

SUBDIVISION PLAT APPLICATION

ONLY COMPLETE SUBMISSIONS WILL BE PROCESSED

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: _____

CIRCLE ONE: **PRELIMINARY** **FINAL** **PRELIMINARY & FINAL**

PROPOSED USE: _____

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

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

UTILITIES & SUPPLIER: _____

GROSS ACREAGE & SQ. FT. OF SITE: _____

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 SUBDIVISION REGULATIONS CHAPTER 156.

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.

OWNER'S SIGNATURE

HAND PRINT NAME

TITLE

DATE



SUBDIVISION PLAT SUFFICIENCY CHECKLIST

March 20, 2008

Project Name: _____
 Project Number: P0_____ New Submittal _____ or Resubmittal _____ (Check One)

Applicant should submit the subdivision plat package to Planning & Zoning Department with all items listed below to initiate the review process. All items listed in Section 156.057 of the City's Subdivision Regulations need to be addressed in the submittal. Construction plans are required for all preliminary or preliminary/final plats that include required infrastructure improvements. 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.			
	...Unity of Title			
	Subdivision Plats:			
	Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Complete, legible and sufficient detail			
	Master index or key map on each plat sheet showing how plat sheets relate.			
	Projects ≥ two acres - aerial map with type & location of vegetation per the FLUCCS System			
	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.			
	Two CD's: CAD file of plat.			



SUBDIVISION PLAT SUFFICIENCY CHECKLIST

March 20, 2008

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

Construction Plans are required for all preliminary and preliminary/final plats that include required infrastructure improvements.

Applicant Checklist	Description of Item Provided	Sufficient		
		P&Z	Eng.	Utility
	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.			
	Listed Species Survey: See Chapter 157 of the City Code.			
	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 (two copies), 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 street lights shown on utility sheets.			
	Landscape Plan (include street trees, residential lots and common areas): 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.			
	Street Lighting Plan: See Section 156.117 of the City Code.			



SUBDIVISION PLAT 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*)

RECORDING FEES FOR PLATS

BUSINESS CHECKS ONLY. NO CASH OR PERSONAL CHECKS. CAN BE BY MONEY ORDER OR CERTIFIED CHECK.

CHECK PAYABLE TO: "CLERK OF COURT"

BASE FEE: 1ST PAGE OF 1ST SET \$30
EACH ADDITIONAL PAGE OF FIRST SET \$15

EXAMPLE: 1ST SET INCLUDES 5 PAGES
1ST PAGE \$30
4 PAGES @ \$15 \$60

\$90 TOTAL FOR 1ST SET

THERE IS NO CHARGE FOR THE NEXT TWO SETS

EACH ADDITIONAL SET AFTER THE FIRST THREE IS CHARGED AT \$2 PER PAGE

EXAMPLE: IF YOU HAVE 5 SETS OF 5 PAGES, THE COST IS:
\$ 30 FOR 1ST PAGE OF 1ST SET
\$ 60 FOR REMAINING 4 PAGES OF 1ST SET
0 FOR NEXT TWO SETS
\$ 20 FOR 4TH AND 5TH SETS (\$2 X 5 PAGES EACH)

\$110 TOTAL

FOR 8 1/2" X 11" PAGES:

FIRST PAGE: \$10.00
ALL OTHERS: \$ 8.50

MYLARS: COUNTY - 2
P&Z - 1
APPLICANT - 1

DISK: AUTOCAD VERSION 2004
ENGINEERING - 1-PETE KRAWETZ
GIS DEPT. - 1-EVAN DEMUSZ
UTILITY DEPT. - 1-JESÚS MEREJO