

MINOR REVIEW GUIDELINES AND REQUIREMENTS

Minor review is for developments of a limited size and scale. This level of review is conducted by the Technical Review Committee which is comprised of staff members from various city departments. An application will be accepted for review only after a pre-application conference (First Step Meeting).

Upon submittal, the application must be fully completed and the minor development plan must satisfy all the requirements set forth in the attached list. If the proposal is for a phased development, the minor plan must also comply with the submittal requirements for a Master Plan.

An incomplete application for minor development plan may result in delay of the review and issuance of a final development order. If your application or development plan is deficient, you will be notified.

A minor development plan must be submitted meeting all requirements of preliminary and final development review, as set forth in the attachments. For the most efficient processing, we recommend that the minor development plan be submitted according to the development plan review schedule located in the Planning & Development Services Department, Current Planning Division, room 158 of the Thomas Center.

The application for minor review must include the following information at the time of submittal:

1. A fully completed and **notarized** application form.
2. Application for **concurrency** review. Without the concurrency application, your application for development review will be deemed deficient and will not be processed.
3. A fee of **\$1,575.00** (**\$787.50** if the property is located in an Enterprise Zone) must be paid at the time of submittal.
4. **Eight** sets of plans containing all the information required for submittal. See attached for submittal requirements.
5. **Eight copies of a letter** explaining in detail the proposed development and attached to each minor development plan.
6. Unless otherwise requested, development plans should be printed on sheets measuring **24 inches by 36 inches**. Development plan applications **will not be accepted via mail**. With reference to the mailing of plans, if a special situation exists; prior arrangements must be made with a current planner.
7. All plans must be **folded** to a size no greater than 15" x 10".
8. Where applicable, all **drainage calculations** must be included and attached to the development plans.

9. The attached **fire flow calculation** sheets must be completed and submitted as part of the application. Arrangements should be made with a representative of GRU and the Fire Department in order to complete the calculation sheets. ~~You may contact George Rojas at 334-3400 Ext. 1640 and/or Wayne Ward at 334-3400 Ext. 1646, for additional information.~~
10. The Building Inspection Department has a number of requirements which must be provided during the development plan review process. The required information is included in the attached sheets of requirements. However, additional information, which is usually required at the time of building permit, may be required at the construction phase. This type of information is generally requested when it appears that the requirement may result in modification of the development plan.
11. All applications are reviewed by city staff to determine **adequacy of information**. If the application and/or development plan is incomplete, the plan will not be processed.
12. If an application and/or development plan is **determined to be deficient**, the petitioner will have one year to satisfy the deficiencies without attracting new fees.
13. If your petition is advertised and noticed and a **continuation** is requested, all notice and advertising costs will have to be borne by the petitioner or agent/owner.
14. Staff **comments** pertaining to the development plan will be made available to the petitioner at least twice during the review process. The petitioner will be notified when comments are available. The written comments will be available at the Planning & Development Services Department, Current Planning Division, Planning Counter 158 (First Floor) of the Thomas Center B, 306 NE 6th Avenue, Gainesville, FL. Additionally, the petitioner may meet with staff at any time to discuss any development plan issues of concern.

PLEASE MAKE SURE THAT COMMENTS ARE PICKED UP AND REVIEWED PRIOR TO THE MEETING DATE. DUE TO TIME CONSTRAINTS, THE TECHNICAL REVIEW COMMITTEE WOULD LIKE TO LIMIT DISCUSSIONS TO KEY ISSUES AFFECTING THE PROPOSED DEVELOPMENT.

15. After reviewing the development plan comments with the TRC, it will be necessary to **submit corrected plans** addressing all issues discussed at the TRC meeting. These plans are generally due approximately 5 working days after the scheduled TRC meeting.
16. The number of copies required for **resubmittal** depends on the number of departments requiring amended plans, plus one extra copy.

TL:Applications and Forms
1/5/06