REVISED SITE PLAN/DETAIL PLAN
APPLICATION PACKET
REVISED JANUARY 2018

The Planning & Zoning Department collects all fees associated with the development review process, including Planning & Zoning, Public Works and Utility Systems departments. Submit only one (1) check for the total amount due.

Please contact the Planner of the Day at 772-871-5213 to obtain the fee amount associated with your project.

The City of Port St. Lucie offers new and expanding businesses a wide-variety of services. Should you require assistance navigating the site plan review process, please contact the City’s Business Navigator, Elijah Wooten at ewooten@cityofpsl.com or call 772-873-6374.
SITE PLAN REVIEW PROCESS CRITERIA:

1. Deadline for new submittals is 12:00 noon on the dates indicated on the schedules available on line at:
   http://www.cityofpsl.com/planning-zoning/planning-zoning-applications.html

2. Online submittals may be made by accessing the website, submit.cityofpsl.com and uploading the documents.
   a) All documents must be in PDF format.
   b) All electronic files shall be named according to the Electronic Filing Naming Structure which can be found at the end of this packet or online at:
   c) Submit 1 complete paper set to the Planning & Zoning Department.

3. Paper submittals – 14 sets of plans are required for distribution. Plans must be BLACKLINE (no blueprints accepted) - 24” x 36” – folded to 9” x 12”. ALL PLANS MUST BE COLLATED AND BANDED TOGETHER – NO EXCEPTIONS.
   a) Include 2 CDs or 2 USB Flash Drives.
   b) All documents must be in PDF format.
   c) All electronic files shall be named according to the Electronic Filing Naming Structure which can be found at the end of this packet or online at:

4. If an item has been tabled from a Site Plan Review Committee meeting and requires a Resubmittal, it will follow the same deadlines as new site plan submittals. Refer to the schedule lists.

5. The agenda will be finalized one week prior to the Site Plan Review Committee meeting. There will be NO additions to the agenda after that time.
Site Plan/Detail Plan Application Process & Materials

Included in this packet are materials and useful information pertinent to the Site Plan Review process. Please review this material carefully. Note - for Planned Unit Developments (PUDs), additional materials may be required.

General Process: The planning staff will distribute the materials received from the applicant to the Site Plan Review Committee (SPRC) for review and recommendations on the project. SPRC members (staff from various City departments and agencies) will determine if the Site Plan complies with City codes prior to meeting with the applicant at a SPRC meeting (See attachment for dates and location). In reviewing the Site Plan, the SPRC has 3 options:

- **Approve the Project:** If approved, the plan is sent to the Planning & Zoning Board and/or the City Council for review. The applicant may receive a Building Permit when the Site Plan is approved by the City Council, the Detail Plans are approved by the SPRC, all Construction Drawings are approved, and all fees are paid.

- **Approve the Project with Conditions:** The project may be approved with the condition that the applicant make required changes to the Site Plan or Detail Plans. If changes to the Site Plan are required, the applicant is to resubmit the modified Site Plan to the Planning & Zoning Department.

- **Not Approve the Project:** The project may be denied or tabled if it is considered deficient until the project is revised according to SPRC recommendations. Therefore, it is important to address as many technical requirements as possible in the initial application package. The applicant may request that the project continue through the review process if the SPRC denies the project.

Time Limitation: The applicant has 3 months to complete changes required by the SPRC or the application is considered inactive and abandoned. A new application fee will then be required in order to reactivate the request.

Process Options: There are two ways to process a Site Plan and Detail Plans: The Site Plan and Detail Plans may be submitted together or separately. If the Site Plan and Detail Plans are submitted together, the applicant appears before the Site Plan Review Committee (SPRC) at least once. If the Site Plans and Detail Plans are submitted separately, the applicant must attend at least two SPRC meetings, one for the Site Plan and one for the Detail Plans. The Planning Board or the City Council does not review the Detail Plans. The Detail Plans must be approved by the SPRC prior to receiving a Building Permit.

**Design Standards:** All development other than single-family, or development located in St. Lucie West, Tradition or Southern Grove is required to adhere to the standards articulated in the Citywide Design Standards on the Planning & Zoning Department web page at http://www.cityofpsl.com/home/showdocument?id=1220.
A. Minimum Initial Submission Requirements

Submit Site Plan to Planning & Zoning Department.

Items 1-7 must be submitted in order to initiate the Site Plan review process. If any items are incomplete or missing, the application and accompanied material will be returned to the applicant. **Also, a cover letter explaining the purpose and history of the application must be included.**

1. **Completed Application:** See Attached Form - Use black ink. **Fill out completely with owner’s signature and name (printed or typed).** The owner whose name is on the application shall authorize the agent in a separate document (letterhead).

2. **Application Fee:** Contact Planner of the Day at 772-871-5213 for the fee.

3. **Proof of Ownership:**
   - For Paper Submittals - Executed and Recorded Deed - 2 copies
   - For multiple parcels, the deeds must have the exact same name for each parcel or the property must have a Unity of Title. If a Unity of Title is required, our Legal Department will contact you regarding execution of the required documents.

4. **Site Plan Drawings:** **

5. **Boundary and Topographic Survey:** **Minimum ½ foot contours or spot elevations with the location of wet areas and the general type and location of existing vegetation. Plans are to have a Surveyor’s signature and seal.**

6. **Conceptual Floor Plans:** **For multi-use buildings, identify usage on Floor Plan**

7. **Architectural elevations and List of Related Design Elements:** **Applicant shall submit the required drawings articulated in the Citywide Design Standards (unless development is single-family residential or located in St. Lucie West, Tradition or Southern Grove).**

8. **Public Art Requirement Checklist.**

   **Paper Submittals:** 14 sets of blackline plans – 24” x 36” – folded to 9” x 12”
   - Must include 2 CDs or 2 USB Flash Drives

   **Online Submittals:** All documents should be submitted in PDF Format.
   - Planning & Zoning requires 1 complete hardcopy set of online submittal

File names on electronic submittals shall use the Electronic File Naming Structure which can be found at the end of this packet or on line at:

B. Format Requirements

All drawings shall have the following format:

1. Sheets shall be **Blackline**, 24” x 36”, and shall be properly folded (9” x 12”), collated, stapled, and numbered (e.g., page 1/4, 4/4).

2. The scale shall be either 1” = 10’, 20’, 30’, or 40’ for all drawings except conceptual drawings, architectural drawings, and cover sheets. For unusual projects, the scale may be modified with the approval of the Planning & Zoning Department. All plans shall be oriented so that north is at the top of the sheet.

3. All other submissions shall be of legal or letter size. Paperclips are to be vinyl-coated or plastic.

4. All hardcopy submittals shall include an electronic copy in PDF format (See “A” Submission Requirements)

C. General Information

All of the following information shall be on the Site Plan:

1. Name of project and name of developer. Name, address, and phone number of the architectural or engineering firm providing the plans.

2. Size of project site in acres and square feet.

3. Legal description, property boundary lines, linear dimensions of site, and proposed lot lines (if applicable), and phase boundaries (if applicable).

4. Vicinity or Location Map. Show the relationship of proposed development to surrounding streets and thoroughfares. Scale shall not be less than 1” = 600’.

5. Date, north arrow, and scale on all pages.


7. Adjacent Sites: Indicate lot and block numbers, zoning, and future land use designations for adjacent properties on all sides. Include properties located across from a public or private right-of-way.

D. Buildings and Structures

1. Illustrate, dimension, and identify all building areas, accessory structures, and special use areas (if applicable) either numerically or alphabetically. Indicate finished floor elevations for buildings. Locate doors. Show potential freestanding sign location & dimension distance from sign to property line.

2. Indicate if alcoholic beverage licenses will be applied for. If so, what type?

3. Indicate the number of stories and height of building(s).
4. **Residential Multi-Family:** Number of dwelling units, density, number of bedrooms, and square footage for each dwelling unit type.

5. **Non-residential:** Square footage of proposed development (gross square footage and square footage by type of use – warehousing, office, etc.). Show percentage of each use to the overall gross area.

6. Illustrate the location of all neighboring structures within 100 feet of the subject property (adjacent to site and across any public or private right-of-way.)

7. Illustrate, dimension, and identify all existing and proposed building restriction lines (i.e., easements, right-of-way, building setbacks, minimum spacing between buildings, etc.).

8. **Indicate** the impervious surface area (acreage and SF) of site in terms of buildings, pavement and sidewalks, and the corresponding percentage of these features as compared to the area of entire site. Also, indicate the pervious surface area (acreage and SF) and corresponding percentage as compared to the area of the entire site. See table below.

<table>
<thead>
<tr>
<th>SITE DATA</th>
<th>ACRES</th>
<th>SF</th>
<th>PERCENTAGE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Site Area</td>
<td>1.148</td>
<td>50,000 SF</td>
<td>100%</td>
</tr>
<tr>
<td>Impervious Area</td>
<td>0.574</td>
<td>25,000 SF</td>
<td>50%</td>
</tr>
<tr>
<td>Building Coverage (Total)</td>
<td>0.344</td>
<td>15,000 SF</td>
<td>30%</td>
</tr>
<tr>
<td>Pavement &amp; Sidewalk Coverage</td>
<td>0.230</td>
<td>10,000 SF</td>
<td>20%</td>
</tr>
<tr>
<td>Pervious Area</td>
<td>0.574</td>
<td>25,000 SF</td>
<td>50%</td>
</tr>
</tbody>
</table>

E. **Streets, Sidewalks, Driveways, Parking, Loading and Outdoor Lighting**

1. Show calculations for required number of parking, loading, handicap spaces and include basis for calculations (i.e., 1 space/200 SF). Show total number of parking, loading, and handicap spaces provided.

2. Indicate directional pavement markings, fire lanes (if applicable), and traffic safety signs.

3. Illustrate and dimension all parking and loading spaces, handicap spaces, access areas, and sidewalks. Identify the total number of parking and loading spaces in each row or area. Parking spaces that are 9.5 feet in width require double striping. Indicate handicap sign on plan in front of handicap space and show sign graphics detail (See Attachment).

4. Illustrate and dimension proposed streets, easements, alleys, right-of-way(s), driveways, median cuts, and sidewalks in conjunction with illustrating the location of existing streets, easements, alleys, right-of-way(s), driveways, median cuts, and walkways on adjacent developments.

5. Indicate the distance between nearest driveway(s) and intersection(s) measured from the centerline of the proposed driveway(s) to the property line adjacent to the intersecting street(s) and/or distance from centerline of driveway to centerline of driveway.

6. Identify location and type of transportation improvements on public or dedicated right-of-way(s) such as left turn lanes, deceleration lanes, and traffic control devices.

7. Show a bike rack for each building within 25 feet of the main entrance.

8. Show curbing or curb stops along landscape areas.
9. Outdoor Lighting. Show location and height of light poles and fixtures. Include description of fixtures, which may include, but not limited to, catalog cuts by manufacturers and drawings.

10. Traffic Impact Analysis. For all developments with greater than 1,000 trips per day, or as determined by the Public Works Department.

F. Solid & Hazardous Waste

1. Location and type of all facilities for solid and liquid waste disposal. Show wall or fence around garbage and recycling dumpsters as required by the Zoning Code, Section 158.232(B). A detailed drawing shall show the double dumpster enclosure for garbage and recycling dumpsters. See Zoning Code, Section 158.232, for additional information. Dumpsters shall not face road frontages or adjacent properties. Check with refuse collector for accessible locations.

2. If hazardous wastes are to be stored or utilized at the site, a Hazardous Materials Management Plan shall be submitted and approved by the City Council. Provide statement on plan that hazardous waste disposal shall comply with all Federal, State, and Local regulations.

G. Recreation, Common Area(s), Conservation and Open Space

1. Indicate type, number, size of recreation facility, and acreage of recreation area (where applicable).

2. Private Common Areas: If private common facilities (i.e., recreation areas, structures, private streets, common open space, etc.) are to be provided for the development, the developer shall include statements as to how such areas or structures are to be provided and maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, homeowners associations, survey arrangements, or other legal instruments providing adequate guarantee to the City that such common facilities will not become a future liability for the City.

3. Tree Protection: For projects less than 2 acres in size, or for projects 2 acres or greater that do not have native upland habitat, a tree location survey is required per the Landscape Code, Section 154.16(B). If protected trees are present a mitigation plan is required. Some projects (less than 2 acres in size) in St. Lucie West are subject to the upland preserve requirements in the following section instead of this section.

4. Upland Preserve: For projects 2 acres or greater in size, at least 25% of the upland preserve area shall be retained on-site or mitigated for off-site. Indicate the amount of upland preserve area that will be retained and/or mitigated for in terms of acreage and percentage of the gross and net upland preserve area. If upland preserve is retained on site, illustrate the area (if applicable). These projects are not subject to the tree protection and mitigation requirements of the Landscape Code.

5. Endangered Species: If the project site is located in an area likely to have any endangered, threatened, or rare species, or species of regional concern (as defined on the lists of the US Fish and Wildlife Service, Florida Fish & Wildlife Conservation Commission, Florida Committee on Rare and Endangered Plants and Animals, and the Florida Department of Agriculture, the developer will be required to conduct a complete survey of the site to determine the existence of other species and to provide a management plan that meets local, state, and federal requirements. No development permits shall be issued until such plan has been approved by all applicable agencies.
6. **Natural Features:** Indicate the location of any natural features such as lakes, streams, wetlands, etc.

H. **Drainage System (on Site Plan)**

Drainage System information may be required to be on a separate sheet if the Site Plan becomes too congested with information.

1. Indicate the location of all drainage retention/detention areas, swales, exfiltration pipes, direction of surface flow, and provide a statement on drainage outfall.

I. **Utilities: Water, Sewer, Electric, and Other (on Site Plan)**

Utility System information may be required to be on a separate sheet if the Site Plan becomes too congested with information.

1. Show approximate location of off-site and on-site proposed extensions of water and/or sewer lines, including proposed location to tie into the project.

2. Indicate location and size of gas, power, telephone, cable, and other utility lines, including water and wastewater.

3. Indicate location of existing and proposed well and/or septic and drainfield system on subject property and adjacent properties, including proposed location to tie into the project, if applicable.

4. Show nearest fire hydrant within 1,000 feet of property.

5. **Wellfield Protection Ordinance** restricts certain uses and development located within 1,000 feet of a public water supply well. Provide verification that the project is not within the zone of protection, either by a statement on the plan or by separate written verification.

6. Show location of FPL boxes. (Not to be located at project entrance or in the front of a building.)
DETAIL PLANS AND DRAWINGS

The Detail Plans may be submitted at the same time as the Site Plan Application and other required preliminary material or they may be submitted to the Site Plan Review Committee (SPRC) at a later date. However, all of the Detail Plans must be submitted together to the SPRC for review. Also, the Detail Plans must be approved by the SPRC prior to receiving a building permit.

A. Minimum Submission Requirements

Submit Detail Plans to the Planning & Zoning Department. Items 1-5 must be submitted together in order to initiate the Detail Plan review process. If there are any items incomplete or missing, the material will be returned to the applicant.

1. **Landscape Plans and Irrigation Plans**
   Landscape Plans shall be signed and sealed by a Florida Registered Landscape Architect (with registration number). To receive a Certificate of Occupancy (CO), the Landscape Architect is required to submit a Letter of Compliance stating that the landscape material has been installed in accordance with the plan. Irrigation Plans shall be prepared by, or under, the landscape architects authority.

2. **Clearing Plans** For projects having 1 acre or more.

3. **Paving and Drainage Construction Plans**
   Signed and sealed by a Florida Registered Engineer (with registration number).
   
   a) For projects disturbing one acre or more applicant must provide a Storm Water Pollution Prevention Plan (SWPPP). The SWPPP must include all the information required on the FDEP guidance template found at: http://www.dep.state.fl.us/water/stormwater/npdes/swpp.htm

4. **Utility Systems Construction Plans**
   Signed and sealed by a Florida Registered Engineer (with registration number).
   
   a) For projects located within the PSLUSD Service Area, a completed and signed Utility Project Information Form must be submitted to the PSLUSD prior to the approval of the water and wastewater plans by the SPRC, and all applicable fees.

**Paper Submittals:** 14 sets of blackline plans – 24” x 36” – folded to 9” x 12”
   Must include 2 CDs or 2 USB Flash Drives

**Online Submittals:** All documents should be submitted in PDF Format.
   Planning & Zoning requires 1 complete hardcopy set of online submittals

File names on electronic submittals shall use the Electronic File Naming Structure which can be found at the end of this packet or online at:

APPLICATION FOR SITE PLAN REVIEW

CITY OF PORT ST. LUCIE
PLANNING & ZONING
DEPARTMENT (772) 871-5213

P&Z File No. ____________________
Fees (Nonrefundable) $ __________ Arch.: $ __________
Receipt #: ______________________

PROJECT NAME: ____________________
LEGAL DESCRIPTION: ____________________
LOCATION OF PROJECT SITE: ____________________
PROPERTY TAX I.D. NUMBER: ____________________

STATEMENT DESCRIBING THE CHARACTER AND INTENDED USE OF THE DEVELOPMENT:

IS THIS AFFORDABLE HOUSING INVOLVING FEDERAL, STATE OR LOCAL AFFORDABLE HOUSING FUNDS?

GROSS SQ. FT. OF STRUCTURE (S):

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

UTILITY SUPPLIER:

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

FUTURE LAND USE DESIGNATION: __________ ZONING DISTRICT: __________

OWNER(S) OF PROPERTY:
Name, Address, Telephone & Email:

APPLICANT OR AGENT OF OWNER:
Name, Address, Telephone & Email:

PROJECT ARCHITECT/ENGINEER:
(Firm, Engineer of Record, Florida Registration No., Contact Person, Address, Telephone & Email:

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

121 SW Port St. Lucie Boulevard, Port St. Lucie, FL 34984-5099 • 772.871.5213
**SITE PLAN SUFFICIENCY CHECKLIST**  
*Revised October 2017*

**Project Name:**  
**Project Number:** P _______ 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. 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 = Incomplete or Missing  NA = Not Applicable

<table>
<thead>
<tr>
<th>Applicant Checklist</th>
<th>Description of Item Provided</th>
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</thead>
<tbody>
<tr>
<td><strong>Sufficiency Checklist:</strong></td>
<td>One original completed and signed by applicant.</td>
</tr>
<tr>
<td><strong>3 CDs or 3 USBs with all application materials</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cover Letter:</strong></td>
<td>Fourteen copies of a typed letter explaining the purpose and history of the application.</td>
</tr>
<tr>
<td><strong>Written Response to Comments:</strong></td>
<td>Fourteen copies. For resubmittals only.</td>
</tr>
<tr>
<td><strong>Completed Application:</strong></td>
<td>Fourteen copies. Use black ink or type to fill out completely and legibly.</td>
</tr>
<tr>
<td><strong>Owner's Authorization:</strong></td>
<td>Fourteen copies of authorization on owner's letterhead.</td>
</tr>
<tr>
<td><strong>Application Fees:</strong></td>
<td>Refer to each department's fee schedule</td>
</tr>
<tr>
<td><strong>Proof of Ownership:</strong></td>
<td>Three copies of the recorded deed(s) for each parcel</td>
</tr>
<tr>
<td><strong>Site Plans:</strong></td>
<td>Complete, legible and sufficient detail.</td>
</tr>
<tr>
<td></td>
<td>Resubmittals - completed revision blocks with a reference number or &quot;cloud&quot;.</td>
</tr>
<tr>
<td></td>
<td>Overall plan view on one sheet</td>
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<tr>
<td></td>
<td>Master index or key map on each plan sheet showing how plan sheets relate. (If applicable)</td>
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<td></td>
<td>Projects ≥ two acres - aerial map with type &amp; location of vegetation per the FLUCCS System.</td>
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<td></td>
<td>Traffic statement</td>
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<td></td>
<td>Drainage statement</td>
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<td>Show project phasing, if applicable.</td>
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<tr>
<td></td>
<td>Show existing and proposed utility mains and services.</td>
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<td></td>
<td>Show the location of proposed lift station or grinder.</td>
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<tr>
<td></td>
<td>Outdoor Lighting Detail: Show location and height of light poles and fixtures. Show fixture detail.</td>
</tr>
<tr>
<td><strong>Boundary and Topographic Survey:</strong></td>
<td>Complete, legible and sufficient detail</td>
</tr>
<tr>
<td></td>
<td>Contours or spot elevations (½ foot minimum).</td>
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<tr>
<td></td>
<td>Vertical datum is NAVD</td>
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<tr>
<td></td>
<td>Current Florida Registered Surveyor's signature and seal.</td>
</tr>
<tr>
<td><strong>Tree Survey:</strong></td>
<td>See Sections 153.13 thru 153.19.</td>
</tr>
<tr>
<td><strong>Conceptual Floor Plans</strong></td>
<td>Fourteen sets of 24” x 36” blacklines that are folded to 9” x 12”, collated, stapled and numbered.</td>
</tr>
<tr>
<td><strong>Conceptual Building Elevations</strong></td>
<td>Fourteen sets of 24” x 36” blacklines that are folded to 9” x 12”, collated, stapled and numbered. Indicate height and color of building(s).</td>
</tr>
<tr>
<td><strong>Citywide Design Standards Selection List and Fee</strong></td>
<td>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, Tradition, Southern Grove or Western Grove.</td>
</tr>
<tr>
<td><strong>Public Art Requirement Checklist</strong></td>
<td></td>
</tr>
</tbody>
</table>
CONSTRUCTION PLANS SUFICIENCY CHECKLIST
Revised August 2017

Project Name: ____________________________

Project Number: P ________ 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. 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

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</tr>
<tr>
<td>Written Response to Comments</td>
<td>Fourteen copies. For resubmittals only.</td>
</tr>
</tbody>
</table>
| Construction/Detail Plans | 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. See Sections 153.20 thru 153.28. |
| Erosion Sediment Control/Stormwater Pollution Prevention Plan | Signed and sealed by a Florida Registered Engineer. |
| 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.  
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. |
| Tree Survey | See Sections 153.13 thru 153.19 |
| Irrigation Plan |  |
The public art assessment applies to all private non-residential development projects and all residential development projects with more than 10 units, including new construction, or the renovation or improvement of an existing building where 50% or more of a building is being modified, renovated, expanded, rebuilt or improved by construction. The public art assessment for any single project cannot exceed **$100,000**.

All applicable private development must elect one of the following assessment methods and submit a completed art assessment application and provide a copy of the total construction costs as indicated on the construction contract(s) within 90 days of the issuance of the first building permit or site work permit for a subdivision plat for any portion of the project:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>On-site Artwork.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. Submit documentation evidencing the escrow of funds for a work of art valued</td>
</tr>
<tr>
<td></td>
<td>in an amount not less than 1% of the total construction costs.</td>
</tr>
<tr>
<td></td>
<td>B. Submit an application for approval of the work of art to the Public Art</td>
</tr>
<tr>
<td></td>
<td>Advisory Board.</td>
</tr>
<tr>
<td></td>
<td>C. If a local artist is commissioned, the art work shall be valued at no less</td>
</tr>
<tr>
<td></td>
<td>than 90% of 1% of the total construction costs.</td>
</tr>
<tr>
<td></td>
<td>D. Local artist means an artist who resides in St. Lucie, Martin, Indian River,</td>
</tr>
<tr>
<td></td>
<td>or Okeechobee counties.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Option 2</th>
<th>Contribute to the Art in Public Places Fund.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. Contribute an amount equal to 80% of the 1% of the total construction costs</td>
</tr>
<tr>
<td></td>
<td>for deposit to the Art in Public Places fund.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3</th>
<th>On-site Artwork and Contribute to Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. Submit documentation evidencing the escrow of funds for a work of art valued</td>
</tr>
<tr>
<td></td>
<td>in an amount not less than one percent (1%) of the total construction costs.</td>
</tr>
<tr>
<td></td>
<td>B. Contribute 80% of the balance of the 1% of the total construction costs</td>
</tr>
<tr>
<td></td>
<td>for deposit in the art in public places fund.</td>
</tr>
</tbody>
</table>

| Total Construction Costs        | Total Construction Costs means the total cost of the improvements, excluding   |
|                                 | land costs, approved for a development project, as indicated on the construction |
|                                 | contract(s) for the subject improvements.                                     |

**Location of Public Art**

Artwork must be located in an exterior place defined as any place, public or private, outdoor and exterior to buildings or structures and exposed to public view, including, but not limited to, buildings, parks, right-of-way medians and open spaces.
Definition of Public Art

Art, artwork or work of art means an original physical work created or produced by an Artist including, but not limited to:

- paintings
- sculptures
- site specific installations
- carvings
- statues
- mosaics
- mobiles
- murals
- engravings
- bas reliefs
- frescos
- collages

Artwork may be free-standing or integrated with the work of other design professionals into a building or site. Artwork may be new or may be an existing work of art.

The following shall not be considered public art or public works of art:

- Art objects which are mass produced or are of standard manufacture such as playground equipment, fountains, statuary elements, signage, maps, corporate logos or other functional elements, unless incorporated into an artwork by an artist commissioned for that purpose
- Reproductions, by mechanical or other means, of original artwork, except in the case of limited editions controlled by the artist, cast sculpture, film, video, photography, printmaking, or other media arts
- Works that are decorative, ornamental, or functional elements of the architecture or landscape design; except where designed by a visual artist and/or are an integral part of the artwork by the artist
- Services or utilities necessary to operate and maintain an artwork over time

Application and Approval Process

All applicants must fill out the Art in Public Places Assessment Application indicating the public art contribution option chosen, affidavit, and provide a copy of the total construction costs as indicated on the construction contract(s) within ninety (90) days of the issuance of the building permit or site work permit for subdivision plats.

For Option 1. On-site Artwork - The developer must submit ten copies of the application for onsite artwork and required attachments to the Planning and Zoning Department for distribution to the Public Art Advisory Board for review and recommendation to City Council. The item will be scheduled for the next available Public Art Advisory Board meeting. Following review by the Public Art Advisory Board, the item will be scheduled for City Council approval.

Applicants will be expected to provide a short presentation before the Public Art Advisory Board and/or City Council explaining project, public art proposal, and location. Applicants should be prepared to answer any questions about the proposed art, artist, and/or project. It is strongly recommended that the project team and/or individuals knowledgeable about all aspects of the project and the art work attend these meetings to avoid the item being tabled if additional information is required.

For Option 2. Contribute to Fund - A contribution in the amount of 80% of 1% of the total construction costs for deposit to the art in public places fund must be paid in full prior to the issuance of a certificate of occupancy. For subdivision plats, the fee is due in full at the time of recording of the final plat.

For Option 3. On-site Artwork and Contribute to Fund - Follow the procedures outlined in Options 1 and 2.
Public Art Assessment Application

DATE: ___________________________ BUILDING PERMIT NO.: ___________________________

APPLICANT: ________________________________________________________________

OWNER (IF DIFFERENT FROM APPLICANT): __________________________________________

ADDRESS: _________________________________________________________________
[STREET]
[CITY / STATE / ZIP]

TEL NO.: ___________________________ CELL NO.: ___________________________

EMAIL: _________________________________________________________________

PROJECT NAME: ___________________________ PROJECT NUMBER: ______

PROJECT ADDRESS: __________________________________________________________
[STREET]
[CITY / STATE / ZIP]

DOLLAR AMOUNT OF PUBLIC ART REQUIRED: $ ___________ CONSTRUCTION VALUE: $ ___________

IF ESCROW: TOTAL ESCROW: ___________________________

PLEASE INDICATE WHICH PUBLIC ART CONTRIBUTION OPTION YOU HAVE CHosen.

1. On-site Artwork
2. Contribute to Fund.
3. On-site Artwork and Contribute to Fund

IF OPTIONS #2 OR #3 ARE CHOSEN, THEN TEN (10) COPIES OF THIS APPLICATION AND ATTACHMENTS, AS INDICATED ON THE ATTACHMENTS CHECKLIST, NEED TO BE SUBMITTED TO THE PLANNING AND ZONING DEPARTMENT IN ORDER TO BE PLACED ON THE AGENDA FOR THE PUBLIC ART ADVISORY BOARD.

_____________________________                  _______________________
Applicant’s Signature                    Date
APPLICATION FOR ON-SITE ARTWORK AND CHECKLIST

PROJECT NAME: ________________________ PROJECT NUMBER: .P ________

PROJECT ADDRESS: ____________________

For PROPOSED and EXISTING art work, all of the items noted below (10 copies of this application and attachments) must be submitted for review and approval by the Public Art Advisory Board (PAAB) 90 days after the issuance of a building permit.

<table>
<thead>
<tr>
<th>PROPOSED ART WORK, THE FOLLOWING ITEMS ARE REQUIRED:</th>
<th>CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Artist’s qualifications, including resume and portfolio establishing the artist’s credentials</td>
<td></td>
</tr>
<tr>
<td>2. Detailed written description and graphic depiction of the work of art and its location on the site</td>
<td></td>
</tr>
<tr>
<td>3. Drawings and renderings of the proposed work of art in terms of size, scale, color, shape, and materials in sufficient detail to provide a clear understanding of the art</td>
<td></td>
</tr>
<tr>
<td>4. A copy of the site plan showing proposed location for public art and a detail or rendering of the proposed location with building and grade elevation showing the placement of the proposed art work</td>
<td></td>
</tr>
<tr>
<td>5. A proposed schedule for the creation, completion and/or installation of the approved art work at the development site and any maintenance requirements</td>
<td></td>
</tr>
<tr>
<td>5. Appraisal of the value of the art, such as an artist’s price quote or a bill of sale</td>
<td></td>
</tr>
<tr>
<td>6. Documentation showing that a deposit for public art was made into an escrow account</td>
<td></td>
</tr>
<tr>
<td>7. Proposed restrictive covenant running with the land that binds the property owner’s successors and assigns to retain and maintain the artwork</td>
<td></td>
</tr>
<tr>
<td>8. Compliance with public accessibility (ADA) requirements</td>
<td></td>
</tr>
<tr>
<td>9. A copy of the total construction costs as indicated on the construction contract(s)</td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________  ____________
Applicant/Owner                         Date
AFFIDAVIT

_______________________________________________________ (the Developer) hereby submits to the City of Port St. Lucie, Florida, its election of options with respect to the Art in Public Places Art Assessment application. Developer affirms and certifies that the ordinances, rules, policies and regulations of the City of Port St. Lucie Code of Ordinances will be observed, including but not limited to, Chapter 162 Art in Public Places.

It is further certified that the statements, exhibits or plans, and project cost data and affidavits submitted with respect to the Project and the art assessment are true and accurate to the best of the knowledge and belief of the Developer and the required public art, fee in lieu, or combination will be provided before issuance of Certificate of Occupancy for the Project.

The undersigned hereby swears or affirms that the matters contained herein are true and correct to the best knowledge of the Developer. The undersigned hereby swears or affirms that he/she is duly authorized by Developer to make this Affidavit, and understands that s/he may be subject to penalty for perjury.

____________________________________
Signature

____________________________________
Print Name

____________________________________
Title

NOTARIZATION AS TO EXECUTION

STATE OF FLORIDA                )
) ss
COUNTY OF ____________      )

The foregoing instrument was acknowledged before me this ______ day of ________________, 20__, by _____________________ who is [_] personally known to me or who has [_] produced the following identification:

______________________________________________________.

Signature of Notary Public

____________________________________
Print Name of Notary Public

NOTARY SEAL/STAMP

Notary Public, State of Florida
My Commission expires ________________
Forms and Downloads

All Utility Systems Department forms and downloads can be found on our website, by clicking the hyperlink below or visiting the website at https://utility.cityofpsl.com/get-connected/divisions/utility-engineeringcommercial-development/forms-downloads/.

Utility Systems Department Forms and Downloads

All submittals should be sent to UtilEng@cityofpsl.com
Electronic Submittals

For submittal information on SPRC (Site Plan Review Committee) meetings, please see the Planning & Zoning Department’s information on submittal requirements.

After a project has gone through the SPRC Meeting and comments from each department have been distributed, you may submit your response to comments and permit documents for the Public Works Department via email to engpw@cityofpsl.com or upload to the City FTP site at https://submit.cityofpsl.com/.

Each department requires a separate submittal for your response to comments. Each project with a Project Number (P00-000) should be responded to and submitted separately. When submitting via email, please include the Project Number and the Project Name in the subject line.

When naming and uploading your documents please use the Electronic File Naming Structure sheet to name your files. This document can be found online at:

http://www.cityofpsl.com/home/showdocument?id=1858

Below are the directions to submitting your response to comments and other documents via the City FTP site:

https://submit.cityofpsl.com/

Choose: Uploads
Department = Public Works
Complete the remaining fields
Submit

Permitting and Construction Information:

- Information on required submittal documents needed for a Public Works Department Construction Permit can be found at:

- Information on requesting a Preconstruction Meeting can be found at:

- A Final Inspection from the Public Works Department is required to receive a Certificate of Occupancy. Information on required submittal documents needed for a Recommendation for Certificate of Occupancy can be found at:
FIRE DISTRICT IMPACT STATEMENT

Developments of Regional Impact and Planned Unit Developments are required to submit a Fire District Impact Statement to include, at a minimum, the following information:

1. Type of community/development (overall theme/concept/philosophy).
2. Size of community/development (phase projections with approximate dates and build out).
3. Primary and secondary ingress/egress routes.
4. Road distance between the proposed development and the nearest fire station expected to serve it.
5. Available water supply for fire protection – capability of meeting the minimum flow requirements.
6. Special hazards – needs or structures requiring the use of specialized equipment or teams.
7. Square footage and type of commercial development within or associated with the project.
8. Building characteristics (height, stories, general construction type, etc.).
9. Any other community/development features relevant to Fire and Life Safety.
Applications can be accessed at the following address:

https://www.slcfd.com/DocumentCenter/View/474
COMPLIANCE FORM FOR COMMERCIAL DEVELOPMENT

City of Port St. Lucie

Step 1: Submit the Compliance Form with the following items:

☑ Interior Build-Out and Tenant Improvement – Submit one (1) paper copy of the approved site plan and building plans, and one (1) CD or one (1) USB flash drive containing all items submitted. Utility Systems may require the following: Utility Service Information Form and a Grease Management Plan

☑ Other – Submit one (1) paper copy of the approved site plan and one (1) set of all appropriate construction plans for the work being performed, and one (1) CD or one (1) USB flash drive containing all items submitted.

☑ New Building – Submit one (1) paper copy of the approved site plan; paving, grading and drainage plans; landscaping plan, clearing, mass grading, SWPPP, one (1) set of building plans, and one (1) CD or one (1) USB flash drive containing all items submitted.

** Tenant Improvement and Other – please highlight the new modifications on the plans **

** Please contact the Planning & Zoning Department for all appropriate fees **

Step 2:

☑ Planning and Zoning Department (P&Z) – (772) 871-5213: Upon receipt, the P&Z Department will review the plans for compliance. Once approved the P&Z Department will forward the Compliance Form, plans, and one (1) CD or one (1) USB flash drive to Utility Systems

☑ Utility Systems – (772) 873-6400: Upon receipt from the P&Z Department, Utility Systems will review the plans for compliance. Once reviewed the Utility Systems will forward the Compliance Form, plans, and 1 CD or 1 USB flash drive to the Public Works Department

☑ Public Works Department (PW) – (772) 871-5177: Upon receipt from Utility Systems, the PW Department will review the plans for compliance. Once reviewed the PW Department will do the following:
- Interior Build-Out/Tenant Improvement/Other – call or email the applicant to pick up
- New Building – the Compliance Form shall be released upon confirmation of a scheduled PW Department Preconstruction Meeting. Preconstruction Meeting Request form located at:
http://www.cityofpsl.com/public-works/commercial_review_and_permitting_forms.html

The PW Department will call or email the Engineer of Record to pick up

Note: Track the progress of the Compliance Form through the individual departments online: https://pandapublicweb.cityofpsl.com/Onlineservices/TrackingSearch.aspx

Upon receipt of the reviewed Compliance Form from the Public Works Department please submit the following to the Building Department to begin the building permit process:

- Completed Compliance Form along with fees, a Building Permit Application and the following items:
  1. Four (4) sets of plans that are securely stapled. All four (4) sets must be complete and match. All four (4) sets must be signed/sealed.
  2. Four (4) copies of Manual N. Energy Codes, and Load Calculations
  3. Form for wind load calculations superimposed on plans
  4. Two (2) sets of approved site plan
  5. Sub-Contractor permits for air conditioning, electric, plumbing, insulation
  6. Two (2) copies of Certified Recorded NOC
  7. Address sheet from MIS/GIS
COMPLIANCE FORM FOR COMMERCIAL DEVELOPMENT

City of Port St. Lucie

STEP 1 – By Applicant:

Application Date: __________________________

Planning and Zoning Project Number (Must be provided): P _____________
Zoning: __________________________

Project Name: __________________________

Project Address: __________________________

Check Type of Request: [ ] Interior Build-out [ ] Tenant Improvement [ ] New Building

** Tenant Improvement and Other – please highlight the new modifications on the plans**

or [ ] Other (explain in detail): __________________________

Intended Use: __________________________

Name of Contact: __________________________ Company Name: __________________________
(Print the name of person submitting the plans)

Contact Phone Number: __________________________ E-mail Address: __________________________

STEP 2 – City Department Review (To be completed by City Departments):

✓ PLANNING AND ZONING  P & Z Fee Paid: Receipt: __________________________

Reviewed by: __________________________ Date: __________________________

Action: [ ] Approve  [ ] Reject  Impact Fee Attached: Yes ______ No ______

If rejected, why: __________________________

Upland Mitigation Fee Required: Yes ______ No ______

Tree Protection: Yes ______ No ______ Public Art Fee: Yes ______ No ______

Preserve Area Inspection: Yes ______ No ______

The Planning and Zoning Department reviews the approval status of the subdivision plat:

✓ UTILITIES  (An interceptor may be required for any use that involves hair, food, or lint)

Reviewed By: __________________________ Date: __________________________

Action: __________________________

✓ PUBLIC WORKS (Public Works Department reviews site plans and site plan construction drawings)

Reviewed by: __________________________ Date: __________________________

Action: __________________________

STEP 3 – By Applicant

Submit the completed Compliance Form along with all appropriate drawings, fees, and a Building Permit application to the Building Department (772) 871-5132.
All electronically submitted documents must be formatted and named according to the structure below.

- If your submittal includes a document not on the list, the document name shall clearly reflect the content of the submitted document as shown in the items already listed. *Do not include any other information in the naming.
- The Planning & Zoning Project # (P00-000) should be placed at the beginning of all file names if a project number has been issued.

```
<table>
<thead>
<tr>
<th>Document Submitted</th>
<th>File Format</th>
<th>File Name</th>
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</thead>
<tbody>
<tr>
<td>Aerial</td>
<td>PDF</td>
<td>Aerial.pdf</td>
</tr>
<tr>
<td>Annexation</td>
<td>PDF</td>
<td>Annexation.pdf</td>
</tr>
<tr>
<td>Application</td>
<td>PDF</td>
<td>Application.pdf</td>
</tr>
<tr>
<td>As-built</td>
<td>PDF or DWG</td>
<td>Asbuilt.pdf or Asbuilt.dwg</td>
</tr>
<tr>
<td>Boundary Survey</td>
<td>PDF or DWG</td>
<td>BoundarySurvey.pdf or BoundarySurvey.dwg</td>
</tr>
<tr>
<td>Citywide Design Standards</td>
<td>PDF</td>
<td>CitywideDesignStandards.pdf</td>
</tr>
<tr>
<td>Clearing Plan</td>
<td>PDF</td>
<td>ClearingPlan.pdf</td>
</tr>
<tr>
<td>Conceptual Building Elevations</td>
<td>PDF</td>
<td>ConceptualBuildingElevations.pdf</td>
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<tr>
<td>Conceptual Floor Plan</td>
<td>PDF</td>
<td>ConceptualFloorPlan.pdf</td>
</tr>
<tr>
<td>Conceptual Site Plan</td>
<td>PDF</td>
<td>ConceptualSitePlan.pdf</td>
</tr>
<tr>
<td>Construction Permit Application</td>
<td>PDF</td>
<td>ConstructionPermitApp.pdf</td>
</tr>
<tr>
<td>Construction Plans (1)</td>
<td>PDF</td>
<td>ConstructionPlans.pdf</td>
</tr>
<tr>
<td>Cost Estimate</td>
<td>PDF</td>
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</tr>
<tr>
<td>Cover Letter</td>
<td>PDF</td>
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<td>Deed</td>
<td>PDF</td>
<td>Deed.pdf</td>
</tr>
<tr>
<td>Development of Regional Impact (DRI)</td>
<td>PDF</td>
<td>DRI.pdf</td>
</tr>
<tr>
<td>DRI Notice of Proposed Change</td>
<td>PDF</td>
<td>DRI-NOPC.pdf</td>
</tr>
<tr>
<td>DRI Substantial Deviation</td>
<td>PDF</td>
<td>DRI-SD.pdf</td>
</tr>
<tr>
<td>Drainage/Stormwater Plan</td>
<td>PDF</td>
<td>DrainagePlan.pdf or StormwaterPlan.pdf</td>
</tr>
<tr>
<td>Erosion and Sediment Control Plan</td>
<td>PDF</td>
<td>ErosionSedimentControlPlan.pdf</td>
</tr>
<tr>
<td>Final Plat</td>
<td>PDF</td>
<td>FinalPlat.pdf</td>
</tr>
<tr>
<td>Irrigation Plan</td>
<td>PDF</td>
<td>IrrigationPlan.pdf</td>
</tr>
<tr>
<td>Landscape Plan</td>
<td>PDF</td>
<td>LandscapePlan.pdf</td>
</tr>
<tr>
<td>Legal Description</td>
<td>PDF</td>
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</tr>
<tr>
<td>Legal Description and Sketch</td>
<td>PDF</td>
<td>LegalAndSketch.pdf</td>
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<tr>
<td>Limited Mixed District Rezoning</td>
<td>PDF</td>
<td>LimitedMixedDistrictRezoning.pdf</td>
</tr>
<tr>
<td>Mass Grading Plan</td>
<td>PDF</td>
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</tr>
<tr>
<td>Master Planned Unit Development</td>
<td>PDF</td>
<td>MPUD.pdf</td>
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<tr>
<td>Notice of Intent</td>
<td>PDF</td>
<td>NOI.pdf</td>
</tr>
<tr>
<td>Owner Authorization</td>
<td>PDF</td>
<td>OwnerAuthorization.pdf</td>
</tr>
<tr>
<td>Paving, Grading and Drainage Plan</td>
<td>PDF</td>
<td>PGD-Plan.pdf</td>
</tr>
<tr>
<td>Permit (FDOT, SFWMID, FDEP, etc.)</td>
<td>PDF</td>
<td>Agency-Type-Permit.pdf (2)</td>
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<td>Planned Unit Development</td>
<td>PDF</td>
<td>PUD.pdf</td>
</tr>
<tr>
<td>Preliminary Plat</td>
<td>PDF</td>
<td>PreliminaryPlat.pdf</td>
</tr>
<tr>
<td>Proof of Ownership</td>
<td>PDF</td>
<td>ProofOfOwnership.pdf</td>
</tr>
<tr>
<td>Public Art Checklist</td>
<td>PDF</td>
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</tr>
<tr>
<td>Record Drawing</td>
<td>PDF or DWG</td>
<td>RecordDrawing.pdf or RecordDrawing.dwg</td>
</tr>
<tr>
<td>Response to Comments</td>
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<td>Site Plan</td>
<td>PDF or DWG</td>
<td>SitePlan.pdf or SitePlan.dwg</td>
</tr>
<tr>
<td>Special Exception Use</td>
<td>PDF</td>
<td>SEU.pdf</td>
</tr>
<tr>
<td>Street Lighting Plan</td>
<td>PDF</td>
<td>StreetLightingPlan.pdf</td>
</tr>
<tr>
<td>Stormwater ERU Calculations</td>
<td>PDF</td>
<td>ERU-Calcs.pdf</td>
</tr>
<tr>
<td>Stormwater Pollution Prevention Plan</td>
<td>PDF</td>
<td>SWPPP.pdf</td>
</tr>
<tr>
<td>Topographic Survey</td>
<td>PDF</td>
<td>TopoSurvey.pdf</td>
</tr>
<tr>
<td>Traffic Report/Study/Analysis</td>
<td>PDF</td>
<td>Traffic.pdf</td>
</tr>
<tr>
<td>Transmittal</td>
<td>PDF</td>
<td>Transmittal.pdf</td>
</tr>
<tr>
<td>Tree Survey</td>
<td>PDF</td>
<td>TreeSurvey.pdf</td>
</tr>
<tr>
<td>Water and Sewer Plan</td>
<td>PDF</td>
<td>UtilityPlan.pdf</td>
</tr>
</tbody>
</table>
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1. Construction plan includes all appropriate plans such as clearing, paving & 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 and type of permit for example, the SFWMID permit would be named SFWMID-GeneralUse-Permit.pdf; FDEP permit would be FDEP-NOI-Permit.pdf, etc.
3. X is the response number: first response = 1, second response = 2, etc.
APPENDIX A – REQUIRED WALL PLAN – ADJACENT TO A RIGHT-OF-WAY

IF THE ADJACENT LOT IS ZONED AS SINGLE-_FAMILY RESIDENTIAL AND IT IS LOCATED WITHIN A CONSERVATION AREA, AN OPAQUE FENCE THAT IS AT LEAST 6 FOOT IN HEIGHT IS REQUIRED, UNLESS REQUIRED OTHERWISE FOR INDUSTRIAL USES.

RIGHT-OF-WAY

ALTERNATIVE 1. WALL WITH OFFSETS

RIGHT-OF-WAY

APPENDIX B – REQUIRED WALL ELEVATION DETAIL – ADJACENT TO A RIGHT-OF-WAY

MASONRY OR CONCRETE WITH DECORATIVE COLUMN CAP AND WALL BAND.
Lot Depth Greater than 199 Feet

Lot Depth Less than 200 feet

Buffer Wall

Commercial

Lighting Standards Diagram
Maximum Lighting Height
FPL REQUIREMENT FOR:

ANY NEW COMMERCIAL PROJECT

THAT WILL HAVE FPL UNDERGROUND AND PADMOUNT TRANSFORMER

Thank you for contacting FPL early in your planning process. This will help you to achieve your desired schedule for your project. At the present time FPL has sufficient capacity to provide electric service to your property.

Please fill out the Notification of New Construction form enclosed with this letter. This information is critical for us to be able to initiate the design process of your project & will help us to provide you with the best construction form, I will be contacting you to schedule a pre-design meeting.

We will also need from you:

1. Site plan.
2. Utility plans, showing the water, sewer, drainage, paving & landscape plans.
3. Electrical plans, showing electrical riser diagram and panel schedules.
4. Time frame of when permanent electric power is needed.
5. Proposed location of FPL’s padmounted transformer.

After FPL has designed an electrical layout for your project and before the job can be scheduled for construction, FPL will need:

1. A recorded 10-foot-wide easement for FPL’s underground cable route and padmount transformer location. We will send you FPL’s easement form and easement instruction letter.
2. A signed Underground Facilities Installation Agreement form. We will send you this.
3. Someone to install FPL’s conduit to FPL’s specifications and required minimum depth. We will send you a Conduit Installation Sec sheet.
4. Payment for any FPL construction charges that may apply for this project. We will send you an invoice for this if required.

Finally, this time-frame from start-to-finish for FPL can take anywhere from three to five months.

You may also visit www.fpl.com/partner/builders for more information. Please contact me if you have any questions about your project and I look forward to developing a good working relationship with you.

Sincerely,

Diana Villegas
Engineer I
772-337-7011

Florida Power & Light Company
1050 SE Brandon Cir, Port St. Lucie, FL 34952
# Commercial and Industrial Project Checklist

**Project Name:**

**Location:**

Street or Road Address  City and County

/  /

**Company Name:**

**Form Submittal Date:**

## 1 Contact Information:

<table>
<thead>
<tr>
<th><em>Primary Point of Contact:</em></th>
<th>Office:</th>
<th>Cell:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Contractor:</td>
<td>Office:</td>
<td>Cell:</td>
<td>Email:</td>
</tr>
<tr>
<td>Contact for Design:</td>
<td>Office:</td>
<td>Cell:</td>
<td>Email:</td>
</tr>
<tr>
<td>Other:</td>
<td>Office:</td>
<td>Cell:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

For Agreements and Invoices, please provide:

| Contact Name: | Mailing Address: | or | Email: |

* Person FPL will contact to discuss the project, and send communications to regarding changes affecting the status of the job.

## 2 Description

### Type of Business *(Please select one)*

- [ ] Office
- [ ] Multiple-Unit Complex

  **Number of Units:**
  **Number of Meters:**
  **Meter Designation:**

- [ ] Retail
- [ ] Medical
- [ ] Restaurant *(specify)*

  **Seating Capacity:**

- [ ] All Electric
- [ ] Gas / Electric

## 3 Construction Plans

- [ ] Site Plan, Water, Sewer, Drainage, Paving and Landscape Plans including but not limited to:
  - * Existing and proposed facilities
  - * Existing utility poles, meters and/or padmounted transformer locations
  - * Easement designations, wetland boundaries

- [ ] Electrical Riser Diagram

- [ ] Panel Schedule

**CAD File:** Can be an electronic file or a file on a disc. Should be in DXF or DWG format and include the following:

  a. Contact ph# of CAD firm that did the design
e. Drainage areas
  b. Site plan
f. Dedicated utility easements
c. Sewer lines (both main and service lines)g. Wetland area - if applicable
  d. Water lines (both main and service lines)h. Lift Station

## 4 Environmental Concerns

- [ ] Location of Wetlands or Environmentally protected areas
- [ ] Location of any protected species on or near site (within 2 miles)
- [ ] Location of any contaminated soil concerns

Can utilities be permitted with developers crossing of environmental areas? Yes? No?

## 5 Electrical Requirements

**Voltage:**

- [ ] 120/240 1 Phase
- [ ] 120/240 3 Phase (Open Delta)
- [ ] 120/240 3 Phase (Closed Delta)
- [ ] 120/208 3 Phase
- [ ] 277/480 3 Phase
### Commercial and Industrial Project Checklist

#### Service Details

<table>
<thead>
<tr>
<th>Service Details</th>
<th>Additional Electrical Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wire Size:</td>
<td>Main Panel disconnect size (amps)</td>
</tr>
<tr>
<td>Number of Sets:</td>
<td>Number of meters required</td>
</tr>
<tr>
<td>Total Estimated Demand:</td>
<td>Meter address / designation (suite, unit, apt, etc)</td>
</tr>
<tr>
<td>Total A/C Square Footage:</td>
<td>Lift Station (Yes / No)</td>
</tr>
<tr>
<td>Number of A/C Units:</td>
<td></td>
</tr>
</tbody>
</table>

Other electrical needs

#### 5 Construction Schedule

Please include the below required information in (mm/dd/yy) format.

1) Clearing, Site Work, Water & Sewer
2) FPL design layout by:
3) Installation completed by:
4) Desired date for Permanent Service

#### 6 Installation of FPL Construction Material

- Customer to install: all FPL facilities for credit
- FPL to install all of its facilities
- Directional Bores for crossing under roadways or environmental areas to get into project

- Customer to directional bore: Yes: [ ] No: [ ]
- FPL to directional bore: Yes: [ ] No: [ ]

#### 7 Easement

- Platted: Yes: [ ] No: [ ]
- Specific: Yes: [ ] No: [ ]
- Utility: Yes: [ ] No: [ ]

- Final Plat recorded by: [ ]

#### 8 Other Concerns

- Are there any existing FPL facilities in conflict with proposed construction & critical dates for relocation or removal? Explain:

- Are there any special construction requirements / restrictions. (Use construction entrance only, no weekend work or work outside of normal working hours)? Explain:

- Are there existing buildings on-site to remain in operation during construction? Explain:

- Are there existing overhead power lines and/or service lines that need to be removed and/or abandoned? Explain:

#### Once all above information is received we can begin Design of the Project.

- Design Phase = 6 - 8 weeks
- Material Ordering Phase = dependent on the lead time for each material item
- Scheduling Phase = 3 weeks
- Construction Phase = dependent on the scope of the project

*** Please send completed form and CAD file to your Area CPM ***

*** Please contact your Area CPM for assistance ***