



## ***INTERMEDIATE AND MAJOR REVIEW GUIDELINES AND REQUIREMENTS***

Intermediate and major review are for developments which exceed the thresholds for minor review. Developments at these levels are reviewed by either the Development Review Board (DRB) or the Plan Board (PB), and the Technical Review Committee which is comprised of staff members from various City departments.

Prior to submittal for intermediate or major review, a petitioner ***must have a pre-application conference (First Step Meeting)*** with the Technical Review Committee. An application for preliminary and final development plan review for intermediate and major developments may be filed separately or simultaneously. Preliminary development plan review is conducted by the TRC which forwards recommendations to the appropriate advisory board for approval. Final development plan review is conducted by the Technical Review Committee only. Once all the conditions of preliminary and final review are satisfied, staff will issue a final development order.

Most intermediate and major development plans are reviewed by the Development Review Board. Intermediate and major reviews which are related to a Special Use Permit or Planned Development must be reviewed by the Plan Board. Although the Plan Board meets one week later than the Development Review Board, development plans must be submitted on the "Development Plan Cut-Off Day" **by 11:00 AM**. All development plans are processed in the same manner as plans scheduled before the DRB.

***Applications for intermediate and major review must be fully completed and 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. The appropriate **fee** must be paid at the time of submittal.
4. **Thirteen** sets of plans containing all the information required for submittal. See attached for submittal requirements.
5. Unless otherwise requested, development plans should be printed on sheets of a dimension **no greater than 24 inches by 36 inches**. Development plan applications will not be accepted via mail. If a special situation exists, prior arrangements must be made with a current planner.
6. All plans must be **folded** to a size no greater than 15" x 10".
7. Where applicable, all **drainage calculations** must be included and attached to the development plans.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 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 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.**

14. 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.
15. The number of copies required for **resubmittal** depends on the number of departments requiring amended plans, plus one extra copy (reduced to 11" x 17", if possible).
16. Staff attempts to resolve all development 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 decision or recommendation to an advisory board. In such instances, the development 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.