Planning: Pre-Application Meeting Instructions

Before you begin:

1. Collect the following documents electronically. You will be required to attach them to your submission.
   - Conceptual Plan

   The following documents may be required based on the applications details in Step 2:
   - None

2. Gather the name, mailing address, phone number and email address for all professionals. You will be required to enter this information for applicant, agent and engineer during the application process.
3. Complete Administrative Permits application information worksheet.
4. Be prepared to pay the fees indicated in the Manatee County Fees schedules. All fees required at the time of application submission must be paid in order for an application to be accepted. Online payment may be by credit card or eCheck.

Steps to submit application:
(Please see the ONLINE SERVICES user guide for instructions including screen shots or view the eLearning/YouTube videos)

A. If you have not already done so, register an account with Manatee County Government Online Services.

B. Log on to Manatee County Government Online Services: https://aca3.accela.com/manatee/

C. Select Planning. Acknowledge the disclaimer by checking the box, and click the Continue Application button.

D. Then, select Pre-Application Meeting from the list of planning application options and click the Continue Application button.

E. Complete the Pre-Application Meeting application steps:
   1. **Step 1:** Location & People > Location Information: This is the location/address where the project is to be performed. All of the information about the property is retrieved from Manatee County Geographic Information System (GIS).
      a. To retrieve the Address, Parcel and Owner information of the property, input the parcel number. You may also search with the parcel address by inputting the address information such as Street No, Street Name, etc.
      b. Click the Search button and all the parcel, address and owner information will be retrieved.
      c. Click to Continue Application button to move to the Location & People > Contact Information section.
      d. Applicant- This information can be auto filled by clicking the Select from Account button and choosing from the information saved in your account. Otherwise, click the Add New button, and input the name, mailing address, phone number and email address.
      e. If appropriate for your application, add this information for the Agent, Engineer and Landscape Architect. Then, click the Continue Application button.
2. **Step 2: Application Details > Information**
   a. Complete all the application details in this section.
      - **Note:** Any items noted with a red * are required to be complete for an application to be submitted. Although there is no red *, at least one box must be checked for each Zone.
   b. When all the application details have been included, click the **Continue Application** button.
   c. Application Details > Attach Documents. You must attach all the documents **required** in the “Before you begin” section of these instructions. You may be required to attach any or all of the **may be required** documents from the section.
   d. To attach documents, click the **Add** button and follow the instructions (similar to the attachment process for an email). (For a detailed tutorial, please see the ONLINE SERVICES user guide for instructions including screen shots or view the eLearning/YouTube videos).
      - **Note:**
        - Once the documents are uploaded, you will need to select the document **Type** from the dropdown menu.
        - All uploads need to be saved as pdf files and **separated** by type: permit application, drawings/specifications, and other correspondence. All drawings must be pdf.
        - **DO NOT UPLOAD ONE FILE WITH ALL DOCUMENTS or UPLOAD SEPARATE FILES FOR EACH INDIVIDUAL SHEET.**
        - Digitally signed plan sets for each design professional (architecture, structural, electrical, etc.) shall be contained in one electronic file.
        - File names should match the documents named in the “Before you begin” section of these instructions.
   e. Click the **Save** button, and all documents will be attached to your application. Then, click the **Continue Application** button.

3. **Step 3: Review**

Review the data for your application and click the box at the bottom of the page signifying “By checking this box, I agree to the above certification.” And, click the **Continue Application** button.

4. **Step 4: Pay Fees**
   a. Review your fees and click the **Check Out** button.
   b. Pay Fees > Step 1: Select item to pay
      - If you are ready to pay, click the **Check Out** button. If you need to submit another application before paying fees, click the **Continue Shopping** button (this button will take you back to the home screen).
   c. Pay Fees > Step 2: Payment information
      - Choose your desired payment method (credit card or Bank account/eCheck) and input the required data. When all data has been input, click the **Submit Payment** button.

5. Once the payment has been electronically processed, the completion will show on your screen with the Record number related to your application. This is the number you will use to find, review and update (if needed) your application.

**Thank you** for using Manatee County Government Online Services to submit your application.
# Pre-Application Meeting Information Worksheet

## Detail Information
1. Project Name
   - 
2. Project Description
   - 

## Project Information
3. *Type of Meeting: Select – Manager Review, Regular or Scoping
4. *Review Type: Select – Administrative Permit, General Development Plan, Rezone, Site Plan-Preliminary, Site Plan-Final or Special Permit
5. *Type of Development: Select - Commercial or Residential
6. *Total Project Area (Acres or Sq. Ft)
7. Include Demolition? Yes / No
8. Include Tree Removal? Yes / No
9. *Does Development already exist? Yes / No
10. *Is this an EDC Rapid Response Development? Yes / No
11. *Is this a CRA Rapid Response Development? Yes / No
12. *Has a Special Permit already been approved by a Hearing Officer? Yes / No
13. *Is this Development with a Historical District? Yes / No
14. *Are there wetlands or native habitat in the project boundary? Yes / No
15. Lot Area:
   - 
1. Lot Frontage:
   - 
2. Building Dimensions – Existing
   - 
3. Building Dimensions – Proposed
   - 
4. Building Height – Existing
   - 
5. Building Height – Proposed
   - 
6. Front Setback – Existing
   - 
7. Front Setback – Proposed
   - 
8. Rear Setback – Existing
   - 
9. Rear Setback – Proposed
   - 
10. Side 1 Setback – Existing
   - 
11. Side 1 Set Back – Proposed
   - 
12. Side 2 Setback – Existing
   - 
13. Side 2 Setback – Proposed
   - 
14. Number of Parking Spaces – Existing
   - 
15. Number of Parking Spaces – Proposed
   - 

## Location Information
16. Does this property have historic designation? Yes / No
17. If yes, provide historic designation information:
   - 
18. Water Provider
   - 
19. Sewer Provider
   - 
20. Roads: Select- Public, Private or CDD
21. Site Description
   - 

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22. *Existing Land Use (This Parcel) - Check one: Residential, Commercial, Industrial, Vacant, Other
23. *Adjacent Land Use North - Check one: Residential, Commercial, Industrial, Vacant, Other
24. *Adjacent Land Use East - Check one: Residential, Commercial, Industrial, Vacant, Other
25. *Adjacent Land Use South - Check one: Residential, Commercial, Industrial, Vacant, Other
26. *Adjacent Land Use West - Check one: Residential, Commercial, Industrial, Vacant, Other
27. *Zoning (This Parcel) - Check at least one: See Zoning Options List
28. *Zoning North- Check at least one: See Zoning Options List
29. *Zoning East- Check at least one: See Zoning Options List
30. *Zoning South- Check at least one: See Zoning Options List
31. *Zoning West -Check at least one: See Zoning Options List
32. *Future Land Use (This Parcel) -Check at least one: See Future Land Use Options List
33. *Future Land Use North -Check at least one: See Future Land Use Options List
34. *Future Land Use East- Check at least one: See Future Land Use Options List
35. *Future Land Use- Check at least one: See Future Land Use Options List
36. *Future Land Use -Check at least one: See Future Land Use Options List
37. *Overlays -Check at least one: See Overlay Options List

Zoning Options List:

CON A A-1 RSF-1 RSF-2 RSF-3 RSF-4.5 RSF-6 RSMH-4.5 RSMH-6 RDD-3 RDD-4.5 RDD-6 RMF-6 RMF-9
VIL PR-S PR-M NC-S NC-M GC HC CRV LM HM EX PDR RDD PDMH PDO
PDC PDRP PDI PDW PDP-I PDM-U PDRV PDMU PDI PDMU PDRV PDO

Future Land Use Options List:

AG/R AT CIB ER IH IL IU MU MU-C OL OM
P/SP(1) P/SP(2) R-OS RES-1 RES-12 RES-16 RES-3 RES-6 RES-9 ROR UF-3

Overlay Options List:

AI CEA CHHA DA FIG HA NC PCV RV ST SWTIF
LA USA WPE WPM WPR WO WR RAC HR HVP EW
No Overlay

*This information must be complete for your application to be accepted.