

APPLICATION FOR SITE PLAN REVIEW

ONLY COMPLETE SUBMISSIONS WILL BE PROCESSED

CITY OF PORT ST. LUCIE

PLANNING & ZONING DEPARTMENT
(772) 871-5213

P&Z File No. _____

Fees (Nonrefundable) \$ _____ Arch.: \$ _____

Receipt #(s): _____

PRIMARY CONTACT EMAIL ADDRESS: _____

PROJECT NAME: _____

LEGAL DESCRIPTION: _____

LOCATION OF PROJECT SITE: _____

PROPERTY TAX I.D. NUMBER: _____

STATEMENT DESCRIBING IN DETAIL _____

THE CHARACTER AND INTENDED USE
OF THE DEVELOPMENT: _____

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.

***When a corporation submits an application, it must be signed by an officer of the corporation.** Corporation signatures must be accompanied with an approved resolution authorizing the individual to sign such applications.

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 _____

03/02/20



SITE PLAN COMPLETENESS CHECKLIST
 New Submittal
 Revised June, 2022

Project Name: _____

The Applicant use the following to complete the checklist: ✓ = *Provided* X = *Incomplete or Missing*
 NA = *Not Applicable*

Applicant Checklist	Description of Item Provided
	Completeness Checklist: Completed by applicant.
	Cover Letter: Letter explaining the purpose and history of the application.
	Owner's Authorization: Authorization on owner's letterhead.
	Application Fee. Paid online or check submitted to Planning & Zoning Office.
	Proof of Ownership: Copy of the recorded deed(s) for each parcel
	Site Plans:
	Complete, legible, and sufficient detail.
	Overall plan view on one sheet
	Master index or key map on each plan sheet showing how plan sheets relate. (If applicable)
	Projects ≥ two acres - aerial map with type & location of vegetation per the FLUCCS System.
	Show project phasing, if applicable.
	Show existing and proposed utility mains, wells, easements, services, and all fire hydrants within 1,000 feet of the property.
	Show the location of proposed lift station or grinder.
	Outdoor Lighting Detail: Show location and height of light poles and fixtures. Show fixture detail.
	Boundary and Topographic Survey:
	Complete, legible, and sufficient detail
	Contours or spot elevations (½ foot minimum).
	Vertical datum is NAVD 88
	Current Florida Registered Surveyor's signature and seal.
	Tree Survey: See Sections 154.13 thru 154.19 of the City Code
	Conceptual Floor Plans
	Architectural Elevations: Indicate height and color of building(s).
	Citywide Design Standards Selection List: The information requested in the Citywide Design Standards Manual unless development is single-family residential, or located in St. Lucie West, Tradition, Southern Grove or Western Grove.
	Conceptual Landscape Plan



CONSTRUCTION PLANS COMPLETENESS CHECKLIST
New Submittal
Revised June, 2022

Project Name: _____

The construction plans may be submitted along with or after the site plan package. 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 = *Incomplete or Missing* NA = *Not Applicable*

Applicant Checklist	Description of Item Provided
	Completeness Checklist: Completed by applicant.
	Construction/Detail Plans:
	Complete, legible and with sufficient details (vertical datum NAVD 88)
	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 prepared by a Florida Registered Engineer. See Sections 153.20 thru 153.28 of the City Code.
	Erosion Sediment Control/Stormwater Pollution Prevention Plan: Prepared by a Florida Registered Engineer.
	Paving and Drainage Plan: Prepared by a Florida Registered Engineer.
	Off-site roadway improvements, if required.
	Off-site drainage improvements, if required.
	Traffic Study (signed and sealed) if required.
	Drainage Calculations (signed and sealed).
	Water and Sewer Plan: Prepared by a Florida Registered Engineer.
	All utility lines shown on the profile sheets
	Locations of outdoor light poles shown on utility sheets.
	Show existing and proposed utilities, easements, wells and fire hydrants for all buildings.
	Include calculations for meters, pipes and pump station.
	Include utility extensions along frontages of property if required by Master plan or by direction of the Utility Department.
	Water looping system for connectivity to existing watermains.
	Landscape Plan: Prepared by a Florida Registered Landscape Architect.
	Provide utility separation language.
	Show existing and proposed utilities.
	Irrigation Plan
	Show existing and proposed utilities.