

FAQ - Pre-Application Meeting

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in Pasco County. To accomplish this, a Pre-Application Meeting is required prior to the submission and acceptance of any of the site or development applications listed below:

Preliminary Site Plan (PSP), Preliminary Development Plan (PDP), Minor Rural Subdivision (MRS), Zoning Amendment, Conditional Use, Special Exception, and Operation Permit

What to Expect:

A Pasco County Review Team will be assigned to your application and will attend your virtual Pre-Application Meeting. This team will be your main point of contact throughout your project.

At the meeting, you will be provided with a variety of general information regarding Pasco County's application requirements, processes, contact information, and applicable codes. County staff will provide information unique to your property or proposal and will be available to answer questions, although applicants are subject to the processes and codes in place at the time of their project submittal which may be different than what was in place at the time of the Pre-Application Meeting. Notes from the meeting will be forwarded to the applicant(s) after the meeting has concluded. We *strongly* recommend that any person associated with your development proposal attend this meeting (property owner, business owner/manager, engineer, etc.). Note, these meetings are held online via Microsoft Teams.

The County also offers a Quick Pre-Application Review Process (QPR) for those applicants that are familiar with the County's codes, process, and applications. When a request for a QPR is submitted, staff will review the description of work and the conceptual plan and decide if the QPR is appropriate. Staff reserves the right to change a QPR request into a virtual meeting. Feedback is provided within two (2) weeks of QPR confirmation.

What you Need:

1. Description of work – We'll need a clear description of what you're attempting to do.
2. Conceptual plan – A graphic/plan showing your proposal.
3. Internet connection and webcam – The virtual meetings are held online via Microsoft Teams.
4. Fee payment method – A \$250 (\$500 for MPUD) fee payment is required within two (2) weeks of your meeting being scheduled. The fee will be credited towards the project application submittal if an application is pursued.

How to Apply:

1. When ready to submit the application, sign up, and sign into the [Pasco Permitting Portal \(Accela\)](#).
2. Find the word "Planning" at the top of the navigation bar and click "Create an Application."
3. Read and accept the disclaimer and click "Continue Application" below.
4. Select the "Planning General" drop-down, then select "Pre-Application Meeting."
5. Complete the online application and a member of our team will reach out to you shortly after to schedule your meeting or confirm your request qualifies for a Quick Pre-Application Review.