



# CITY OF CRESCENT CITY

115 NORTH SUMMIT STREET  
CRESCENT CITY, FLORIDA 32112-2599

City Hall (386) 698-2525  
Police (386) 698-1211  
Fire (386) 698-1212  
Gas Dept. (386) 698-1486  
Water Dept. (386) 698-2525  
Fax (386) 698-3484

March 8, 2007

Dear Planning and Zoning Customer,

Due to the volume and complexity of development applications the City has been receiving, we can no longer offer the same level of accommodation in submittal deadlines and submittal requirements as we previously had.

Effective today, all development applications requiring consideration before the Planning and Zoning Commission or City Commission must be submitted not later than thirty (30) days prior to the hearing date. The Planning and Zoning Commission meets the Second Tuesday of each month, and the City Commission meets the Second Thursday of each month.

Application submittals must include all required information as specified in the application checklist and / or City Land Development Code. Submittals not having the required information or number of required copies can no longer be accepted or processed. City staff will conduct a preliminary sufficiency review at time of accepting the application. Please be advised that this sufficiency review is of a preliminary nature only and that ultimate responsibility for providing a complete application lies with the applicant.

I am confident that together we can ensure the City's resources are utilized most effectively in reviewing and processing your applications. Thank you in advance for your assistance in making the application and review process more efficient.

Should you have any questions or concerns, please feel free to contact my office at (386) 698-2525.

Sincerely,

Nicholas Mcray  
Planning and Zoning Director