

FORM 8-D.2

HIGHLANDS COUNTY, FLORIDA  
PRE-APPLICATION CONFERENCE REQUEST FORM

This form shall be completed and submitted with the appropriate fee before a pre-application conference is held.

**The undersigned hereby requests the County Engineer to schedule a pre-application conference to discuss submission requirements for the proposed project.**

1. Owner's Name: \_\_\_\_\_

2. Owner's Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Representative's Email: \_\_\_\_\_

3. Attach written authorization to act on the owner's behalf.

4. a. Project Name: \_\_\_\_\_

b. Project Address: \_\_\_\_\_

b. Parcel Identification Number: \_\_\_\_\_

c. Size of Property: \_\_\_\_\_ square feet; \_\_\_\_\_ acres

5. Attach a general description of the project (such as current and proposed zoning, parcel identification number, brief legal description, number of units of residential or nonresidential use, internal site circulation and access needs, impacted area, roadway needs). **Conference will not be held if information is not attached.**

6. Proposed Attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Owner's or Authorized Representative's Signature)

\_\_\_\_\_  
(Date)