



TOWN OF DAVIE
PLANNING & ZONING DIVISION
 6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
 Phone: 954.797.1103 • www.davie-fl.gov

EXPLORATORY MEETING FORM

Project Name																	
Project Location [Parcel ID(s)]																	
5		4										5		4			
5		4										5		4			
Project Address																	
Project Description (Type of development, size of building, etc...; Attach any CONCEPTUAL PLANS to this form)																	
Project Review Member(s) - (Town use only)																	
Planning	<input type="checkbox"/> David Abramson <input type="checkbox"/> Lise Bazinet <input type="checkbox"/> Matt Coyle <input type="checkbox"/> Sylvia Myint <input type="checkbox"/> Debbie Thomas <input type="checkbox"/> DQ																
Engineering	<input type="checkbox"/> Jonathan Vogt <input type="checkbox"/> Abidemi "AJ" Ajayi <input type="checkbox"/> Evelyn Valerio <input type="checkbox"/> Other:																
Fire	<input type="checkbox"/> Robert Taylor <input type="checkbox"/> Chris Lowe <input type="checkbox"/> Other:																
Other																	
Petitioner																	
Name																	
Address																	
Phone																	
Email																	
This meeting is intended to serve as a cursory or informal review of a project. Any observations or discussions of a technical nature should not be construed as binding. Thereafter this meeting, a pre-application meeting is necessary and is intended to familiarize a petitioner with the Town's application review process.																	
Petitioner Signature:														Date:			
Planning Staff Signature:														Date:			
Staff Comments																	
	Schedule another Exploratory meeting									Schedule Pre-app meeting							
	Schedule meeting with Engineering									Schedule meeting with Fire							
	Contact Central Broward Water Management District (CBWMD)									Contact County Planning Council							
Additional notes:																	



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PRE-APPLICATION MEETING FORM

Project Name												
Project Location (Parcel ID(s))												
5	4									5	4	
5	4									5	4	
Project Address												
Project Description (Type of development, size of building, etc... attached any CONCEPTUAL PLANS to this form)												
Project Level of Review						Councilmember District						
	Staff		Board		Council		1		2		3	
Project Manager (Point of Contact for ProjectDox Software)												
Name						Email:						
Forms						Information						
Application Packet						Change of Use (Council approval required)						
Completeness Review						Public Hearing Advertising/Noticing/Posting						
Fees Schedule						Cost Recovery						
Public Participation/Noticing						Affordable Housing						
Sustainability Guide						Utility Agreement						
Local/County Impact Fees						Right-of-way Impact						
Broward County Determination Letter						Drainage District						
SCAD / County DRR						Septic System						
Project Fee(s) – All application fees due at time of submittal on a single check <i>(landscaping on separate check)</i>												
Request	Pre-App											Landscaping
Fee	\$121											\$1,300 Base
Acknowledgement												
1. All documents and plans must be uploaded into the ProjectDox system in order to begin the review process.												
2. The ProjectDox User Manual is available at: https://www.davie-fl.gov/DocumentCenter/Home/View/1640												
3. Technical difficulties with ProjectDox should be coordinated with the Technology Dept. at: (954) 797-1070.												
Petitioner Signature:										Date:		
Printed Name of Petitioner:												
Staff Comments												
Submittal Checklist provided – follow steps as outlined on submittal checklist												
Material/Renderings boards are due one-week prior to the scheduled Site Plan Committee meeting, otherwise application will be tabled by staff.												
Staff will upload a hardcopy of the submittal into ProjectDox for the applicant.												
Additional notes:												
Planning Staff Signature:										Date:		