

APPLICATION FOR SITE PLAN REVIEW – AMENDMENT

ONLY COMPLETE SUBMISSIONS WILL BE PROCESSED

Application Fee: Refer to "Fee Schedule". Fee is **nonrefundable**.

CITY OF PORT ST. LUCIE
PLANNING & ZONING DEPARTMENT
(772) 871-5212 FAX: (772)871-5124

P&Z File No. _____
Fee (Nonrefundable) \$ _____
Receipt # _____

PROJECT NAME: _____

LEGAL DESCRIPTION: _____

LOCATION OF PROJECT SITE: _____

PROPERTY TAX I.D. NUMBER: _____

STATEMENT DESCRIBING IN
DETAIL PROPOSED CHANGES
FROM APPROVED SITE PLAN: _____

GROSS SQ. FT. OF STRUCTURE (S): _____

NUMBER OF DWELLING UNITS & DENSITY
FOR MULTI-FAMILY PROJECTS: _____

UTILITIES & SUPPLIER: _____

GROSS ACREAGE & SQ. FT. OF SITE: _____ **ESTIMATED NO. EMPLOYEES: _____

FUTURE LAND USE DESIGNATION: _____ ZONING DISTRICT: _____

OWNER (S) OF PROPERTY: _____
Name, Address, Telephone & Fax No.: _____

APPLICANT OR AGENT OF OWNER: _____
Name, Address, Telephone & Fax No.: _____

PROJECT ARCHITECT/ENGINEER: _____
(Firm, Engineer of Record,
Florida Registration No., Contact
Person, Address, Phone & Fax No.) _____

- I hereby authorize the above listed agent to represent me. I grant the planning department permission to access the property for inspection.

- I fully understand that prior to the issuance of a building permit and the commencement of any development, all plans and detail plans must be reviewed and approved by the City pursuant to Sections 158.237 through 158.245, inclusive, of the zoning ordinance.

NOTE: Signature on this application acknowledges that a certificate of concurrency for adequate public facilities as needed to service this project has not yet been determined. Adequacy of public facility services is not guaranteed at this stage in the development review process. Adequacy for public facilities is determined through certification of concurrency and the issuance of final local development orders as may be necessary for this project to be determined based on the application material submitted.

H:\PZ\SHARED\APPLCTN\SPRMINORREVISION (02/20/07)

OWNER'S SIGNATURE

HAND PRINT NAME

TITLE

DATE



SITE PLAN SUFFICIENCY CHECKLIST

March 20, 2008

Project Name: _____
 Project Number: P0 _____ New Submittal _____ or Resubmittal _____ (Check One)

Applicant should submit the site plan package to Planning & Zoning Department with all items listed below to initiate the review process. If any items are incomplete or missing, the application and accompanying material will be returned to the applicant. Other drawings or information may be required, if deemed necessary, upon review of the submittal for the Site Plan Review Committee Meeting.

The Applicant should complete the Project Information, Applicant Checklist and Applicant Certification. Use the following to complete the checklist: ✓ = Provided X = Not Provided NA = Not Applicable

Applicant Checklist	Sufficient		
	P&Z	Eng.	Utility
Description of Item Provided			
Sufficiency Checklist: One original completed and signed by applicant.			
Cover Letter: Sixteen copies of a typed letter explaining the purpose and history of the application.			
Written Response to Comments: Sixteen copies. For resubmittals only.			
Completed Application: Sixteen copies. Use black ink or type to fill out completely and legibly.			
Owner's Authorization: Sixteen copies of authorization on Owner's letterhead.			
P&Z Application Fee: Other department and agency fees are requested later.			
Proof of Ownership:			
Two copies of the recorded deed(s) for each parcel with the exact same name for each parcel <u>or...</u>			
...Unity of Title			
Site Plans:			
Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
Complete, legible and sufficient detail			
Resubmittals - completed revision blocks with a reference number or "cloud".			
Overall plan view on one sheet			
Master index or key map on each plan sheet showing how plan sheets relate.			
Projects ≥ two acres - aerial map with type & location of vegetation per the FLUCCS System.			
Traffic statement			
Drainage statement			
Show project phasing, if applicable.			
Show existing and proposed utility mains and services.			
Show that the location of proposed lift station or grinder is accessible.			
Boundary and Topographic Survey:			
Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
Complete, legible and sufficient detail			
Contours or spot elevations (½ foot minimum).			
Vertical datum is NAVD			
Current Florida Registered Surveyor's signature and seal.			
Conceptual Floor Plans Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
Conceptual Building Elevations: Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered. Indicate height and color of building(s).			
Citywide Design Standards Selection List and Fee: Two copies of the information requested in the Citywide Design Standards Manual unless development is temporary, single-family residential, industrial or located in St. Lucie West or Tradition.			



SITE PLAN SUFFICIENCY CHECKLIST

March 20, 2008

Project Name: _____
Project Number: P0 _____ New Submittal _____ or Resubmittal _____ (Check One)

Applicant Certification

I, _____ (*Print or type name*), do hereby certify that the information checked above has been provided to the City of Port St Lucie for the subject project. I understand that the checklist is used to determine if the submittal is complete so that the project can be added to the Site Plan Review Agenda. I further understand that review of the submittal contents will not be made at this time and that a sufficient submittal does not exempt a project from being tabled or denied at the Site Plan Review Committee.

(Signature of Applicant)

(Date)

Planning and Zoning Department Representative

I, _____ (**Print name**), as a representative of the Planning and Zoning Department, find that this submittal is **Sufficient/Non-Sufficient** based upon my review on _____ (date).
Additional Comments:

(Signature of Planning and Zoning Department Representative)

(Date)

Engineering Department Representative

I, _____ (**Clearly print or type name**), as a representative of the Engineering Department, find that this submittal is **Sufficient/Non-Sufficient** based upon my review on _____ (date).
Additional Comments:

(Signature of Engineering Department Representative)

(Date)

Utilities System Department

I, _____ (**Clearly print or type name**), as a representative of the Utilities System Department, find that this submittal is **Sufficient/Non-Sufficient** based upon my review on _____ (date).
Additional Comments:

(Signature of Utility System Department Representative)

(Date)



CONSTRUCTION PLAN SUFFICIENCY CHECKLIST

March 20, 2008

Project Name: _____
 Project Number: P0 _____ New Submittal _____ or Resubmittal _____ (Check One)

Applicant should submit the construction plan package to Planning & Zoning Department with all items listed below to initiate the review process. The construction plan package may be submitted along with or after the site plan package. If any items are incomplete or missing, the application and accompanying material will be returned to the applicant. Other drawings or information may be required, if deemed necessary, upon review of the submittal for the Site Plan Review Committee Meeting. Also, the construction/detail plans must be approved by the Site Plan Review Committee prior to receiving a Building Permit.

The Applicant should complete the Project Information, Applicant Checklist and Applicant Certification. Use the following to complete the checklist: ✓ = Provided X = Not Provided NA = Not Applicable

Applicant Checklist	Sufficient		
	P&Z	Eng.	Utility
Description of Item Provided			
Sufficiency Checklist: One original completed and signed by applicant.			
Cover Letter: Sixteen copies of a typed letter explaining the purpose and history of the application.			
Written Response to Comments: Sixteen copies. For resubmittals only.			
Capacity Worksheet: For projects located within the PSLUSD Service Area, a completed, signed, Water/Wastewater Capacity Worksheet needs to be submitted to the PSLUSD at 900 SE Ogden Lane prior to the review of the water and wastewater plans by the SPRC			
Utility Processing Fee: For projects located within the PSLUSD Service Area, a \$250.00 Processing Fee must be submitted to the PSLUSD at 900 SE Ogden Lane prior to the review of the water and wastewater plans by the SPRC.			
Construction/Detail Plans:			
Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
Complete, legible and with sufficient details			
Resubmittals - completed revision blocks with a reference number or "cloud".			
Provide an overall plan view for projects that require more than one sheet to illustrate the plan view.			
For projects that require more than one sheet to show the plan view, provide a master index or key map on each plan sheet showing how plan sheets relate.			
Clearing Plan: For projects with one or more acres provide an aerial overlay of the area to be cleared. Plans should be signed and sealed by a Florida Registered Engineer.			
Stormwater Pollution Prevention Plan: Signed and sealed by a Florida Registered Engineer. Use the FDEP Generic SWPPP.			
Paving and Drainage Plan: Signed and sealed by a Florida Registered Engineer.			
Signed and sealed traffic study, if required.			
Signed and sealed drainage calculations.			
Off-site roadway improvements, if required.			
Off-site drainage improvements, if required.			
Water and Sewer Plan: Signed and sealed by a Florida Registered Engineer.			
Signed and sealed lift station/grinder calculations.			
Signed and sealed grease interceptor calculations.			
Looped water main.			
All utility lines shown on the profile sheets			
Locations of outdoor light poles shown on utility sheets.			
Landscape Plan: Signed and sealed by a Florida Registered Landscape Architect.			
Provide utility separation language.			
Show existing and proposed utilities.			
Provide note and show that landscaping meets FDOT clear zone and sight distance criteria.			
Show location of light poles.			
Lighting Detail: Show light pole height and fixture detail.			



CONSTRUCTION PLAN SUFFICIENCY CHECKLIST

March 20, 2008

Project Name: _____

Project Number: P0 _____ New Submittal _____ or Resubmittal _____ (Check One)

Applicant Certification

I, _____ (*Print or type name*), do hereby certify that the information checked above has been provided to the City of Port St Lucie for the subject project. I understand that the checklist is used to determine if the submittal is complete so that the project can be added to the Site Plan Review Agenda. I further understand that review of the submittal contents will not be made at this time and that a sufficient submittal does not exempt a project from being tabled or denied at the Site Plan Review Committee.

(Signature of Applicant)

(Date)

Planning and Zoning Department Representative

I, _____ (*Print name*), as a representative of the Planning and Zoning Department, find that this submittal is **Sufficient/Non-Sufficient** based upon my review on _____ (date).
Additional Comments:

(Signature of Planning and Zoning Department Representative)

(Date)

Engineering Department Representative

I, _____ (Clearly print or type name), as a representative of the Engineering Department, find that this submittal is **Sufficient/Non-Sufficient** based upon my review on _____ (date).
Additional Comments:

(Signature of Engineering Department Representative)

(Date)

Utilities System Department

I, _____ (Clearly print or type name), as a representative of the Utilities System Department, find that this submittal is **Sufficient/Non-Sufficient** based upon my review on _____ (date).
Additional Comments:

(Signature of Utility System Department Representative)

(Date)