AGENDA

HB 7103
Flowcharts
LDC & Manual
Schedule
Questions/Discussion
• Within **30 days** after receiving an application for approval of a development permit or development order, a county must review the application for **completeness** and issue a letter indicating that all required information is submitted or specifying with particularity any areas that are deficient.

• If the application is deficient, the applicant has **30 days** to **address the deficiencies** by submitting the required additional information.

• Within **120 days** after the county has deemed the application complete, or **180 days** for applications that require final action through a quasi-judicial hearing or a public hearing, the county must **approve, approve with conditions, or deny** the application for a development permit or development order.
- Is it consistent with the FLUC (use, density, intensity)?
- Does it include all required documents?
- Does each plan/document include all the necessary information (setbacks, calculations, details, analysis, requested deviations, etc.)?

- Does it meet setbacks, height, parking, landscaping, etc.?
- Do special analyses include necessary information (traffic, parking, etc.)?
**Completeness Review**

- **Applicant submits**
  - 1st completeness review
  - 30 days max.
  - If complete, proceed with Sufficiency Review
  - If incomplete, County issues 1st review comments
  - Application approved, denied, or approved subject to conditions

- **Sufficiency review**
  - 120 or 180 days max.
  - If complete, proceed with Sufficiency Review
  - If incomplete, County issues 2nd review comments
  - Application approved, denied, or approved subject to conditions

- **Applicant resubmits**
  - 30 days
  - If complete, proceed with Sufficiency Review
  - If incomplete, County issues 3rd review comments
  - Application approved, denied, or approved subject to conditions

- **Optional Meeting**

- **Last** completeness review
  - 30 days
  - If complete, proceed with Sufficiency Review
  - If incomplete, County offers meeting before issuing 3rd review comments
  - Application approved, denied, or approved subject to conditions

- **Sufficiency review**
  - 120 or 180 days max.
  - If complete, proceed with Sufficiency Review
  - If incomplete, County issues denial letter
  - Application approved, denied, or approved subject to conditions

**Calendar Days**

- 120 days for administrative approvals; 180 days for applications that require a quasi-judicial or public hearing.
- **The County may request additional information up to 3 times if the application is submitted by any of the professionals listed in Sec. 165.022, F. S.**
SUFFICIENCY REVIEW – PUBLIC HEARING

Calendar Days
312.4. Completeness Review of Application.

When an application for development approval is submitted, the Department Director shall make a determination as to whether the application is complete and whether the application is in conformance with the land uses, density and intensity allowed by the future land use category.

A. If the Department Director determines that the application for development approval is not complete or not in conformance with the land uses, density and intensity allowed by the future land use category, he or she shall notify the applicant in writing that the application is incomplete and shall specify the additional information required in order for the application to be determined to be complete or the modification necessary for conformance. No further action shall be taken on the application unless and until the additional information is submitted and determined to be complete by the Department Director. If the incompleteness has not been remedied within thirty (30) days of receipt of notice thereof, the application shall be deemed withdrawn. Application fees may be refunded in accordance with Section 312.5.E.

B. When an application for development approval is determined to be complete, the Department Director shall notify the applicant, and shall forward the application to the Development Review Committee for sufficiency review. A determination of completeness shall not constitute a determination of compliance with the requirements of this Code or Comprehensive Plan.

312.5. Sufficiency Review of Application.

A. Review.

1. After an application is determined to be complete, the Department Director or designee shall forward copies of the application to the DRC for sufficiency review. Applications that do not require DRC review per Table 3-1 shall be reviewed by the Department Director or designee for sufficiency. For purposes of this Section, "sufficiency review" shall constitute an analysis of whether a proposed application:
   a. Meets the stated objective requirements of the Comprehensive Plan, this Code and the County's rules and regulations; and
   b. Includes the necessary analysis and information to enable the approving authority to make the necessary determinations under the Comprehensive Plan and this Code.

2. The Department Director will notify the applicant of the date and time when the DRC will review the application. Applicant attendance at this meeting is optional.

3. The DRC shall notify the Department Director if the application was determined to be sufficient, if any insufficiencies were found, or if additional information is required to be submitted. If the application is found insufficient, the DRC shall issue a report listing the code requirements that need to be addressed. The DRC reserves the right to require a second review meeting based on the level of plan changes requested.

4. The DRC or Department Director, as applicable, may also include comments and recommendations regarding evaluative and case-
LDC Amendments and Manual Part I
- Planning Commission Hearing – 12/12/19
  - Board Work Session – 12/17/19
    - Board Hearing – 1/9/20

Manual Part II
- Staff Review
- Revisions
Questions/Discussion
# Development Review Procedures

## Schedule

<table>
<thead>
<tr>
<th>Task 1: Kick Off Meeting &amp; Amendments</th>
<th>2019</th>
<th>2020</th>
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<tr>
<td></td>
<td>August</td>
<td>September</td>
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<tr>
<td>Review past manuals and applications</td>
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<td>Prep for kick off</td>
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<td>Conf call 1</td>
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<td>Attend kick off</td>
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<td>Chapter 3 amendments (DRC)</td>
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<td>Application Packets:</td>
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<td>Conf Call 2</td>
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<td>Staff review</td>
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<td>Conf Call 3</td>
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<td>Revisions (3)</td>
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## Task 2a: Review and Adoption of Part I of the Manual and LDC Amendments

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<th>2019</th>
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<tr>
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<td>August</td>
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<tr>
<td>Prepare Ppt for workshops</td>
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<td>Conf call 1/go over Ppt</td>
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<td>Staff Workshop/Task Force Meeting</td>
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<td>Revisions to LDC and Manual (Part I)</td>
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<td>Staff review</td>
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<td>Update LDC, Manual &amp; PowerPoint</td>
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<td>PC Hearing (LDC Amendments)</td>
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<td>Board_worksession</td>
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<td>Conf call 2/go over comments received</td>
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<td>Revisions/Staff Report</td>
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<td>Briefings (2 days)</td>
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<td>Conf call 3/Revisions</td>
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<td>BCC Hearing (adopt manual Part I/LDC Amendments)</td>
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## Task 2b: Review of Part II of the Manual

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<td>August</td>
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<td>Staff Meeting</td>
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<td>Staff review</td>
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<tr>
<td>Finalize Manual (Part II)</td>
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Dates: 11/21, 12/12, 12/17, 1/9
SUFFICIENCY REVIEW – PLANNER ONLY

Calendar Days

Application Received

Sufficiency Review by CM

21

Final Approval

Comments

Applicant resubmits or request extension

14

CM reviews revisions

7

Final Approval

Applicant revises plans or prepares extension request
SUFFICIENCY REVIEW – ADMIN CASE

DAYS => 21

DRC Sufficiency Review

21

Application Distributed

Staff Meeting/comments released

DRC Meeting

7

Applicant reviews comments

CM finalizes review

Director * issues final approval

Applicant resubmits or requests extension

Comments to CM

7

Director * issues final approval

7

Applicant revises plans or prepares extension request

14

Reviewers review revised plans

CM reviews comments

Calendar Days

* or designee