



Community Development Department

4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119 | Fax: 850-460-2171 | www.cityofdestin.com

PRE-APPLICATION & REVIEW PROCEDURES

As of January 1, 2020, all development order and Subdivision applications require a Pre-Application meeting PRIOR to formal submittal of the project.

Steps for the “Cost-Free” Pre-Application process:

Step One: Submit a Pre-Application Meeting Request Form, conceptual site plan, and project narrative to the Planning Division.

Step Two: City Staff reviews the proposal and schedules Pre-Application meeting within two weeks of receipt of all documentation.

Step Three: Pre-Application Meeting is held at the City Hall Annex (4100 Indian Bayou Trail, Destin, FL 32541).

Step Four: Pre-Application Meeting Summary and required Development/Subdivision Checklist(s) are sent to the applicant within 5 business days after the Pre-Application meeting.

Development Review Application Process:

Step One: Submit application with all required documentation, including required checklists and fee. **Applications submittal deadlines are the 1st and 15th of each month.**

Step Two: Staff begins 30-day Completeness Review of Submittal. Applicant may submit additional documentation to Staff during this 30-day window. A Completeness Review Memorandum will be sent on or before Day 30 of the Completeness Review Window. If the application is deemed “incomplete”, the applicant will receive a memorandum outlining the application’s deficiencies. The applicant then has 30 days to resubmit required information. If the application is deemed “complete”, no further action is required by the applicant.

Step Three: Staff transmits the application package to Technical Review Committee (TRC) members.

Step Four: Within the allotted review window (see table below), TRC members will **Approve, Approve with Conditions, or Deny the application.** At the end of the review window, a TRC Report with final decision and comments/conditions will be sent to the Applicant. If the application is approved with conditions or modifications, the applicant then has 30 days to submit required documentation to the City in order to satisfy any conditions of approval. If a resubmittal is not received within 30 days, the project will be considered withdrawn. If a public hearing is required, the approved application will be scheduled for a LPA or City Council meeting at this time.

Step Five: Once development order is issued and/or subdivision mylars are recorded, Building Permit application process may begin.

PROJECT TIMELINES AND APPLICATION FEES

Project Type	Completeness Review Window (business days)	TRC Review Window (business days)	Public Hearing Required	Project Application Fee
Development Order Exemption	10 days	15 days		\$500
Simple Deviation	10 days	30 days		\$1,000
Minor Deviation to a Minor Development	30 days	120 days		\$2,000
Major Deviation to a Minor Development	30 days	180 days	X	\$3,000
Minor Deviation to a Major Development	30 days	120 days		\$2,000
Major Deviation to a Major Development	30 days	180 days	X	\$3,250
Minor Development Order	30 days	120 days		\$3,000
Major Development Order	30 days	180 days	X	\$4,250
Planned Unit Development	30 days	180 days	X	\$2,500 (plus fees for subdivision and development)
Lot Split/Lot Line Configuration	10 days	15 days		\$500
Minor Re-plat	10 days	30 days		\$1,300
Minor Subdivision	30 days	120 days		\$1,500
Major Subdivision	30 days	180 days	X	\$3,250

If you have any questions regarding the processes outlined above, please contact the Planning Division at (850) 654-1119 or planning@cityofdestin.com.