

PROJECT FUSION MANUAL

STEPS TO BEGIN USING ONLINE DEVELOPMENT REVIEW SYSTEM

1. **Register and create an account to log in to the Fusion program:** <https://fusion.cityofpsl.com/>
2. **Log in to Fusion with an account login and password.**
3. **Complete application and submit.**

APPLICATIONS CURRENTLY ACCEPTED BY FUSION:

- Agreement Annexation
- Annexation Agreement
- Clearing Plan
- Compliance Review
- Comprehensive Plan Map Amendment
- Comprehensive Plan Text Amendment
- Conceptual Subdivision Plat
- DRI Amendment
- DRI Biennial Report Review
- DRI Conceptual Master Plan/Amendment
- Exemption from Platting
- Landscape Buffer Wall Modification
- Landscape/Street Tree Plan Amendment
- Master Sign Program (New)
- Master Sign Program Amendment
- Model Home – New
- Model Home – Renewal
- Public Art Assessment
- PUD Amendment
- PUD Rezoning
- Rezoning
- Rezoning/LMD
- Site Plan
- Site Plan Amendment – Administrative
- Site Plan Amendment – Major Revisions
- Special Exception Use (Developed Property)
- Special Exception Use (Vacant Property)
- Subdivision Plat
- Variance
- Zoning Text Amendment

HOW TO APPLY FOR A DEVELOPMENT REVIEW APPLICATION



City of
PORT ST. LUCIE
HOMES OF THE TROPICAL COAST

 Fusion

 Public Search

 My Projects

- Start New
- Drafts
- My Submittals

 Utility Engineering

- Project Testing & Completion Status
- Request Inspection

Home

Notice: The City of Port St. Lucie does not accept payments by wire transfer. If you have received correspondence giving you wiring instructions for a payment to the City of Port St. Lucie, please call the Planning & Zoning Department at 772-871-5213.

Notice: Effective August 26, 2026: Payment for fees are due at the time of submittal.



brought to you by 

WELCOME TO THE CITY OF PORT ST. LUCIE ONLINE DEVELOPMENT REVIEW SYSTEM

For guidance please review the [Fusion Manual](#) and watch the video below, which is as a step-by-step guide for applicants submitting new applications.

The submittal deadlines are noon as shown on the attached [schedule](#).

All required attachments must be included or the submittal will be found insufficient. Attachments must be named according to name conventions listed [here](#).

Please contact the Planning and Zoning Department at 772-871-5213 or planning@cityofpsl.com if you have questions or need assistance.

Getting Started Guide



STARTING A NEW APPLICATION

To begin a new application, please follow these steps:

1. From the Home Screen, under “My Projects,” click on “Start New.”
2. After clicking “Start New,” select a “Project Type” from the drop-down menu.
3. Click “Next” to proceed to the following steps of your application.

The screenshot displays the 'Fusion' online submissions portal for the City of Port St. Lucie. On the left is a dark blue sidebar with the city logo and navigation links: Fusion, Public Search, My Projects (with a sub-link 'Start New'), Drafts, My Submittals, Utility Engineering, Project Testing & Completion Status, and Request Inspection. The main content area has a top navigation bar with 'Projects' and 'Submittal Wizard'. Below this are two yellow notice banners. The central form area has a tabbed interface with 'Start' selected, followed by Details, Property, Contact, Users, Attachments, Public Record, Submission, and Confirmation. The form content includes the heading 'Welcome to the Fusion Online Submittals.' and a 'Project Type: *' dropdown menu. The dropdown is open, showing a list of project types: Choose Type, AGREEMENT, ANNEXATION, ANNEXATION AGREEMENT, CLEARING PLAN, COMPLIANCE REVIEW, COMPREHENSIVE PLAN AMENDMENT, COMPREHENSIVE PLAN TEXT AMENDMENT, CONCEPTUAL SUBDIVISION PLAT, DRI AMENDMENT, DRI BIENNIAL REPORT REVIEW, DRI CONCEPTUAL MASTER PLAN/AMENDMENT, and EXEMPTION FROM PLATTING. At the bottom left, a footer reads '2024© City of Port Saint Lucie Infor'.

City of PORT ST. LUCIE
HEART OF THE TREASURY COAST

Fusion

Public Search

My Projects

- Start New
- Drafts
- My Submittals

Utility Engineering

- Project Testing & Completion Status
- Request Inspection

Projects | Submittal Wizard

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Start Details Property Contact Users Attachments Public Record Submission Confirmation

Welcome to the Fusion Online Submittals.

Project Type: *

Choose Type

- AGREEMENT
- ANNEXATION
- ANNEXATION AGREEMENT
- CLEARING PLAN
- COMPLIANCE REVIEW
- COMPREHENSIVE PLAN AMENDMENT
- COMPREHENSIVE PLAN TEXT AMENDMENT
- CONCEPTUAL SUBDIVISION PLAT
- DRI AMENDMENT
- DRI BIENNIAL REPORT REVIEW
- DRI CONCEPTUAL MASTER PLAN/AMENDMENT
- EXEMPTION FROM PLATTING

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COMPLETE APPLICATION, SUBMIT & PAY FEES

Complete the fields for Project Number, Request Type (from the drop-down menu), and describe the request in detail. Regarding the details, please answer what type of request is being asked to be reviewed:

- ✓ Where is the project located (location, unit, area within structure, etc.)?
- ✓ What is the scope of work and/or change of use?
- ✓ Does this have any other associated applications being reviewed by the city?

Some project numbers will populate with the next available number and others, such as amendments, require you to put in the correct project number. If you do not know your Planning & Zoning Dept. Project Number, please contact the Planning & Zoning Dept. at 772-871-5213 or planning@cityofpsl.com.

Start

Details

Property

Contact

Users

Attachments

Public Record

Submission

Confirmation

If you don't know your Planning and Zoning Dept Project No, please contact the Planning and Zoning Dept at 772-871-5213 or planning@cityofpsl.com.

Planning and Zoning Dept. Project No. (ex. P00-000):

P00-000

Request Type:

Choose Type

Describe the Request:

PREVIOUS

Next

PROPERTY INFORMATION

Under “Property Info” enter all required and applicable information. The application does allow for multiple parcel identification numbers.

If the required information is not completed, the application will not be complete and will not be found sufficient to move forward to being reviewed by the City.

Start

Details

Property

Contact

Users

Attachments

Public Record

Submission

Confirmation

Location

Subject Street Address:

Property Details

Utility Provider:

Choose Provider

PREVIOUS

Next

ENTERING CONTACT INFORMATION

Under “Contact” enter all required and applicable information. The application allows for more than one property owner.

Start

Details

Property

Contact

Users

Attachments

Public Record

Submission

Confirmation

Primary Email Address:

Agent/Applicant

First Name:

Type First Name...

Last Name:

Business Name:

Address:

City:

State:

FLORIDA

Zip:

34984

Email:

Phone Number:

() - -

PREVIOUS

Next

ENTERING USERS INFORMATION

Under “USERS” enter all applicable users that you would like to have access to the project submittal, addressing comments, etc.

Start

Details

Property

Contact

Users

Attachments

Public Record

Submission

Confirmation

Listed users will be able to upload submittals and pay any outstanding fees for this project.

Only the applicant or PSL staff can add and remove users.

Email 1:

+ ADD EMAIL

PREVIOUS

Next

ATTACHING REQUIRED DOCUMENTS FOR REVIEW

Under “Attachments,” review the list of ALL REQUIRED documents. You can select the file(s) and attach to the application. For the REQUIRED submittal, file names open the PDF document “Upload Requirements” to CONFIRM all files are property named. Proper file names will ensure the application is sufficient. See below for required filing names.

[Start](#)[Details](#)[Property](#)[Contact](#)[Users](#)[Attachments](#)[Public Record](#)[Submission](#)[Confirmation](#)

Required Documents

All attachments will be renamed according to the file name conventions provided in the following PDF: [Upload Requirements](#)

Building Plans (Required)

For New Building – please submit one copy (1) of the Building Plans

or Drop a file here

Landscape Plan (Required)

For New Building – please submit one copy (1) of the landscape plan

or Drop a file here

Clearing Mass Grading (Required)

For New Building – please submit one copy (1) of the clearing mass grading

or Drop a file here

Paving, Grading and Drainage plans (Required)

For New Building – please submit one copy (1) of paving, grading and drainage plans

or Drop a file here

Approved Site Plan (Required)

For New Building – please submit one copy (1) of the approved site plan

SELECT A FILE

 or Drop a file here

SWPPP (Required)

For New Building – please submit one copy (1) of the SWPPP

SELECT A FILE

 or Drop a file here

Response letter

Response letter

SELECT A FILE

 or Drop a file here

Other

Any document(s) not listed above, please upload here.

SELECT A FILE

 or Drop a file here

File Name	Date Created
No data	

Electronic Submittal File Names

All electronically submitted documents must be formatted and named according to the list below. If your submittal includes a document not on the list, the document name shall clearly reflect the content of the submitted document.

<i>Document Submitted</i>	<i>File Format</i>	<i>File Name</i>
Aerial	PDF	Aerial.pdf
Annexation	PDF	Annexation.pdf
Application	PDF	Application.pdf
Boundary Survey	PDF/DWG	BoundarySurvey.pdf BoundarySurvey.dwg
Citywide Design Standards	PDF	CitywideDesignStandards.pdf
Clearing Plan	PDF	Clearing.pdf
Conceptual Building Elevations	PDF	ConceptualBuildingElevations.pdf
Conceptual Floor Plan	PDF	ConceptualFloor.pdf
Conceptual Site Plan	PDF	ConceptualSite.pdf
Construction Plan ⁽¹⁾	PDF	Construction.pdf
Cover Letter	PDF	CoverLetter.pdf
Development of Regional Impact (DRI)	PDF	DRI.pdf
DRI Notice of Proposed Change	PDF	DRINOPC.pdf
DRI Substantial Deviation	PDF	DRISD.pdf
Drainage/Stormwater Plan	PDF	Drainage.pdf
Erosion and Sediment Control Plan	PDF	ErosionAndSedimentControl.pdf
Final Plat	PDF	Plat.pdf
Irrigation Plan	PDF	Irrigation.pdf
Landscape Plan	PDF	Landscape.pdf
Legal Description	PDF	Legal.pdf
Legal Description and Sketch	PDF	LegalAndSketch.pdf
Limited Mixed District Rezoning	PDF	LMDRezoning.pdf

Listed Species Survey	PDF	ListedSpeciesSurvey.pdf
Mass Grading Plan	PDF	MassGrading.pdf
Master Planned Urban Development	PDF	MPUD.pdf
Owner Authorization	PDF	OwnerAuthorization.pdf
Paving and Drainage Plan	PDF	Paving.pdf
Permit (FDOT, SFWMD, USACOE, etc.)	PDF	PermitAgency.pdf ⁽²⁾
Planned Urban Development	PDF	PUD.pdf
Preliminary Plat	PDF	PreliminaryPlat.pdf
Proof of Ownership	PDF	ProofOfOwnership.pdf
Public Art Checklist	PDF	PublicArtChecklist.pdf
Response to Comments	PDF	ResponseToCommentsX.pdf ⁽³⁾
Site Plan	PDF/DWG	SitePlan.pdf SitePlan.dwg
Special Exception Use	PDF	SEU.pdf
Street Lighting Plan	PDF	StreetLighting.pdf
Sufficiency Checklist	PDF	SufficiencyChecklist.pdf
Topographic Survey	PDF	TopographicSurvey.pdf
Traffic Report/Study/Analysis	PDF	Traffic.pdf
Tree Survey	PDF	Tree.pdf
Water and Sewer Plan	PDF	Utility.pdf

- (1) Construction Plan includes all appropriate plans such as clearing, paving and drainage, water, sewer, landscaping, irrigation, etc. in the plan set. Each plan sheet does not need to be named separately.
- (2) Name should include the permitting agency, for example the SFWMD permit would be named PermitSFWMD.pdf.
- (3) X is the response number: first response=1, second response=2, etc.

PUBLIC RECORD

Choose “YES” or “NO” if this project may contain confidential or exempt information which is not subject to public disclosure.

It is policy of this state that all municipal records are open for personal inspection and copying by any person. As the City increases its use of and dependence on electronic recordkeeping, the City must provide reasonable public access to records electronically maintained and must ensure that exempt or confidential records are not disclosed except as otherwise permitted by law. “Exemption” means a provision of general law which provides that a specified record or meeting, or portion thereof, is not subject to the access requirements of s. 119.07(1),F.S., s. 286.011,F.S., or s. 24, Art I of the State Constitution. The City is providing a safeguard to protect the contents of public records from unauthorized remote electronic access or alteration and to prevent the disclosure or modification of those portions of public records which are exempt or confidential per Florida law or s. 24, Art. 1 of the State Constitution.

[Start](#)[Details](#)[Property](#)[Contact](#)[Users](#)[Attachments](#)[Public Record](#)[Submission](#)[Confirmation](#)

This project may contain confidential or exempt information which is not subject to public disclosure

No

It is the policy of this state that all municipal records are open for personal inspection and copying by any person. As the City increases its use of and dependence on electronic recordkeeping, the City must provide reasonable public access to records electronically maintained and must ensure that exempt or confidential records are not disclosed except as otherwise permitted by law. “Exemption” means a provision of general law which provides that a specified record or meeting, or portion thereof, is not subject to the access requirements of s. 119.07(1),F.S., s. 286.011,F.S., or s. 24, Art. I of the State Constitution. The City is providing a safeguard to protect the contents of public records from unauthorized remote electronic access or alteration and to prevent the disclosure or modification of those portions of public records which are exempt or confidential per Florida law or s. 24, Art. I of the State Constitution.

[PREVIOUS](#)[Next](#)

SUBMITTING THE APPLICATION

Under “SUBMISSION” the application can be saved for later by choosing “Save to Draft” or you may select “SUBMIT & PAY” to pay fees online. To trigger sufficiency review, the application payment must be paid.

Start	Details	Property	Contact	Users	Attachments	Public Record	Submission	Confirmation
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Click [HERE](#) to download the application.

Click [HERE](#) to download the fee schedule breakdown.

Upon clicking "Save to Draft", your changes will be saved for later.



Upon clicking "Submit and Pay Online", you will be redirected to the payment portal and then return after a successful payment.

Fee Type	Department	Amount
[Redacted Content]		
		Total

PREVIOUS

SAVE AS DRAFT

SUBMIT & PAY

PAYING FOR THE APPLICATION

After clicking “SUBMIT & PAY”, you will be directed to another screen to pay for the application.



One Time Payment

Payment Information

Enter Payment Information

All fields are required unless labeled as optional.

First Name

Middle Name (Optional)

Last Name

ZIP Code:

Pay this Amount \$

264.00

Payment Method

☐

eCheck / Bank Account

☐

Debit Card

☐

Credit Card

☐

PayPal

☐

PayPal Credit

☐

Venmo

☐

Google Pay

Continue

Cancel

CONGRATULATIONS! You have completed the online development review application for the City of Port St. Lucie. Once the application is successfully submitted you will receive an email confirmation. This email will include your project number and link for tracking the status of your application.

RESPONDING TO COMMENTS AND RESUBMITTALS

After receiving confirmation that we have received your application you will receive an email with the assigned project number.

When comments from the City are completed, you will receive an email stating that you have comments.

Log in to the Fusion application. Go to “MY Submittals” tab. From this page your applications will be listed. Click on “View” link to view your application.

P00-000

SUBMITTED

8/31/2026
Submitted Date

REPORT

PAY

APPLICATION	COMMENTS	SUBMITTALS	STATUSES	ALLOWED USERS	MEETINGS	PLANNERS	FEEES	CONDITIONS	FINAL FILES	HISTORY	PUBLIC RECORD EXEMPTION
	From	Message	Date Sent ↓		Date Responded		Attachments		Requested Files		
No data											

Once you are viewing your application, go to the “Comments” tab and view your comments and any attachments associated with your applications; such as marked up plans, memos, letters, etc.

To respond/resubmittal to a comment, you go to the “Attachments” tab and attach your comment letter, files of any kind associated with the application requirements, construction drawing etc. Please note that all files should be named appropriately. Additionally, all deadlines associated with the applications are still applicable. Once you have attached your documents you are complete with your resubmittal/response.

Resubmittals and responses will go to all assigned reviewers; Planning and Zoning, Utilities and Public Works. There will be no need to email each department individually, you will use Fusion to provide your resubmittal and comments.

MEETINGS TAB

The “Meetings” tab provides you an update on your next scheduled meeting which will include the date and the meeting type. If this tab is blank, that indicates that the application has not been assigned to an upcoming meeting. The Planner assigned to the project/application will determine when the application is ready to be placed on the review meeting (i.e. Site Plan Review Committee, Planning and Zoning Board and City Council meeting).

P09-064 CUSTOMER RESPONDED

Southern Grove-Plat No. 8 - Discovery Way (Rec'd 8/27/26) addt'l traffic lanes

8/27/2026

Submitted Date

 1

Pending Comments

APPLICATION	COMMENTS	SUBMITTALS	STATUSES	MEETINGS	PLANNERS	CONDITIONS	FINAL FILES
Meeting Type					Date		Reminder

No data

PLANNERS TAB

The “Planners” tab provides the contact information for the assigned planner to the project.

P09-064 CUSTOMER RESPONDED

Southern Grove-Plat No. 8 - Discovery Way (Rec'd 8/27/26) addt'l traffic lanes

8/27/2026

Submitted Date

 1

Pending Comments

APPLICATION COMMENTS SUBMITTALS STATUSES MEETINGS <u>PLANNERS</u> CONDITIONS FINAL FILES			
Planner		Email	Phone Number Department
Bridget Kean		BKean@cityofpsl.com	772-873-6489 Planning & Zoning
John Kwasnicki		JKwasnicki@cityofpsl.com	Public Works Engineering
Lisa Burns		LBurns@cityofpsl.com	Planning & Zoning

The Planning and Zoning Department is located at 121 SW Port St. Lucie Blvd., 2nd Floor of Building B. For questions regarding payment, please call 772-871-5213. For questions regarding your application, please speak with the Planner of the Day by calling 772-871-5212.