



SITE DEVELOPMENT PRE-APPLICATION MEETING HANDOUT

PUBLIC WORKS DEPARTMENT- DEVELOPMENT SERVICES DIVISION

PURPOSE OF THE MEETING

At a pre-app meeting, representatives from various divisions are all available to discuss a proposed site plan, determine if there would be any major hindrances to the proposal, and clarify required approvals and permits.

Those representatives include: Development Services, Planning (Zoning/Land Use), Traffic, Landscape, Building Inspection, Drainage, and Fire Inspection

NOTE: Other disciplines will be invited to the meeting if deemed necessary (DIA, Historic, OED, etc.)

WHY SHOULD I SCHEDULE A PRE-APPLICATION MEETING

A pre-app meeting should be scheduled if (1) you are in the beginning phases of a project and would like feedback from the city regarding the site design, (2) you applied for a building permit and were directed to schedule one by city staff, or (3) you seek clarification on the required approvals and permits necessary for your proposed scope of work.

COMMERCIAL REDEVELOPMENT

The following situations are the most common reasons commercial redevelopment might require civil plan review. Sometimes civil plans are not required even if one of the below reasons applies, as it depends on how much the existing site does or does not meet current code.

- Addition of impervious area
- Changes to parking and driving aisle layout
- Cumulative renovation cost is equal to at least 60% of the assessed value of the existing lot improvements as of two years ago
- Cumulative square footage expansion of 60% or greater
- The construction/erection of any new structure(s)



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INSTRUCTIONS

- **STEP 1:** Proceed to the JaxEPICS website: <https://jaxepics.coj.net/>
- **STEP 2:** Click on “**Applications**” at the top of the screen. Then hover over “**Start Meeting Application**” and then click on “**Site Development Pre-Application**”
- **STEP 3:** Proceed to follow the instructions that pop-up on the screen to complete the application
- **NOTE:** Once you schedule a meeting time, a calendar invitation will be sent by email to all contacts entered on the request. Please note that this meeting is **virtual**

FREQUENTLY ASKED QUESTIONS

1. **Do I need a JaxEPICS account to schedule a pre-application meeting?**
 - a. No account is required, but you will need to enter an email address
2. **What if I need some additional information before submitting my pre-application meeting request?**
 - a. You can come back to your request and schedule it later if you save the link or click the 'Resend Edit Link' button once a contact has been entered
3. **Who all should I bring for my pre-application meeting?**
 - a. It is **HIGHLY** recommended that a civil engineer or some sort of design professional is in attendance
4. **Is there a cost associated with a pre-application meeting?**
 - a. There is no cost associated with scheduling a pre-app meeting
5. **What if I am having trouble with submitting a pre-application meeting?**
 - a. Contact Development Services at ReviewGRP@coj.net
6. **How long does it take for the meeting to take place?**
 - a. That depends entirely on your schedule and the schedule of the COJ attendees. Typically a pre-app can be scheduled a week out
7. **How long are the pre-application meetings?**
 - a. They are scheduled for 25 minutes, but if you feel as though you need additional time, reply to the email invitation to request additional time