



**Town of Malabar
Building Department**

2725 Malabar Road
 Malabar, Florida 32950
 (321) 727-7764 (office)
 (321) 727-9997 (Fax)
 building@townofmalabar.org

Office Use Only

Town Staff Initials:

APPLICATION FOR PRE-APPLICATION SITE PLAN REVIEW MEETING

Name of Applicant(s):			
Mailing Address:			
Email Address:		Telephone:	
Name of Property Owner(s): (if different from above)			
Mailing Address:			
Email Address:		Telephone:	

Legal Description of Property Covered by Application:

Township:	Range:	Section:	Subdivision	Lot/Block:	Parcel:
Parcel/Property Address:					
Land Use Class:	Zoning Class:	Acres:			

Describe the Land Development Project and Intended Use for Property

Application Requirements & Information

Fee for Pre-application conference with Town staff	\$500.00
The purpose of the meeting is to discuss the site plan requirements and consider preliminary features of the site and proposed development with appropriate Town staff. Meeting will be scheduled within 15 days of completed application. Applicant's engineer and architect are encouraged to attend.	
Applicant must provide and include an electronic and (1) paper copy of the conceptual site plan and a full description of the land development project.	
Required Attachments for Review:	
✓ Completed Application, including Disclosure of Ownership (Page 2 of this form).	
✓ Fee of \$500.00, in check or money order, payable to the Town of Malabar.	
✓ Location of site in relation to surrounding properties including the means of ingress and egress to such properties and any screening and buffers on such properties.	
✓ Conceptual Site Plan – showing elevations and building height – four (4) copies.	
✓ General statement with a full description of the character of the intended development.	

Signature of Applicant(s)

Date

Signature of Applicant(s)

Date

**TOWN OF MALABAR
Disclosure of Ownership**

Where the **property is not owned by the applicant**, a letter/letters must be attached giving the notarize consent of the owner/owners to the applicant to request a site plan review of the property.

Please complete only one of the following:

I/we, _____, being first duly sworn, depose and say that I/we, am/are the legal representative(s) of the Owners or lessee of the property described, which is the subject matter of this application; that all of the answers to the questions in said application, and all data and matter attached to and made a part of said are to be honest and true to the best of my/our knowledge and belief.

Applicant(s)

Date

Sworn and subscribed before me by means of _____ physical presence or _____ on line notarization, this _____ by _____ day of _____, 20____ who is personally know to me or produced _____ as identification.

Notary public, State of Florida
Commission No. _____ My Commission Expires _____.

I/we, _____, being first duly sworn depose and say that I/we, am/are **the Owner(s) of the property** described, which is the subject matter of this application; that all of the answers to the questions in said application, and all data and matter attached to and made a part of said application are honest and true to the best of my/our knowledge and belief.

Applicant(s)

Date

Sworn and subscribed before me by means of _____ physical presence or _____ on line notarization, this _____ by _____ day of _____, 20____ who is personally know to me or produced _____ as identification.

Notary Public, State of Florida
Commission No. _____ My Commission Expires _____.