



STEP 1

Investigation

Introduce yourself to the development review process and requirements. Visit the County's website, www.santarosa.fl.gov, for applications, regulations and other relevant information.

Goal: Make sure your proposed project is feasible and familiarize yourself with the development review process.

STEP 2

Pre-Application Meeting

Call 850-981-7075 to schedule a pre-application meeting for your project. The purpose of a pre-application meeting is to allow you to present your ideas to the staff that will review your project and help you to understand all that will be required. Pre-application meetings are **strongly encouraged** for all projects and are **required** for projects in the Planned Unit Development (PUD), Planned Business District (PBD) and Planned Industrial Development (PID) zoning districts.

Goal: Discuss the specifics of your project with the staff that will review it. Understand the requirements and process for your project.

STEP 3

Other Necessary Approvals

The standard County development approval may not be all that is necessary for your particular project. Each project is different and may require other Federal, State and County approvals to proceed. Approvals or exemptions from all applicable agencies are required before a Development Order can be issued. Outside Federal, State and Local agencies may need to review and approve of your project. County staff has contact information available for all of these agencies and will help to steer you to the appropriate agencies. Approvals or exemptions from all applicable agencies are required before a Development Order can be issued.

Goal: Ensure that all necessary permits and approvals are obtained for your project.

STEP 4

Submit Site Plan Application

Submit a completed application with plans, approvals from outside agencies (if necessary or available), and other required documentation.

Goal: Ensure that all required plans, information and materials are submitted with the application.

Submit for Building Review

County building staff will review your submission and issue comments that specify needed revisions or additional information. Staff review will be completed within 10 business days for any submission (although resubmittals are targeted for review in 5 business days).

STEP 5

Staff Review

County planning and engineering staff will review your submission and issue comments that specify needed revisions or additional information. Staff review will be completed within 10 business days for any submission (although resubmittals are targeted for review in 5 business days).

Make Revisions

You or your consultant(s) will address the staff comments and resubmit for review. It is helpful to include a "Response to Comments" letter detailing how the staff comments were addressed.

Goal: Address staff comments quickly in order to help facilitate a faster review process.

STEP 6

Development Order Issued

Once the submission is deemed complete and compliant with all applicable regulations, staff will issue a Development Order (DO).

Plan Review Board Actions Board Actions

Plans are reviewed for compliance with Florida Building Code.

- Building
- Electrical
- Fire/Life Safety
- Gas
- Mechanical
- Plumbing
- Site Utility

STEP 7

Plan Review

STEP 8

Board Actions

STEP 9

Board Actions