



Alachua County, Board of County Commissioners Environmental Protection Department

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Excerpt from Unified Land Development Code (ULDC)

402.04 Application Screening for Administrative Permits

(a) Pre-Application Request for Information

A property owner or person with legal authority under §402.06(b) may submit a pre-application screening request to the Growth Management Department prior to submittal of a permit application to identify any issues related to the parcel and permit request. The following information should be provided as part of the pre-application screening request:

1. Tax parcel number and physical address;
2. Contact information, including name, telephone number, and e-mail address if applicable; and
3. General location and description of proposed activities.

(b) Application Screening

Before an application is approved by the County for an administrative permit, as provided for in Chapter 401, Development Review Bodies, the following application material shall be submitted to the Growth Management Department to determine compliance with this ULDC and signed off on by the Growth Management Department, Public Works Department, and the Environmental Protection Department:

1. Content
 - a. Survey of the parcel where activity is proposed, drawn to scale, including a north arrow and scale showing:
 - i. Parcel boundaries with dimensions;
 - ii. Locations of all proposed improvements with dimensions from two intersecting property lines to the proposed structure and showing all proposed improvements including but not limited to access, structures, septic system, wells, and utilities;
 - iii. Locations of all existing improvements, and
 - iv. Locations of all existing and proposed easements.
 - b. Tax parcel number and physical address; and
 - c. Contact information, including name, telephone number, and e-mail address if applicable.

(c) Exceptions

The following administrative applications are not required to submit the information in subsection (b) of this Section for application screening:

- 1. Subdivisions, Plats and Non-residential Developments Approved After May 2, 2005**
Subdivisions, plats and non-residential developments approved after May 2, 2005 by the DRC or Board of County Commissioners under this ULDC, provided the administrative permit request is consistent with the approved activities, parameters, and requirements of the development plan, subdivisions and/or plat, unless the lot is specifically identified by the authorizing review body as needing screening review as part of final approval.
- 2. Lots Approved Through Pre-Screening**
Administrative applications where the property has been prescreened for the proposed activity through the prescreening process identified in subsection (a) of this Section.
- 3. Other Lots Found to be in Compliance**
Other subdivisions, projects, plats, or lots that have been found to be in compliance with this ULDC and the Comprehensive Plan, and already reviewed by the Growth Management Department, Public Works Department, and the Environmental Protection Department. A list of such developments or properties shall be maintained at the Growth Management Department.