



CONCEPT DEVELOPMENT REVIEW GUIDELINES AND REQUIREMENTS

Concept review is encouraged for all intermediate, major and planned developments but is required for all phased development. Concept review is intended solely to alert an applicant to problems with, or objections to, a proposed development. During concept review, no comments made by the appropriate reviewing board or staff should be deemed as either an approval or denial of the proposed development. Concept plans should address conformity with the comprehensive plan, zoning, environmental concerns and concurrency.

The application for concept review must be picked-up and returned to the Department of Community Development, Planning Division Counter, 158, Thomas Center B, 306 NE 6th Avenue. The application must be ***fully completed*** and the concept plan must ***satisfy all the requirements*** set forth in the attached list. If the proposal is for a planned development, see Article VII, Division 3 of the City of Gainesville Land Development Code for requirements. If the proposal is for a phased development, the concept plan must also comply with the submittal requirements for a master plan as specified in the master plan requirements.

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

1. A fully completed and **notarized** application form.
2. The concept review **fee** is \$1,000.00 (\$500.00 if the property is located in an Enterprise Zone). This fee may be applied to the development plan fee.
3. **Ten sets** of plans meeting all of the submittal requirements for concept review. See attached for submittal requirements.
4. Unless otherwise requested, concept plans must be printed on sheets of a dimension **no greater than 24 inches by 36 inches**.
5. All plans must be **folded** to a size no greater than 15" x 10".
6. Concept plans and applications will **not be accepted via mail**. If a special situation exists, prior arrangements must be made with a current planner.
7. All applications are reviewed by city staff to determine **adequacy of information**. If the application and/or concept plan is incomplete, the project will not be processed.
8. 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.
9. Staff **comments** pertaining to the concept 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 Department of Community Development, 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 concept 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.

10. After reviewing the concept plan comments with the TRC, it will be necessary to **submit corrected plans** addressing these comments and all issues discussed at the TRC meeting. These plans are generally due approximately 5 working days after the scheduled TRC meeting.
11. The number of copies required for **resubmittal** depends on the number of departments requiring amended plans, plus one extra copy (extra copy reduced to 11" x 17", if possible).
12. Staff attempts to resolve all concept plan issues prior to the scheduled public hearing. Occasionally, there is a delay in the provision of pertinent information necessary for staff to render a recommendation to an advisory board. In such instances, the concept plan would have to be continued to the next advisory board meeting. The petitioner must submit a letter requesting continuation to the next meeting or other future date certain.