



Pre-Application Community Meeting Instructions

What is the Pre-Application Community Meeting?

The Pre-Application Community Meeting is a mandatory form of community outreach conducted by the project applicant to receive initial feedback regarding certain project types, prior to submittal to the City's Planning Division or the Development Services Department. Adjacent neighbors and relevant civic/community organizations should be invited to attend this meeting, which must take place during certain hours of the day and within a certain distance from the project site. The meeting's intention is to initiate community communication and identify issues and concerns early on; and provide the project applicant the opportunity to address neighbor concerns about the potential impacts of the project, prior to submitting an application.

Why is the Pre-Application Community Meeting Required?

The Pre-Application Community Meeting process is required for certain projects in accordance with [Section 102-11\(a\)\(3\)](#) of the Land Development Regulations. Applicants for projects that are not subject to the Pre-Application Conference can also schedule and host the community outreach meeting, in accordance to the requirements described in this document. Individuals contacted as a result of the Pre-Application Community Meeting, will also be notified if and when the project is heard by the City Commission for approval.

When is the Pre-Application Community Meeting Required?

A Pre-Application Community Meeting is required for the following development application:

- Preliminary Major Subdivision Plats over 10 lots;
- Detailed Mixed-Use and Multi-Family Site Plans greater than five (5) dwelling units per acre;
- Detailed Commercial Site Plans over 50,000 square feet;
- All Planned Unit Development Overlay Amendments (PUD); and
- Future Land Use Map Amendments (FLU Map Amendment) over 4 acres - not part of an annexation.

Pre-Application Community Meetings are optional for any other type of development application. If the development application is not formally accepted for review within two years of the date the Pre-Application Community Meeting was conducted, then the applicant MUST conduct a second Pre-Application Community Meeting.

INSTRUCTION FOR PRE-APPLICATION COMMUNITY MEETINGS

Prior to filing any of the aforementioned project development applications, the applicant must first conduct at least a minimum of one Pre-Application Community Meeting. To proceed with this process, please:

1. Schedule a **Pre-Application Conference** with the Planning Division staff to confirm the specific application type and to collect needed information like an aerial sketch map, case number, and community mailing lists. Submit Pre-Application Conference request [here](#) and provide the materials listed here.
2. Send a **Pre-Application Community Meeting Informational Mailing** with information of the Pre-Application Community Meeting to the Planning staff, Registered Community Associations, and landowners adjoining, across the street, alley, or canal from subject site, ten (10) days before the Pre-Application Community Meeting.
3. **Post sign notice** on project site ten (10) days before the Pre-Application Community Meeting. The Applicant shall provide and place at least one (1) weatherproof sign on the property at a location that is visible from the public rights-of-way and no more than ten (10) feet from the front street line of the project site. Minimum height for letters and numbers is four (4) inches for uppercase and three (3) inches for lowercase letters.

The Sign shall contain the following information:

- (1) Type of Application (Rezoning, Conditional Use, Planned Development);
- (2) Applicant or Agent's valid phone number; and



Pre-Application Community Meeting Instructions (continued)

(3) the time, date and location of the Neighborhood Meeting.

Posting of multiple signs on the property may be required based on the configuration of the site and the total linear feet of street frontage abutting the development site, as follows:

- A. Corner lots shall include at least one (1) sign posted along each street abutting the project site.
- (2) Project sites with continuous frontage abutting existing Streets shall post signs at a ratio of one (1) additional sign per four hundred (400) linear feet of street frontage.

The Applicant shall, at its sole cost and expense:

- (1) Install the signs no more than thirty (30) calendar days before, and no later than ten (10) calendar days before, the proposed Pre-Application Community Meeting.
- (2) Remove the sign(s) within three (3) working days after the Neighborhood Meeting.

4. **Hold Pre-Application Community Meeting** at the subject site or an alternate location that is within 3 miles of the subject site (i.e. community center, coffee shop, etc.). The meeting location should be convenient and generally accessible to neighbors residing in proximity to the subject site. *The meeting may also be held virtually, as necessary.*

The meeting should be held either on a weekday (Monday through Friday) at or after 5:00 p.m. or on a weekend (Saturday only) between 10:00 a.m.–4:00 p.m.

5. Prepare **Written Summary** of the Pre-Application Community Meeting. The summary should include a list of those invited to the meeting, meeting attendees (copy of sign-in sheet), copies of the materials distributed or made available for review during the meeting, and any other information the applicant deems appropriate.
6. **Email** a copy of the written summary to all attendees that have provided an email address.
7. Submit the following information to the Planning Division as part of your application. All of the following materials must be submitted along with the **Project Application** for the project, in order to verify compliance with the Pre-Application Community Meeting requirements. If a Pre-Application Community Meeting is required, the Planning Division review will not begin until all the following are received.

The following items should be compiled into a single pdf or Word document, named in accordance the Planning Division Document Naming Convention for Pre-Application Community Meeting package:

- a. A copy of the letter mailed to neighboring property owners, tenants and community organizations (see attached sample letter on pages 3-4).
- b. The mailing list of the community organizations and individuals invited to the meeting, including the mailing address for each.
- c. An affidavit of the Pre-Application Community Meeting signed and dated (see attached template on page 5).
- d. A copy of the sign-in sheet (see attached template on page 6).
- e. One copy of the project materials presented to attendees at the Pre-Application Community Meeting including:
 - i. A map of the site clearly indicating the site's location and streets in the vicinity.



Pre-Application Community Meeting Instructions (continued)

- ii. Illustrations depicting the proposed layout and design of the development, existing conditions, and the community context.
- iii. A fact sheet or summary including the size of the project, proposed number of dwelling units, and/or gross square footage, proposed density and/or intensity of the project, building heights, and anticipated parking needs.
- iv. Information explaining the subdivision and/or development review process and how the public may participate.
- f. Digital photographs of the signs posted on the property.

Pre-Application Community Meeting Facilitation Best Practices:

1. Arrive at meeting at least 30-minutes prior to scheduled start time.
2. Assure all participants sign in. If no participants attend, please denote this on the sign-in sheet.
3. Start meeting no later than 15 minutes after scheduled start time.
4. At a minimum, present all project materials required, as listed above.
5. Be assertive, not aggressive. When attendees feel safe or at ease, they are more apt to engage and participate in the meeting.
6. Create a meeting agenda and make it available as the attendees arrive.
7. Balance participation among all present. Make sure that everyone feels seen and heard.
8. Ask leading questions of the attendees. Make sure everyone feels included and inclined to participate.
9. Summarize the "take-aways" before adjourning the meeting.

Pre-Application Community Meeting

Date/Time: _____

Doors will open at [time prior to start time]
(Developer Representative will be available to answer questions)

Date:

Dear Neighbor:

You are invited to a Community Pre-Application Community Meeting to review and discuss the development proposal at _____ cross street(s) _____ (Block/Lot#: _____; Future Land Use District: _____), in accordance with the City of Eustis' Development Services Department's Pre-Application procedures for Application Numbers(s): _____.

Meeting Location/Date/Time

[Add meeting location/address and date/time here.]

Purpose of the Meeting

The Pre-Application Community Meeting is intended as a way for the Project sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and community organizations before the submittal of an application to the City of Eustis' Planning Division. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the City Planning Division's review.

What Happens During a Pre-Application Community Meeting?

During the Pre-Application Community Meeting, the applicant's representatives will present the proposed development to the community. This presentation will provide the applicant an opportunity to hear comments and concerns about the development proposal, in order to resolve conflicts and outstanding issues, where possible. Pre-Application Community Meetings are opportunities for informal communication between applicants and the landowners and occupants of nearby lands, and other residents affected by the development proposal(s). Participation in any preliminary, Pre-Application Community Meeting is for informational purposes only. **Any resultant participation and/or written summary of same shall not be part of the administrative record for any development application that may be filed and accepted.**

A Pre-Application Community Meeting is required because this project includes (check all that apply):

- A Preliminary Major Subdivision Plat over 10 lots
- Construction, expansion, or alteration of townhouse and/or multifamily dwelling development of greater than five (5) units
- Construction, expansion, or alteration of nonresidential development consisting of greater than a total of 50,000 square feet of gross floor area.
- A redistricting of a property (including FLU Map Amendments, and Planned Unit Developments) over 4 acres.
- A Pre-Application Community Meeting is an option for this application, but the applicant has decided to hold one.

The development proposal is to: **[provide information here on the application type(s), and the development proposal including any existing development and proposal for the number of dwelling units and/or gross floor area, building height/number of stories, etc.]**

Existing impervious surface		Permitted		Proposed	
Existing number of dwelling units		Permitted		Proposed	
Existing building square footage		Permitted		Proposed	
Existing number of lots		Permitted		Proposed	
Existing building height		Permitted		Proposed	
Current land use			Proposed FLU*		

FLU *: Future Land Use

Meeting Information:

- Applicant
- Contact Information (email/phone)
- Developer/Builder Information (if different from Applicant)

No government agency has reviewed this application. If you have questions about the City of Eustis' Land Development Regulations or general development process in the City, please call the Development Services Counter at 352-483-5460, or contact the Planning Division via email at "planner@eustis.org". You may submit your request by mail to City of Eustis, Development Services Department, 4 North Grove Street, Eustis, FL 32726. Please provide your name, address, and the above-referenced application number and address when mailing a written request.

[Attach a current future land use sketch map clearly identifying the land area associated with the development (provided following the Pre-Application Conference)]

Pre-Application Community Meeting Frequently Asked Questions

1. What is a Pre-Application Community Meeting?

Pre-Application Community Meetings are a means for potential developers to inform neighbors and interested community members of a proposed project in an informal setting. The City of Eustis requires potential developers host a Pre-Application Community Meeting for specific types of Land Development projects. A Pre-Application Community Meeting is not a full review of the project, but rather it is an opportunity for the public to learn about the project and share any thoughts or ideas with the development team.

Please Note: Be kind, considerate, and thoughtful when providing feedback. The more thoughtful and reasonable your feedback is, the more likely the developer will be to incorporate it in their design.

2. Who can attend a Pre-Application Community Meeting?

Anyone interested in learning more about the project is encouraged to attend the Meeting.

3. When are Pre-Application Community Meetings completed?

Pre-Application Community Meetings are completed early in the development process before a formal Development Application has been submitted or approved. Pre-Application Community Meetings occur before any project construction can occur.



Pre-Application Community Meeting Frequently Asked Questions (continued)

4. How is the City involved with Pre-Application Community Meetings?

The City requires Pre-Application Community Meetings for specific application types and outlines a list of required materials the applicant must provide at the meeting, however, the City is NOT involved in planning or hosting the meeting. Since Pre-Application Community Meetings are early in the development process and held before a Development application has been submitted, it is not typical for City teammates to attend these meetings. While the City may not have a representative at the meeting, please note that community members are always welcome to contact the City Development Services Department to share their feedback or get their questions answered. Contact our department at "planner@eustis.org" or 352-483-5460.

5. What impact can I have on the development by attending a Pre-Application Community Meeting?

The primary objective of the Pre-Application Community Meeting is to inform neighbors and interested community members of the proposed Development project in an informal setting. This meeting is not a full review of the project but rather an opportunity to learn about the project and share any thoughts or ideas you might have with the development team. Your feedback may guide the applicant in improving their project, including additions or alterations they had not previously considered. Please note that project approval ultimately comes down to whether or not the proposed project complies with all relevant regulations, codes, and ordinances of the City.



City of Eustis, Florida
**DEVELOPMENT SERVICES
DEPARTMENT**

4 North Grove Street, Eustis, FL 32726 ■ Phone: 352-483-5466 ■ www.eustis.org

Prē-Application Community Meeting Affidavit

I, _____, **(Insert Name)** do hereby declare as follows:

1. I have conducted a Pre-Application Community Meeting for the proposed new construction, alteration, or other activity prior to submitting any entitlement, in accordance with the City's Development Services Pre-Application requirement.
2. The meeting was conducted at _____ **(location/address)** on _____ **(date)** from _____ **(time)**.
3. I have included the mailing list (names and addresses of all parties to whom the letter was sent, including dates the letters were mailed), receipt for the list of required invitees, meeting invitation and postmarked letter, sign-in sheet, and pdf of plans distributed at the meeting. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to suspension or revocation of the permit.
4. I have prepared these materials in good faith and to the best of my ability.

I declare, under penalty of perjury under the laws of the State of Florida, that the foregoing is true and correct.

Executed on this _____ day, _____, month, 202__.

Signature Name (type or print)

Relationship to Project (e.g. Owner, Agent) (If agent, give business name and profession)

Project Address

Lake County Alternate Key Number

Prepared by:
The City of Eustis
Development Services Department
4 N. Grove St.
Eustis, FL 32726
352-483-5460