

(03/09/10)



# ***City of Port St. Lucie***

***Planning & Zoning Department***

*A City for All Ages*

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## **REVISED SITE PLAN/DETAIL PLAN APPLICATION PACKET REVISED 07/07/08\*\***

**\*\*NOTE: NEW SUFFICIENCY CHECK LISTS ARE AT THE END  
OF THIS PACKET. CHECK LISTS MUST BE COMPLETED  
WITH NEW SUBMITTALS & ALL RESUBMITTAL PACKETS.**

121 S.W. Port St. Lucie Boulevard, Port St. Lucie, FL 34984-5099 · (772) 871-5212



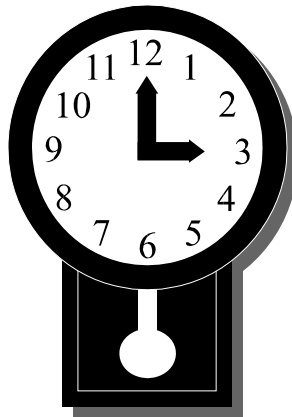
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**SITE PLAN REVIEW PROCESS CRITERIA:**

1. **Deadline for new submittals is 12:00 noon – this is mandatory.**



2. Staff will be doing sufficiency reviews on all submittals. If not complete, the item will **not** be put on the agenda.
3. If an item has been tabled from the Site Plan Review Committee meeting and requires a **Resubmittal**, it will follow the same deadlines as new site plan submittals. Refer to schedule lists.
4. The agenda will be finalized one week prior to the Site Plan Meeting. There will be **no** additions to the agenda after that time.
5. We require **16** sets of all plans for distribution. Plans must be **BLACKLINE** (no blueprints accepted) – 24" x 36" – folded to 9" x 12". **ALL PLANS MUST BE COLLATED AND BANDED TOGETHER - NO EXCEPTIONS.** Please do not use plain paper clips. Per the City Clerk's office, only vinyl coated paper clips are accepted.



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## **Site Plan/Detail Plan Application Process & Materials**

Included in this packet are materials and useful information pertinent to the Site Plan Review process. Please review this material carefully. Note, for Planned Unit Developments (PUD's), additional materials may be required.

**General Process:** The planning staff will distribute the materials received from the applicant to the Site Plan Review Committee (SPRC) for review and recommendations on the project. SPRC members (staff from various City departments and agencies) will determine if the Site Plan complies with City codes prior to meeting with the applicant at a SPRC meeting (See attachment for dates and location). In reviewing the Site Plan, the SPRC has 3 options:

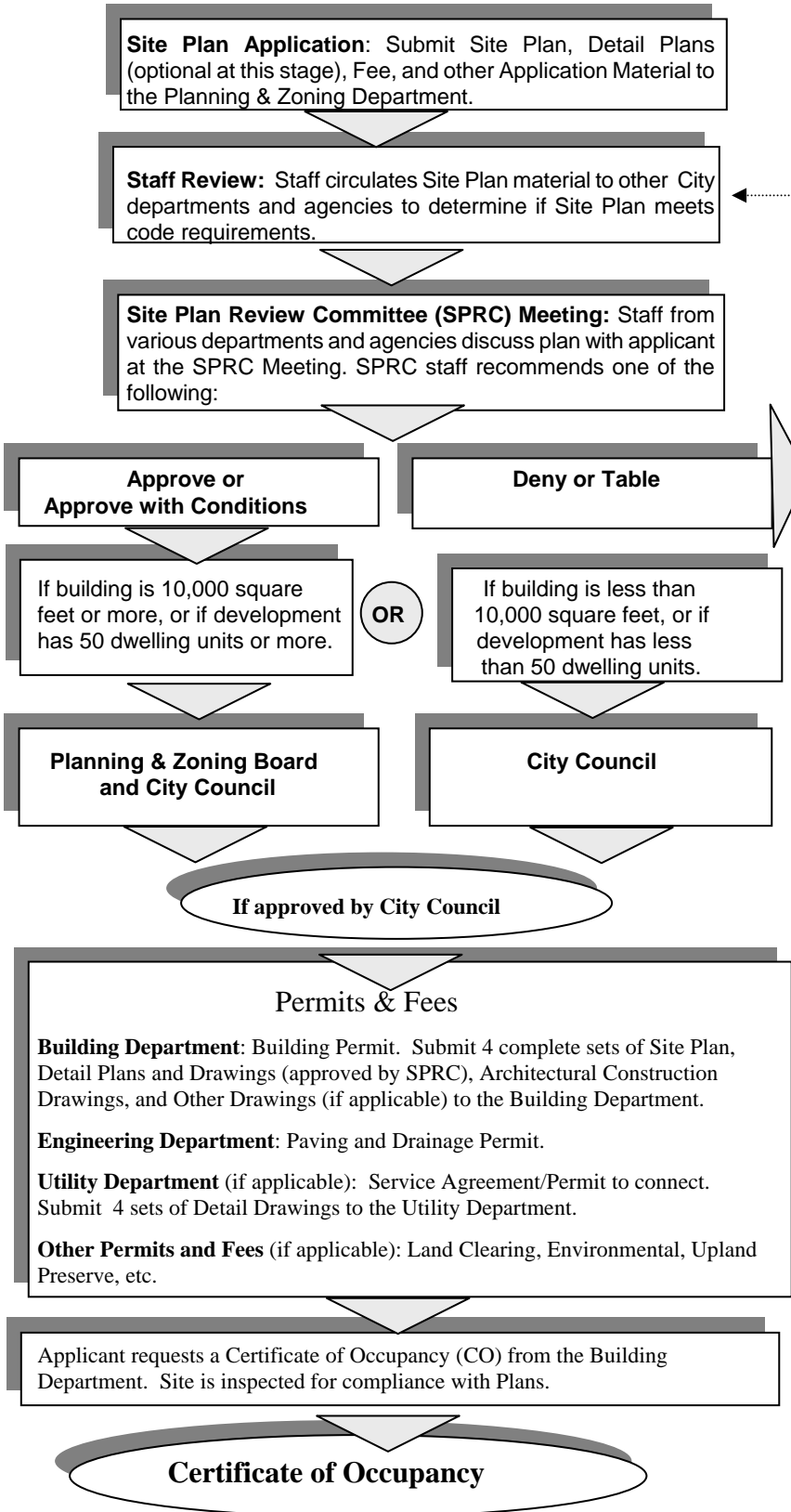
- **Approve the Project:** If approved, the plan is sent to the Planning & Zoning Board and/or the City Council for review. The applicant may receive a Building Permit when the Site Plan is approved by the City Council, the Detail Plans are approved by the SPRC, all Construction Drawings are approved, and all fees are paid.
- **Approve the Project with Conditions:** The project may be approved with the condition that the applicant makes required changes to the Site Plan or Detail Plans. If changes to the Site Plan are required, the applicant is to resubmit the modified Site Plan to the Planning & Zoning Department.
- **Not Approve the Project:** The project may be denied or tabled if it is considered deficient until the project is revised according to SPRC recommendations. Therefore, it is important to address as many technical requirements as possible in the initial application package. The applicant may request that the project continue through the review process if the SPRC denies the project.

Time Limitation: The applicant has 3 months to complete changes required by the SPRC or the application is considered inactive and abandoned. A new application fee will then be required in order to reactivate the request.

Process Options: There are two ways to process a Site Plan and Detail Plans: The Site Plan and Detail Plans may be submitted together or separately. If the Site Plan and Detail Plans are submitted together, the applicant appears before the Site Plan Review Committee (SPRC) at least once. If the Site Plans and Detail Plans are submitted separately, the applicant must attend at least two SPRC meetings, one for the Site Plan and one for the Detail Plans. The Planning Board or the City Council does not review the Detail Plans. The Detail Plans must be approved by the SPRC prior to receiving a Building Permit.

**Design Standards:** All development other than temporary, industrial, single-family, or development located in St. Lucie West is required to adhere to the standards articulated in the Citywide Design Standards (available upon request).

## SITE PLAN REVIEW PROCESS



*Applicant is informed of the date for the Site Plan Review Committee Meeting.*

*If approved with conditions or tabled, the applicant is to make revisions to the Site Plan or Detail Plans and resubmit plans to the Planning & Zoning Department.*

*If approved with conditions, the Site Plan may need to be revised and resubmitted to the P&Z Department before being submitted to the Building Department.*

*The Building Permit is withheld until the Building Department obtains final approval from various departments.*

*The CO is withheld until the development is constructed in compliance with the plans and other documents.*

## GENERAL INFORMATION

The agencies listed below should be contacted at an early date to determine if any permits or approvals are required from them:

|  |                                     |
|--|-------------------------------------|
| US Postal Service (For box locations)          | (800) 275-8777                      |
| South Florida Water Management District        | (561) 686-8800                      |
| Florida Department of Environmental Regulation | (772) 871-7662                      |
| Florida Department of Transportation           | (772) 489-7123 or<br>(772) 489-7091 |
| St. Lucie County Health Department             | (772) 873-3084                      |
| St. Lucie County Fire District                 | (772) 621-3322                      |

The following Permits and Licenses may be required by the City:

|                             |  |                                  |
|-----------------------------|--|----------------------------------|
| Building Permit             | Building Department                        | (772) 871-5132                   |
| Land Clearing Permit        | P&Z Department &<br>Engineering Department | (772) 871-5213<br>(772) 871-5177 |
| Occupational License(s)     | Building Department                        | (772) 871-5132                   |
| Sign Permit(s)              | P&Z Department &<br>Building Department    | (772) 871-5213<br>(772) 871-5132 |
| Paving & Drainage Permit    | Engineering Department                     | (772) 871-5177                   |
| Grading & Excavation Permit | Engineering Department                     | (772) 871-5177                   |
| Water & Sewer Permit        | Utility Department                         | (772) 873-6400                   |

### **The following Impact Fees may apply: (See Attachment)**

|                  |                              |
|------------------|------------------------------|
| Roads            | (Commercial and Residential) |
| Law Enforcement  | (Commercial and Residential) |
| Public Buildings | (Commercial and Residential) |
| Library          | (Residential Only)           |
| Parks            | (Residential Only)           |
| Schools          | (Residential Only)           |

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