

**USE THIS FORM TO**

Schedule a pre-application meeting with the Development Review Committee (DRC). Applicants are required to have a pre-application meeting a maximum of 120 days prior to the submittal of any Preliminary Binding Site Plan (PBSP) application, Site Engineering Plan (SEP) Application, or Subdivision Plat Application.

**APPLICATION REQUIREMENTS**

The following must be provided in order to be considered a complete application package:

- Pre-Application Form
- Site plan or scaled drawing detailing the proposed project

**APPLICATION FEES**

- Pre-Application Meetings are **FREE**
- [Other Development Review Fees](#)

**DEVELOPMENT REVIEW COMMITTEE (DRC) MEETINGS**

When: Every **Tuesday at 9am**

Where: Nassau County Board of County Commissioner Chambers  
96135 Nassau Place, Yulee, FL, 32097, unless otherwise noticed.

What: Submit the pre-application form via email or in person to the Department of Planning and Economic Opportunity no later than Thursday, noon (12:00pm) prior to the meeting you wish to attend. You will receive an agenda via email by close of business the Friday before the meeting.

**KEY CONTACTS**

PEO will guide your application from start to finish, engaging other County departments as needed. The Department of Planning and Economic Opportunity can be reached at 96161 Nassau Place, Yulee, FL, 32097, [planninginfo@nassaucountyfl.com](mailto:planninginfo@nassaucountyfl.com), and (904)530-6300, Monday through Friday, 8:00am until 5:00pm.



