



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	Description of Item Provided	Sufficient		
		P&Z	Eng.	Utility
	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 (1/2 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.			



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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*)