

# PUD AMENDMENT APPLICATION

## CITY OF PORT ST. LUCIE

Planning & Zoning Department  
121 SW Port St. Lucie Boulevard  
Port St. Lucie, Florida 34984  
(772)871-5212 FAX:(772)871-5124

## FOR OFFICE USE ONLY

Planning Dept. \_\_\_\_\_  
Fee (Nonrefundable)\$ \_\_\_\_\_  
Receipt # \_\_\_\_\_

Refer to "Fee Schedule" for application fee. Make checks payable to the "City of Port St. Lucie." Fee is nonrefundable unless application is withdrawn prior to the Planning and Zoning Board meeting. **All** items on this application should be addressed, otherwise it cannot be processed. Attach proof of ownership: two copies of deed. Please type or print clearly in **BLACK** ink.

**PRIMARY CONTACT EMAIL ADDRESS:** \_\_\_\_\_

### **PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

### **AGENT OF OWNER** (if any)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

### **PROPERTY INFORMATION**

Legal Description: \_\_\_\_\_  
(Include Plat Book and Page)

Parcel I.D. Number: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_

Reason for amendment request: \_\_\_\_\_

1) Applicant must list on the first page of the attached amendment all proposed changes with corresponding page number(s).

2) All proposed additions must be underlined and deleted text must have a ~~strikethrough~~.

3) Where there are conflicts between the requirements of the general provisions of this chapter or other applicable codes of the city and the requirements established by official action upon a specific PUD, the latter requirements shall govern.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Hand Print Name

\_\_\_\_\_  
Date

**\*If signature is not that of the owner, a letter of authorization from the owner is needed.**

**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.

**Procedure**

Section 158.175 (B)

Sec. 158.176

The application is reviewed by the Site Plan Review Committee, Planning and Zoning Board and City Council. PUD zoning and amendments are adopted by ordinance. (Ord. No. 98-84, § 1, 3-22-99)

***Changes in Conceptual Plans***

**Sec. 158.177**

- Minor changes in conceptual plans approved as a part of the rezoning to PUD may be permitted. The City Council upon application by the developer or his successors in interest, without the filing of a new application for PUD rezoning, provided that any change does not result in any of the following:
  - An overall increase in number of dwelling units of over one (1%) percent.
  - A reduction of the area set aside for community open space or a relocation thereof of more than five (5%) percent.
  - An overall increase in proposed floor area of over five (5%) percent.
  - An overall increase by more than five (5%) percent of the total impervious surface area.
  - An increase in the number of floors of building or an increase in height.
  - A modification in original design concept, such as an addition of land use category, change in traffic pattern or access and egress, or an increase of traffic generation exceeding that previously submitted by more than ten (10%) percent.
  - Any increase or decrease of more than ten (10%) percent of the total land area occupying a particular land use.

To apply for a minor change in conceptual plans, the developer or his successors in interest shall submit the following information to the office of the Zoning Administrator.

- \_\_\_\_\_ An up-to-date statement presenting evidence of unified control of the entire area within the PUD and a renewed agreement to all provisions set forth in subsection 158.175(A)(1).
- \_\_\_\_\_ A written statement clearly setting forth all proposed changes in the conceptual plan, setting forth in comparable fashion all applicable plan data and for both the currently approved conceptual plan and the conceptual plan as proposed for change.
- \_\_\_\_\_ Revised copy of the conceptual development plan containing all proposed changes.
- \_\_\_\_\_ A revised copy of all other documents or reports submitted as part of the original application and affected by the proposed changes.
- \_\_\_\_\_ Revised copies of any additional covenants, agreements, or stipulations made a part of the original approval action and affected by the proposed changes.

Any application for minor changes in conceptual plans shall be submitted to the site plan review committee and Planning and Zoning Board for review and recommendation, and the recommendations of the committee and board shall be entered into the official record of the application and shall be considered by the City Council prior to the taking of official action upon application. Any proposed change in conceptual plans which does not qualify as a minor change as set forth above shall be considered a major change and shall require a rezoning application meeting all applicable requirements of this chapter for PUD rezoning. (Ord. No. 98-84, § 1, 3-22-99)



**CONCEPT PLAN SUFFICIENCY CHECKLIST**  
*Revised September, 2013*

Project Name: \_\_\_\_\_

Project Number: P \_\_\_\_\_ New Submittal \_\_\_\_\_ or Resubmittal \_\_\_\_\_ (Check One)

Applicant should submit the concept 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*

Applicant Checklist	Description of Item Provided	Sufficient		
		P&Z	Eng.	Utility
	<b>Sufficiency Checklist:</b> One original completed and signed by applicant.			
	<b>2 CD's with all application materials</b>			
	<b>Cover Letter:</b> Sixteen copies of a typed letter explaining the purpose and history of the application.			
	<b>Written Response to Comments:</b> Sixteen copies. For resubmittals only.			
	<b>Completed Application:</b> Sixteen copies. Use black ink or type to fill out completely and legibly.			
	<b>Owner's Authorization:</b> Sixteen copies of authorization on Owner's letterhead.			
	<b>Application Fees:</b> Refer to each department's fee schedule.			
	<b>Proof of Ownership:</b>			
	Three copies of the recorded deed(s) for each parcel with the exact same name for each parcel <u>or...</u>			
	...Unity of Title			
	<b>PUD/MPUD Document and Concept Plan</b> (Sections 158.170 – 158.175 of the Zoning Code):			
	Sixteen sets of 11" x 17" concept plans			
	Show traffic access points			
	Show drainage discharge locations			
	Show proposed water and sewer connection points			
	Evidence of unified control and binding PUD agreement			
	Density statement			
	Proposed zoning district regulations			
	<b>LMD Rezoning and Concept Plan</b> (Section 158.155(M) of the Zoning Code):			
	Sixteen sets of 11" x 17" concept plans			
	Show traffic access points			
	Show drainage discharge locations			
	Show proposed water and sewer connection points			
	Evidence of unified control and development agreement			
	Preliminary building elevations			
	Landscape Plan			
	<b>SEU Concept Plan:</b>			
	Sixteen sets of 11" x 17" plans – either approved site plan or proposed concept plan			



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Applicant Certification

I, \_\_\_\_\_ (Print or type name), do hereby certify that the information checked above has been provided to the City of Port St Lucie for the subject project. I understand that the checklist is used to determine if the submittal is complete so that the project can be added to the Site Plan Review Agenda. I further understand that review of the submittal contents will not be made at this time and that a sufficient submittal does not exempt a project from being tabled or denied at the Site Plan Review Committee.

(Signature of Applicant)

(Date)

Planning and Zoning Department Representative

I, \_\_\_\_\_ (Print name), as a representative of the Planning and Zoning Department, find that this submittal is Sufficient / Non-Sufficient based upon my review on \_\_\_\_\_ (date).
Additional Comments:

(Signature of Planning and Zoning Department Representative)

(Date)

Engineering Department Representative

I, \_\_\_\_\_ (Clearly print or type name), as a representative of the Engineering Department, find that this submittal is Sufficient / Non-Sufficient based upon my review on \_\_\_\_\_ (date).
Additional Comments:

(Signature of Engineering Department Representative)

(Date)

Utilities System Department

I, \_\_\_\_\_ (Clearly print or type name), as a representative of the Utilities System Department, find that this submittal is Sufficient / Non-Sufficient based upon my review on \_\_\_\_\_ (date).
Additional Comments:

(Signature of Utility System Department Representative)

(Date)

**City of Port St Lucie**

**Site Plan Review - 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 and 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 <sup>(1)</sup>	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 <sup>(2)</sup>
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	ResponseToComments.X.pdf <sup>(3)</sup>
Site Plan	PDF and 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.