





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

**PRE-APPLICATION MEETING FORM**

<b>Project Name</b>												
<b>Project Parcel(s) [ID #]</b>												
5	4									5	4	
5	4									5	4	
<b>Project Address</b>												
<b>Project Description</b> (Type of development, size of building, etc... attach any CONCEPTUAL PLANS to this form)												
<b>Project Level of Review</b>						<b>Councilmember District</b>						
	Staff		Board		Council		1		2		3	
<b>Project Manager</b> (Point of Contact for ProjectDox Software)												
Name				Email:								
<b>Project Related Information</b>												
<input checked="" type="checkbox"/>	Application Documents						Change of Use (Council approval required)					
<input checked="" type="checkbox"/>	Completeness Review						Advertising/Noticing/Posting					
<input checked="" type="checkbox"/>	Fees Schedule						Cost Recovery					
	Public Participation (Sec. 12-319.5)/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					
<b>Project Fee(s)</b> (All application fees due at time of submittal on a single check) (Landscaping on separate check)												
Request	Pre-App											Landscaping
Fee	\$125											\$1,500 Base
<b>Acknowledgement</b>												
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 <a href="https://www.davie-fl.gov/DocumentCenter/Home/View/1640">https://www.davie-fl.gov/DocumentCenter/Home/View/1640</a>												
3. Difficulties with ProjectDox should be coordinated with the Technology Department at (954)797-1070												
<b>Printed Name of Petitioner:</b>												
<b>Petitioner Signature:</b>										<b>Date:</b>		
<b>Staff Comments</b>												
<input checked="" type="checkbox"/>	Provided a Submittal Checklist and requested to follow steps as outlined on submittal checklist.											
	Acknowledged that staff will upload a hardcopy of the submittal into ProjectDox for the applicant.											
	Noted that material and renderings boards are due to Town staff one-week prior to scheduled Site Plan Committee meetings, otherwise, application will be tabled.											
	Requested that digital presentations must be provided to Town staff by 4:00 pm for a public hearing.											
<input checked="" type="checkbox"/>	Advised that that fees are subject to change by resolution and Town regulations are subject to change by ordinance.											
<b>Planning Staff Signature:</b>										<b>Date:</b>		