

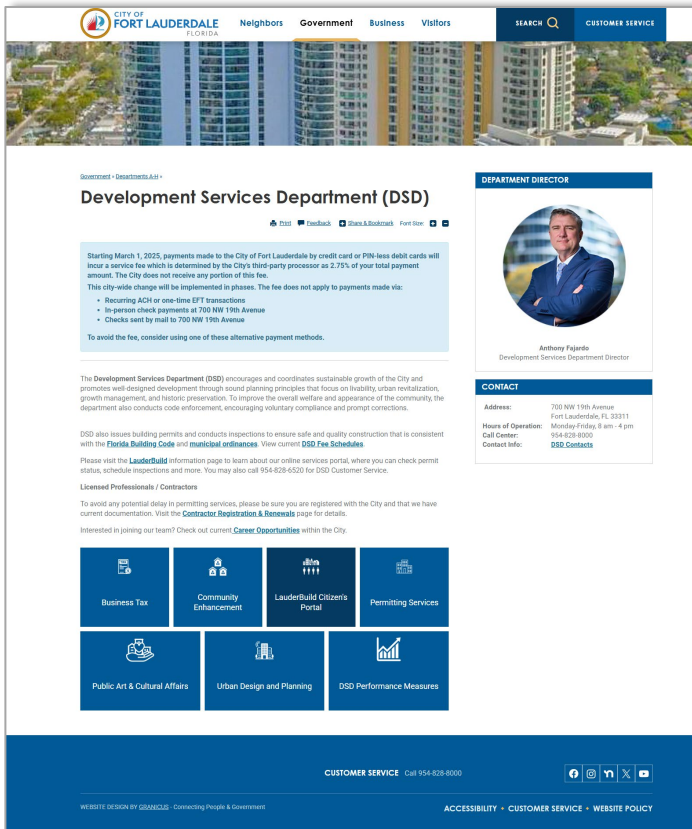


# CITY OF FORT LAUDERDALE DEVELOPMENT SERVICES DEPARTMENT (DSD) PRELIMINARY DEVELOPMENT MEETINGS INSTRUCTIONS ON REQUESTING A MEETING

The Development Services Department offers Preliminary Development Meetings to help applicants get early feedback and guidance before submitting a formal development application. These meetings are a chance to understand what's required and receive general comments to help ensure your application is complete and accurate before submission. The City recently updated the way to request a meeting. All requests must now be submitted through the City's online platform called **LauderBuild**. The steps below explain how to get started.

## WHERE TO START?

Go to [Development Services](#) webpage



- 1 Go to the "**LauderBuild Citizen's Portal**"
- 2 Sign in to your account (or create one if needed)
- 3 Hover over "**New Application**" in the top menu and select "**Urban Design and Planning**"
- 4 Choose "**Planning – Development Review Committee**"
- 5 Select "**DRC – Preliminary Development Meeting Request**"
- 6 Click "**Continue Application**"
- 7 Fill out all the required information including contact details, project information, and supporting documents
- 8 Click "**Complete Application**" to submit your request

## REQUEST PROCESS COMPLETE!

Once your request is submitted, a case number will be assigned in the format "**UDP-PDMR-25000**". Keep this number for reference. Please note that Preliminary Development Meetings do not include a full review of applications or plans. The first preliminary meeting is free. Any additional meetings will have a fee of \$954 each.

For questions: call: 954-828-6520 or email: [planning@fortlauderdale.gov](mailto:planning@fortlauderdale.gov)