

**CITY OF HOLLY HILL
PRE- APPLICATION MEETING FORM**

You must set up a pre-application meeting **before** submitting your application. Please email the completed form to permitdesk@hollyhillfl.org or bwalker@hollyhillfl.org Direct questions to Brian Walker, City Planner at 386-248-9424.

The following background information is required to schedule a pre-application meeting. Staff will use this to research the project site in preparation for the meeting. Although this is the minimal amount of background material required, more information is welcome. Please attach additional sheets or plans as needed.

Applicant: _____

Project Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Contact Person: _____

My application will be: (Please check the type of request)

- ___ Rezone to _____.
- ___ Special Exception for a _____.
- ___ Variance to _____.
- ___ Future Land Use Amendment to _____.
- ___ Site Plan

PROJECT INFORMATION

Tax parcel number(s): _____

Address of parcel: _____

Size of parcel: _____ Zoning: _____

Existing Use: _____

Please submit the following with this form:

- ☐ A site concept plan – a neat hand drawn plan is acceptable for this meeting.
- ☐ A brief narrative of what you want to do.
