

STATE OF FLORIDA  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF COMMUNITY PLANNING  
BUREAU OF LOCAL PLANNING  
2555 Shumard Oak Blvd. Tallahassee, Florida 32399  
850/488-4925

**HELPFUL INFORMATION TO SUBMIT  
WHEN REQUESTING A  
CLEARANCE LETTER**

Provide the following general information about the proposed development. Any part of this information which is not relevant to a particular type of development may be omitted. A brief statement of the reasons for omitting any of the following information must be included.

**A. Identify the Development**

1. Name of development, developer, and authorized agent.
2. Has any of this property been the subject of a binding letter, clearance letter, or DRI application for development approval? If yes, please indicate name of development and developer if different than current project.
3. Distance of the development to the nearest adjacent county.
4. Legal description (section, township, and range).
5. Type(s) of development pursuant to Chapter 28-24, Florida Administrative Code (F.A.C.).
6. Present ownership of property.
7. Property owned, optioned or leased by the developer adjacent to or within one-half mile of the proposed site (location and acreage). If yes, describe any physical relationships to the project which is the subject of this binding letter application.

**B. Describe the Project**

1. Total acreage and proposed acreage breakdown by land use (e.g., commercial, residential, open space, water bodies, etc.).
2. Present and proposed land use and zoning.
3. Number of units, gross square footage, parking spaces, slips, etc., by each applicable development type and each criterion therein pursuant to Chapter 28-24, F.A.C.
4. If project includes residential uses. Gross and net residential density.

5. Proposed phasing of project by time increments, including the amount of development per phase.

6. Project population at buildout and date of buildout.

C. Describe the Regulatory Status

1. Types of permits and approvals applied for, received, required or denied (including zoning and comprehensive plan amendments).

2. Permitting and approval agency(ies) and status of pending permits and approvals.

D. Provide the Following Visual Exhibits

1. General location map.

2. Proposed site plan/preliminary layout of the site.

3. Existing land use map of the area.

E. Provide any other information which you believe should be considered in this determination.