

**CHARLOTTE HARBOR COMMUNITY REDEVELOPMENT AREA  
CHARLOTTE HARBOR CRAAC**

Per Section 3-9-50.3 of the Charlotte Harbor Community Development Code a pre-application conference shall be held to review, discuss, and receive recommendations from the Charlotte County Community Redevelopment Agency Advisory Committee (CRAAC) regarding consistency and compliance with the Charlotte Harbor Community Development Code (Resolution 2002-119 and Ordinance 2002-040 and others as adopted and amended).

The CRAAC meets on the first Monday of every month at 11 a.m. in Room 119, of the Charlotte County Administration Building, 18500 Murdock Circle, Port Charlotte, Florida 33948, unless otherwise posted. The following request form and required material should be submitted by the third Monday of the month in order to be placed on the monthly meeting agenda.

A CRAAC approval letter is required as part of the Charlotte County Development Review Committee (DRC) application.

The material should be sent to:

Kathy Knee  
Administrative Services Coordinator  
Charlotte County Economic Development Office  
18501 Murdock Circle, Suite 601  
Port Charlotte, FL 33948  
**[Kathy.Knee@charlottefl.com](mailto:Kathy.Knee@charlottefl.com)**  
**(941) 764-4941 Fax: (941) 764-4947**

**Charlotte Harbor Community Redevelopment Area  
REQUEST FOR REVIEW by CRAAC**

1. Requested Charlotte Harbor CRAAC Meeting Date: \_\_\_\_\_

Items to be reviewed:

Architectural: \_\_\_\_\_

Front Yard Set-back: \_\_\_\_\_

Other: \_\_\_\_\_

2. APPLICANT'S NAME: \_\_\_\_\_

3. APPLICANT'S CONTACT PHONE NUMBER: \_\_\_\_\_

4. PARCEL ID: \_\_\_\_\_

(Please include a print out from the Charlotte County Property Appraiser website on the property)

5. PROJECT NARRATIVE:

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6. REQUIRED DOCUMENTATION: 12 printed copies (11x17) and one electronic pdf version. BUILDING ELEVATIONS (front, rear and side views depicting the 4 architectural features that meet the CRA vernacular standard) and site plan showing the 0 to 9 foot front set back requirement.

7. CRAAC Recommendation:

Approval: \_\_\_\_\_

Approval with comments: \_\_\_\_\_

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Denial: \_\_\_\_\_

CRAAC Chairman: \_\_\_\_\_

James Herston

Date: \_\_\_\_\_