



TOWN OF MELBOURNE BEACH

Administrative Procedure

Development Application Processing

1. PURPOSE

The purpose of this administrative procedure is to ensure that the development application processing is predictable for applicants; that regulations are uniformly and equitably enforced; and that all applications are complete and comply with applicable sections of the land development regulations prior to processing for public hearing.

2. APPLICABILITY

This administrative procedure shall apply to all applications which require submission of a site plan for review by Town Staff, Planning & Zoning Board, Board of Adjustment, and/or Town Commission, including but not necessarily limited to the following:

- Applications for site plan approval of single-family homes as per Section 7A-51/7A-51.1
- Applications for site plan approval for multi-family, commercial, institutional and all other site plans as per Section 7A-51/7A-51.1
- Applications for plat approval (Land Use and Rezoning)
- Applications for Special Exception
- Applications for Variance or Coastal Variance
- Applications for Appeal (Mandatory Pre-Application Meeting does not apply)

3. MANDATORY PRE-APPLICATION MEETING

Prior to formally submitting any application to the Town staff, the applicant is required to schedule a pre-application meeting. The purpose of the pre-application meeting is for the applicant to review conceptual or preliminary project information with Building Department Staff and receive information about the process to present to the appropriate Board.

Submit one (1) original plan and schedule with staff a pre-application meeting.

4. FORMAL APPLICATION

After the Pre-Application meeting, the applicant may make a formal application; the process shall include the following steps:

1. Submittal – the applicant shall provide the application along with the required information, plans and copies.
2. Review for sufficiency – the Building Official or designee will review for sufficiency to ensure that all of the required information and documents are provided. If this review finds that the application does not address all required items, an email or letter will be prepared detailing those missing items and sent to the applicant via email or letter within ten (10) working days.
3. Submit revisions –The Building Official or designee will review the revisions within five (5) working days of submittal, and once it is confirmed by staff that the plans and submittal documents are sufficient for review, a notice by email or letter will be sent to the applicant.

4. Preparation of staff report – the Building Official or designee will prepare a report to the Planning & Zoning Board or Board of Adjustment describing the project and compliance with applicable Town Codes.
5. Public Hearing – as appropriate to the application type, the submittal documents and staff report will be transmitted to the Planning & Zoning Board, Board of Adjustment and/or Town Commission for public hearing. As provided in the Town Code, the appropriate reviewing body will approve, approve with conditions, or deny the application after consideration of the staff report, testimony of the applicant and of the general public.
6. Building permits – only after approval by the appropriate reviewing body will the Applicant be allowed to submit for a building permit.

5. SITE PLAN AMENDMENTS

Any changes to the approved site plan which increase square footage, traffic or parking demand or patterns, propose to change or reduce screening or buffering to lower intensity uses, or other similar changes which affect development intensity/density or impacts on adjacent uses shall require resubmittal and review.