



CITY OF FORT LAUDERDALE

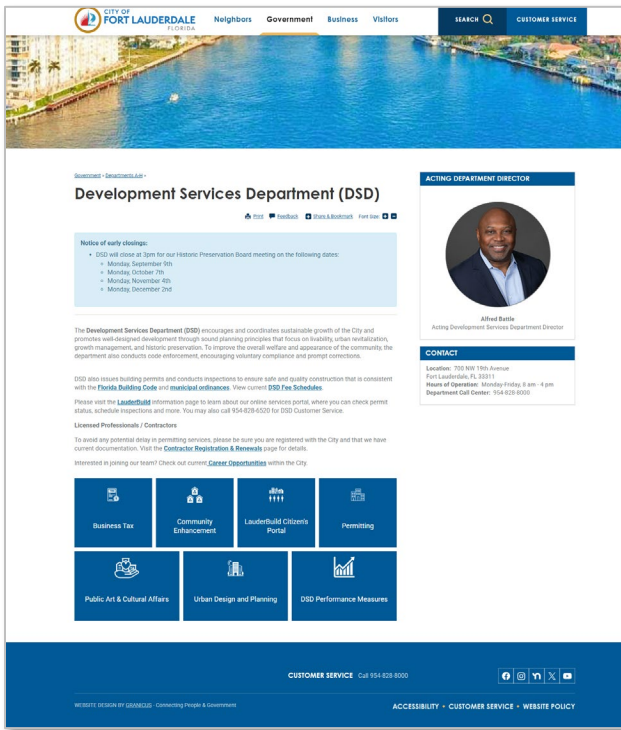
PRELIMINARY DEVELOPMENT MEETING REQUEST

INSTRUCTIONS

The City has modified the process for requesting a Preliminary Development Meeting. Requests must be made through City's online platform, **LauderBuild**. Below are steps to guide applicants with requesting a meeting. Once you complete the steps, you will receive a case number. Please retain this case number for your records. City staff will schedule a meeting within two weeks of a complete application submittal.

WHERE TO START?

Go to [Development Services](#) webpage



- 1 Click on "**LauderBuild Citizen's Portal**"
- 2 Sign-in your account on LauderBuild (Note: need to create an account if you do not have one)
- 3 Hover over "**New Application**" in task bar and In dropdown click "**Urban Design and Planning**"
- 4 Click "**Planning – Development Review Committee**"
- 5 Click "**DRC – Preliminary Development Meeting Request**"
- 6 Click "**Continue Application**"
- 7 Completely fill out the application information: *Contact, Project Details, Add Documents, etc.*
- 8 Click "**Complete Application**"

REQUEST PROCESS COMPLETE!

A case number will be assigned to your meeting request and will appear as **UDP-PDMR-25000**. Retain this number for reference and records. Please note that preliminary meetings are intended to assist applicants with the application submittal process and is not a full review of application and plans. The first preliminary meeting is free with any subsequent meeting(s) subject to a fee of \$954.00

Questions: email: planning@fortlauderdale.gov or call: 954-828-6520