



1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799

Phone: (850) 875-8663

Fax: (850) 875-7280

E-mail: [planning@gadsdengov.net](mailto:planning@gadsdengov.net)

Web site: [www.gadsdengov.net](http://www.gadsdengov.net)

Please provide 2 copies of review materials and plans to the Planning Division approximately 7 days prior to the desired pre-application date if you would like an application specific review. Materials may be e-mailed to Planning in .pdf form. Comments provided for pre-application meetings are preliminary and are based solely on the information provided by the applicant. Any omission, error or scrivener in the comments provided at the pre-application meeting or any subsequent meeting do not authorize or justify violation of the Gadsden County Comprehensive Plan, Stormwater Policies & Procedures Manual or Land Development Code. Must be held no longer than fifteen (15) days prior to submittal of an application.

### PRE-APPLICATION MEETING REVIEW

**PROJECT NAME:** \_\_\_\_\_

**PARCEL ID #:** \_\_\_\_\_

**GENERAL INFORMATION:**

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE:(\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

APPLICANT/REP. (IF OTHER THAN THE OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE:(\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE #: \_\_\_\_\_

**DESCRIPTION OF APPLICATION:**

\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL REQUIREMENTS (Recommended):**

\_\_\_\_\_ This application & support documents such as a **conceptual site or subdivision plan.**

\_\_\_\_\_ Boundary Survey with legal description (legal description could be copy of legal provided with deed) or equivalent.

ATTENTION ALL ADDRESSING AUTHORITIES,

The following Zip Code(S) or Post Offices service **your county**: 32324-Chattahoochee, 32330-Greensboro, 32332-Grenta, 32333-Havana, QUINCY and 39819-Bainbridge

Please provide the email below to ALL Developers and Builders of new subdivision and new phases of existing subdivisions.

**This email is provided to inform all addressing authorities within the Gulf Atlantic District of the United States Postal Service.**

On April 5, 2012, the United States Postal Service (USPS) revised *Postal Operations Manual* (POM) subchapter 63, providing the Postal Service with autonomy in determining the **modes of delivery** when adding new deliveries, thereby enabling the Postal Service to provide services adequate and necessary to meeting its basic function in the **most efficient manner**.

The Local Postal Service representatives are still **required** to meet with builders and developers **early in the process** to ensure the best choices are made. The USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service.

In order for the USPS to make contact with the builder early in the process, their contact information would be very helpful if provided. Delivery will begin in the newly developed area **ONLY** upon approval from the USPS representative and only to locations and equipment provided by the USPS. Street delivery will be held until such time as an approved site locations is agreed upon.

Please ensure to add my email address to your contact notification list for the USPS and local Post Office.

Thank you,  
Phillip A. Fretwell, Growth Management Coordinator  
Gulf Atlantic District  
P: 904-783-7253 F:904-783-7158

