ensure all the required sheets, drawings, and documentation are provided at time of submittal to prevent delays in review and receive a determination of completeness.</p>	

GENERAL INFORMATION DEVELOPMENT REVIEW PROCESS AND APPLICATION SUBMITAL

PRELIMINARY DEVELOPMENT MEETING REQUEST: Prior to the submittal of a development application, applicants are required to schedule a preliminary meeting request with Urban Design and Planning Division staff to obtain feedback regarding the proposed project, rezoning, right-of-way vacations, or other applications. The meeting includes general guidance on the submittal and approval process for the application type. A preliminary meeting can be requested on the City's website at the [Development Review Committee](#) webpage.

APPLICATION DEADLINE: Submittals must be received by 5:00 PM on the deadline date. Submittal deadline occurs on the second and fourth Friday of each month with exceptions for holidays that occur on a Friday. The applicable deadline dates can be found on the City's website at the [Development Review Committee](#) webpage.

ONLINE SUBMITAL PROCESS: Submittals must be conducted through the City's online citizen access portal [LauderBuild](#). [LauderBuild](#) requires the creation of an online account to submit a complete application. To access submittal requirements and standards please visit the [LauderBuild Plan Room](#). A Case Planner will provide guidance once an application has been submitted to the City.

DETERMINATION OF COMPLETENESS: Submittals are reviewed for completeness to ensure the application submittal contains all the required information including plans, narratives, and other pertinent documentation. The City will notify the applicant within five (5) business days from submittal with a determination of completeness. The notification will be sent via email and will indicate application completeness or incompleteness with required changes. Applications subject to public participation will be notified in the completeness email of notification requirements that are applicable to the application type and request.

PAYMENT OF FEES: Applicants will receive invoices electronically indicating the applicable fee(s). Note, there are fees at various stages of review depending on application type.

DEVELOPMENT REVIEW COMMENTS AND MEETINGS: Applications are reviewed by the City's Administrative Review Committee (ARC) or Development Review Committee (DRC) which are representatives from various City departments that review development applications based on their respective discipline and the City's code regulations. Review comments are compiled into a Case Report and provided to the applicant. DRC meetings are a technical discussion between DRC members and the applicant. Attendance is required and the public may participate once the technical discussion is completed. ARC applications are provided comments after the members review the application but there is no meeting held for administrative applications. The DRC meeting dates can be found on the City's website at the [Development Review Committee](#) webpage.

APPLICATION TYPES AND APPROVAL THRESHOLDS: Applications are categorized by type and approval threshold as indicated on the Development Application Form.

PUBLIC SIGN NOTICE AND PUBLIC PARTICIPATION: Site Plan Level II, III and Level IV, Amendments to Site Plan Level III and IV, Rezoning, Vacation of Right-of-Way, Plats, Land Use Plan Amendments, Conditional Use and certain applications are subject to public sign notice and public participation requirements. Affidavits must be completed and submitted to the City stated compliance that such has been completed. The [affidavit](#) form can be found on the City's website.

PLANNING AND ZONING BOARD AND CITY COMMISSION: Specific instructions will be provided to applicants if an application is subject to Planning and Zoning Board and City Commission. The assigned Case Planner will outline instructions, submittal requirements, and next steps once an application is deemed pre-approved by staff.



APPROVAL DETERMINATION: A Notice of Determination for administrative applications or Final DRC Certificate of Compliance must be issued for a development application to be deemed complete. Applicants are responsible to complete this process in a timely manner and consistent with State Statute, Section 166.033 which requires development permits that are subject to quasi-judicial public hearings to be completed within 180 days unless a mutually agreed upon extension is granted or 120 days for non-quasi-judicial items. A waiver to the timeline may be submitted by completing waiver form available on the website. Below are the typical steps in completed the approval process. These steps are intended to guide an applicant through the final approval process and it should be noted that these steps are typical where variations can occur depending the application. Certain applications such as Vacation of Right-of-Way, Easements and Rezonings do not obtain a final determination rather recorded documents occur. Staff will confirm whether the application requires final approval documentation .

In general, applications will follow one of the following approval tracks;
Track A or Track B:

A LEVEL I and LEVEL II	B LEVEL III and LEVEL IV
<p style="text-align: center;">Level I</p> <ul style="list-style-type: none"> - Once applicant addresses all comments with the DRC members, the Case Planner will notify the applicant the application is approved. - Applicant will be issued a Notice of Determination specifying the approval and any conditions. - Applicant will be notified that an electronic approval plan set with the City's stamp is ready. <p style="text-align: center;">Level II</p> <ul style="list-style-type: none"> - Once applicant addresses all comments with the DRC members, the Case Planner will notify the applicant the application is approved and will provide the next step. - Applicant will be issued a Final DRC Certificate of Compliance specifying the approval and any conditions. - Applicant will be notified that an electronic approval plan set with the City's stamp is ready. 	<p style="text-align: center;">Level III</p> <ul style="list-style-type: none"> - Post Planning and Zoning Board (PZB), the applicant must submit Final DRC set of plans and if applicable, address any conditions. - If conditions are applied, the DRC members will be notified to review such conditions. - Once conditions are reviewed and approved by the DRC members, applicant will be issued a Final DRC Certificate of Compliance specifying the approval and any conditions as well as electronic approval plan set. <p style="text-align: center;">Level IV</p> <ul style="list-style-type: none"> - Post Planning and Zoning Board (PZB) and City Commission, the applicant must submit Final DRC set of plans and if applicable, address any conditions. - If conditions are applied, the DRC members will be notified to review such conditions. - Once conditions are reviewed and approved by the DRC members, applicant will be issued a Final DRC Certificate of Compliance specifying the approval and any conditions as well as electronic approval plan set.

NOTE: The City is transitioning to fully electronic application submittal and plan review.

FOR QUESTIONS OR ASSISTANCE:
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