## **Application Process – Submittal and Sufficiency Review** Zoning Division February 2021 **Decision Making** Timing **Applicant Zoning Division Staff County Agencies Bodies** (Approximate) **PAA and PAC Process Complete** (Click here to review the Flowchart) Request Submittal Appointment and Fee Invoice (at least 2 working days prior to submittal date) Staff prepares the fee invoice Applicant pays fees and sends to Applicant; prior to submittal date schedule submittal appointment Refer to Zoning Calendar for Application Submittal Submittal (pursuant to submittal dates dates on Zoning Calendar) shall use Sharefile electronic submittal Insufficient Sufficient Sufficiency Review <sup>1 & 2</sup> 30 Calendar Days1 Insufficiency Notification sent to applicant (21 days) Sufficiency Notification sent to applicant (30 days) Applicant reviews Refer to insufficiencies then Zoning corrects and resubmit Calendar for documents, as applicable submittal dates 30 days 2nd Notification of After 1st Insufficiency sent to notification applicant, if no resubmittal Applicant may submit written request for a Refer to Time Extension<sup>3</sup> Zoning (Art.2.C.2.C) within 5 days Calendar for **Administrative Withdrawal** of the 2<sup>nd</sup> Notification to submittal Letter issued if Time request additional time dates Extension is not requested or for resubmitting if no resubmittal processed Distribution - Application is distributed to applicable DRO Agencies (including Zoning) for Review Process

## Notes

1) Florida State Statute 125.022 allows up to 30 days for sufficiency review, Zoning will process PH and DRO applications for Sufficiency within 21 days; notifications for Insufficiency shall be issued within 21 days to facilitate the next two scheduled submittal dates of the Official Zoning Calendar; while notifications for Sufficiency shall be issued within 30 days to start the 120 day timeline;

Submittal and Sufficiency Review Process COMPLETE (Click here to review the next process Flowchart - DRO Review and Certification for Public Hearing)

- 2) Expedited DRO (DROE) Final Plans may be exempt from sufficiency review, in accordance with ULDC Art.2.C.2.A.
- 3) Time Extensions may be requested in writing within 5 days of the 2<sup>nd</sup> Insufficiency Notification; the application may be Administratively Withdrawn if no corrective action occurs (resubmittal) or a time extension was not requested and approved within this timeframe.