



City of Port St. Lucie
Planning & Zoning Department

A City for All Ages

**REVISED SITE PLAN/DETAIL PLAN
APPLICATION PACKET
REVISED 07/29/15**

The Planning & Zoning Department collects all fees associated with the development review process, including Planning & Zoning, Engineering and Utility Systems. 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.



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SITE PLAN REVIEW PROCESS CRITERIA:

1. Deadline for new submittals is 12:00 noon on the dates indicated on the attached schedules.
2. Online submittals may be made by accessing the website, submit.cityofpsl.com, and uploading the documents.
3. Paper submittals – **16** sets of all 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.**
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 Meeting. There will be **NO** additions to the agenda after that time.



CITY OF PORT ST. LUCIE 2015

SCHEDULE OF MEETINGS FOR REVIEW OF SITE PLANS FOR PROJECTS OF GREATER THAN 10,000 SQ FT OR 50 DWELLING UNITS, SUBDIVISION PLATS MORE THAN 2 PARCELS.

ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE

<u>SUBMITTAL DEADLINE</u>	<u>1:30 PM SPRC</u>	<u>1:30 PM P&Z BOARD</u>	<u>7:00 PM CITY COUNCIL</u>
December 17, 2014*	January 14, 2015*	February 3, 2015	February 23, 2015
January 7, 2015	January 21	March 3	March 23
January 21	February 11	March 3	March 23
February 4	February 25	April 7	April 27
February 18	March 11	April 7	April 27
March 4	March 25	May 5	May 26 (Tuesday)
March 18	April 8	May 5	May 26 (Tuesday)
April 1	April 22	June 2	June 22
April 15	May 13	June 2	June 22
May 6	May 27	July 7	July 27
May 27	June 10	July 7	July 27
June 3	June 24	August 4	August 24
June 17	July 8	August 4	August 24
July 1	July 22	September 1	September 28
July 15	August 12	September 1	September 28
August 5	August 26	October 6	October 26
August 19	September 9	October 6	October 26
September 2	September 23	November 3	November 23
September 16	October 14	November 3	November 23
October 7	October 28	December 1	January 11, 2016
October 21	November 12 (Thurs.)	December 1	January 11, 2016
November 4	November 25	January 5, 2016	January 25, 2016
November 18	December 9	January 5, 2016	January 25, 2016
December 2*	January 13, 2016*	February 2, 2016	February 22, 2016
December 16*	January 13, 2016*	February 2, 2016	February 22, 2016

*There will be only 1 Site Plan meeting in December.



CITY OF PORT ST. LUCIE 2015

SCHEDULE OF MEETINGS FOR REVIEW OF **SITE PLANS AND MINOR SUBDIVISION PLATS** FOR PROJECTS OF **LESS THAN 10,000 SQ. FT. OR 50 DWELLING UNITS**

ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE

<u>SUBMITTAL DEADLINE</u>	<u>1:30 PM SPRC</u>	<u>7:00 PM CITY COUNCIL</u>
December 17, 2014*	January 14, 2015*	February 9, 2015
January 7, 2015	January 21	February 23
January 21	February 11	March 9
February 4	February 25	March 23
February 18	March 11	April 13
March 4	March 25	April 27
March 18	April 8	May 11
April 1	April 22	May 26 (Tues.)
April 15	May 13	June 8
May 6	May 27	June 22
May 27	June 10	July 13
June 3	June 24	July 27
June 17	July 8	August 10
July 1	July 22	August 24
July 15	August 12	September 14
August 5	August 26	September 28
August 19	September 9	October 12
September 2	September 23	October 26
September 16	October 14	November 9
October 7	October 28	November 23
October 21	November 12 (Thurs.)	December 7
November 4	November 25	December 7
November 18	December 9	January 11, 2016
December 2*	January 13, 2016*	February 8, 2016
December 16*	January 13, 2016*	February 8, 2016

*There will be only 1 Site Plan meeting in December,



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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 (PUD's), 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:

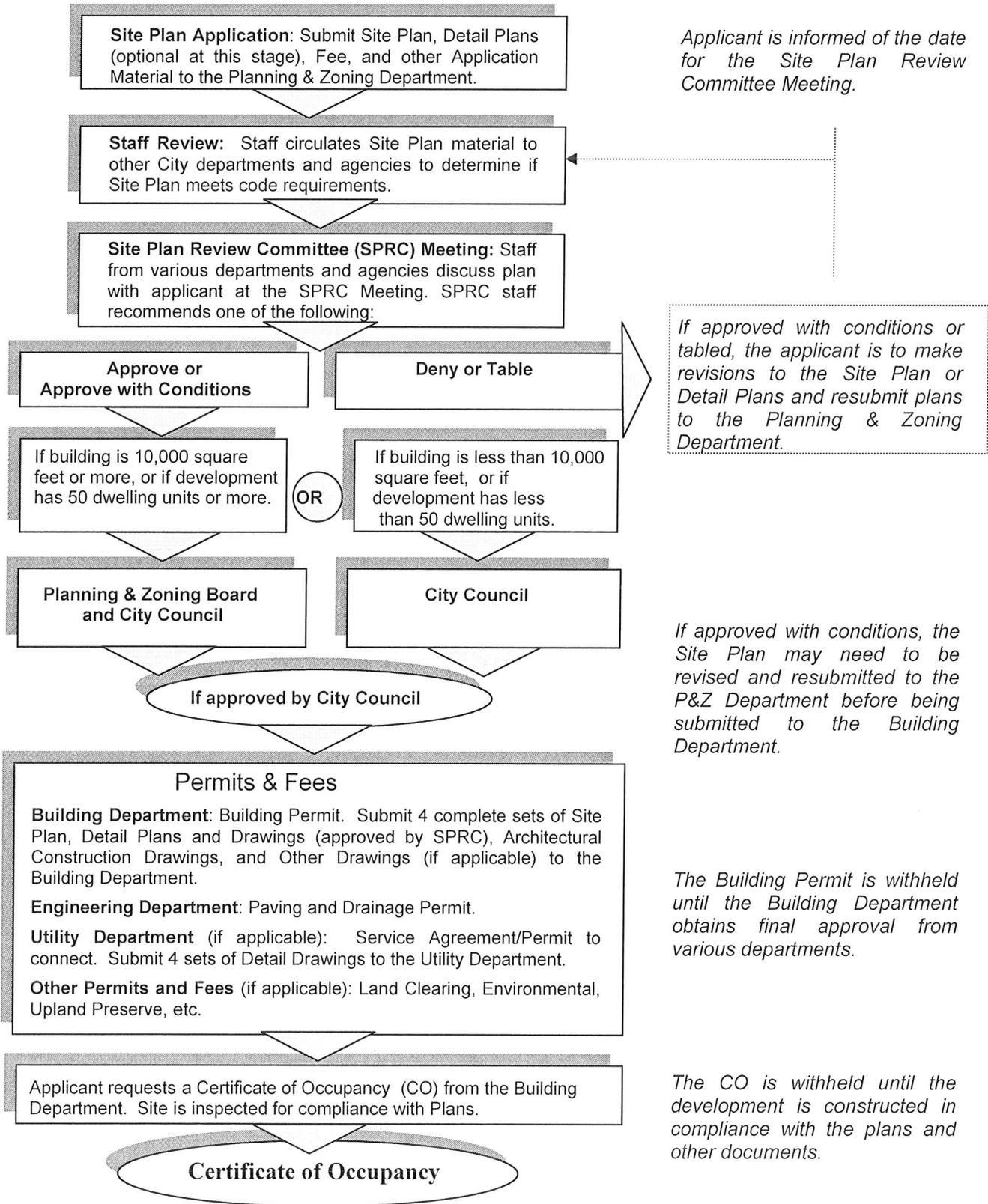
- **Approve the Project:** If approved, the plan is sent to the Planning & Zoning Board and/or the City Council for review. The applicant may receive a Building Permit when the Site Plan is approved by the City Council, the Detail Plans are approved by the SPRC, all Construction Drawings are approved, and all fees are paid.
- **Approve the Project with Conditions:** The project may be approved with the condition that the applicant makes 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 (available upon request), or on the City of Port St. Lucie Planning & Zoning Department web page.

SITE PLAN REVIEW PROCESS



SITE PLAN

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 772-871-5212 for fee.)
- ___ **3. Proof of Ownership:**
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:**
SPRC Review (16 sets of blackline plans - 24" x 36" - folded to 9" x 12")
P&Z Board (22 sets of reduced blackline plans - 11" x 17")
City Council (1 set of blackline plans 24" x 36" folded to 9" x 12" and
10 sets of blackline reduced sets - 11" x 17".)
- ___ **5. Boundary and Topographic Survey:** (16 sets [blackline] - 24" x 36" - folded to 9" x 12"). 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. (16 sets [blackline] - 24" x 36" - folded to 9" x 12")
- ___ **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). (16 sets.)
- ___ **8. Other:** Other drawings may be requested by the Planning & Zoning Department if deemed necessary.

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.

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.
- 6. Zoning and Future Land Use designations for Site.
- 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.
- 2. Indicate the number of stories and height of building(s).

- 3. **Residential Multi-Family:** Number of dwelling units, density, number of bedrooms, and square footage for each dwelling unit type.
- 4. **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.
- 5. 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.)
- 6. Illustrate, dimension, and identify all existing and proposed building restriction lines (i.e., easements, right-of-way, building setbacks, minimum spacing between buildings, etc.).
- 7. 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.

SITE DATA	ACRES	SF	PERCENTAGE %
Gross Site Area	1.148	50,000 SF	100%
Impervious Area	0.574	25,000 SF	50%
Building Coverage (Total)	0.344	15,000 SF	30%
Pavement & Sidewalk Coverage	0.230	10,000 SF	20%
Pervious Area	0.574	25,000 SF	50%

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 curbing or curb stops along landscape areas.
- 8. 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,
- 9. Traffic Impact Analysis. For all developments with greater than 1,000 trips per day, or as determined by the Engineering 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 153.16(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.

- _____ **5. 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.

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 Committee 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** (16 sets [blackline] - 24" x 36")
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** (16 sets [blackline] - 24" x 36") For projects having 1 acre or more.
- **3. Paving and Drainage Construction Plans** (16 sets [blackline] - 24" x 36")
Signed and sealed by a Florida Registered Engineer (with registration number).
- **4. Utility Systems Construction Plans** (16 sets [blackline] - 24" x 36")
Signed and sealed by a Florida Registered Engineer (with registration number).
 - **a) Capacity Worksheet/Processing Fee:** For projects located within the PSLUSD Service Area, a completed, signed, Water/Wastewater Capacity Worksheet and \$250.00 Processing Fee must be submitted to the PSLUSD at 900 SE Ogden Lane prior to the review of the water and wastewater plans by the SPRC
 - **b) Availability of Service/Capacity Letter:** Required for all projects connecting to central water and/or wastewater. A Water/Wastewater Capacity Worksheet and Processing Fee must be submitted to obtain a letter of available service. Utility service provider(s), outside of the PSLUSD service area, may have other requirements.

B. Format Requirements

All Detail Construction Plans and 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., page1/4, 4/4).

- ___ 2. The scale for plan drawings shall be either 1" = 10', 20', 30', or 40', except for clearing plans, detail drawings, and cover sheets. 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.

C. General Information

All of the following information shall be on the Construction Plans:

- ___ 1. Engineer's or Landscape Architect's Florida Registration Number, Seal, and Signature.
- ___ 2. Project name and Planning Department file number.
- ___ 3. Name, address, and telephone number of the engineer or landscape architect.
- ___ 4. Property boundary lines, easements, right-of-way(s), and lot lines (if applicable) with dimensions and phase boundary lines (if applicable).
- ___ 5. Date, north arrow, and scale on all pages.
- ___ 6. Revision dates and descriptions, as applicable.
- ___ 7. Location and dimensions of any existing or proposed vehicular use areas (parking lots, driveways). Indicate location and names of all streets abutting the site.
- ___ 8. Location and dimensions of existing or proposed buildings or structures.

D. Landscape Plan and Irrigation Plan

The Landscape Plan and Irrigation Plan must meet the requirements of Chapter 153 of the City Code.

E. Land Clearing Plan and Stormwater Pollution Prevention Plans

Plans shall meet the requirements of §153.22 of the City Code. Submit 2 copies of the following items:

- ___ 1. Land Clearing Plan. A graphic diagram drawn to scale, or current aerial photograph of the property, showing the site and boundaries of the subject property and the vegetated areas to be retained or preserved.
- ___ 2. Stormwater Pollution Prevention Plan that meets the requirements as set forth by the Florida Department of Environmental Protection (FDEP).

F. Paving, Drainage, and Grading Construction Plans

- ___ **1. Boundary and Topographic Survey:** Provide a topographic map with contours of The site and adjacent hydrological related areas. The contours are to be extended a minimum of 100 feet from the project boundaries.
- ___ **2. Flood Insurance Rate Map:** Indicate area of special flood hazard (100-year flood), if applicable. Include zones A, AE, A1-A30, AH, AO, A99, V, VE, and V1-V30. Flood Zones should be directed to Building Plan Review.
- ___ **3. Soil Conservation Report and Water Table Test:** Soil survey and percolation tests must be submitted. Drainage design shall be based on wet season water table level.
- ___ **4. Storm Drainage:** Projects that are exempt from the South Florida Water Management District permitting process shall comply with the following:
 - ___ **a) Water Quality:** The first inch of rainfall shall be treated on site by retention, detention, or exfiltration.
 - ___ **b) Water Quantity:** The applicant shall provide storage area for the 25-year/3-day storm event minus the allowable discharge (.5 to .75 cfs/acre). The floor elevation shall be above 100-year/3-day storm event at zero discharge. The road and parking lot shall be above 5-year/1-day storm event.
- ___ **5. Drainage Calculations:** Provide 2 copies of signed and sealed drainage calculations. Calculations shall address stormwater drainage design issues such as depth, duration, and distribution. Indicate drainage storage area in terms of acreage and percentage of property as follows:

___ a) Impervious Surfaces (excluding water bodies).	50 ac.	50%
___ b) Pervious Surfaces.	25 ac.	25%
___ c) Lakes, Canals, and Retention/Detention Areas.	25 ac.	25%
___ d) Total acreage of the Project	100 ac.	100%

 - ___ **e) Provide runoff calculations showing discharge, elevations, and volumes retained during applicable storm event.**
- ___ **6. Control Structure:** Provide detail drawings of the side, top, and front of control structures. Indicate the baffle plate.
- ___ **7. Roof Drain:** Runoff from roof drains shall be directed to the parking lot or to the retention/detention area.
- ___ **8. Offside Swales:** Incoming discharge from new development shall not exceed flow capacity of the existing swales.

___ **9. Driveway Culvert:** A culvert placed under commercial driveways must have mitered ends with concrete collars at a maximum 45 degrees off the horizontal. In addition, a 3-foot extension is required on each side of the driveway. (Note: A general note shall be added as follows: Size, grades, and location for driveway culverts shall be determined by the Engineering Department.)

___ **10. Easement Dedication:** Indicate the locations of easements on the Construction Plans as depicted on the recorded plat.

___ **11. Restoration & Improvement within City Right-Of-Way:** Prior to commencing with any work within a City right-of-way, the developer shall apply for a construction permit.

___ **12. Easement Encroachment:** Any construction performed in platted easements shall comply with the easement encroachment policy that was adopted by the City Council on March 10, 1990.

___ **13. Easement Abandonment:** Projects that combine two or more residential lots for commercial use may require an easement abandonment resolution.

___ **14. Soil Erosion and Sedimentation Control:** Seeding, mulching, sodding and/or other acceptable methods shall be used to prevent soil erosion during and after all phases of clearing, grading, site preparation, and construction. The developer shall maintain curb and gutters, swales, and canals free of accumulated sand and earth. Temporary sediment basins may be required during construction. All sedimentation control measures shall be consistent with the approved soil erosion and sedimentation plan.

___ **15. Roadway and Parking Lot Design Standards:** Roads and parking lots shall comply with Florida Department of Transportation design standards and City ordinances.

___ **a)** All unstable materials such as muck, peat, plastic clays, and/or marls shall be removed from roadbed areas. The area should then be backfilled with suitable material and the subgrade stabilized to a minimum depth of 10 inches (below the base course) having a minimum 75-psi Florida Bearing Value. Suitable materials for backfill for stabilization, if needed, include high-bearing solid, sand clay, ground lime rock, or any other suitable material.

___ **b)** Pavement design shall follow the following specifications:

Materials	Structure Number	Asphalt Thickness	Base Thickness	Subgrade Thickness
Local Roads & Parking Lots	1.89	1 inch	6 inches	8 inches
Collector Roads	2.54	1½ inches	8 inches	12 inches
Arterial Roads	3.19	1½ inches	8 inches	12 inches

- _____ c) Local roads and parking lots may utilize type S-3 Asphalted Concrete. Collector streets and above shall use type S-1 Asphaltic Concrete. When base material is substituted for subgrade, a minimum 8 inches of base material is required. Portland cement concrete is acceptable for use on local roads and parking areas and must be constructed of FDOT approved Class II concrete. A concrete expansion joint plan must be submitted and approved by the City Engineer. The recommended pavement slope for parking lots is .01 feet per foot and shall not be less than .0075 feet per foot.

- _____ d) Alternate types of pavement, base, and sub-base may be approved if, in the opinion of the City Engineer, the alternates are equal or superior to those specified. An application for such approval shall be accompanied with written data, calculations, and analysis which show, by accepted engineering principles, that the alternate types are equal or superior to those specified. The stabilized subgrade shall have a minimum 40 Lime rock Bearing Ratio or 75-psi Florida Bearing Value.

- _____ e) **Stabilized Shoulders:** Stabilized shoulders 8 feet in width shall be provided unless paved lanes are provided. The shoulder shall consist of a six-inch layer of soil having a minimum of 75-psi Florida Bearing Value.

- _____ f) Test results, performed and written by a testing laboratory, shall be submitted giving Florida Bearing sufficient time to obtain uniform results for each and every type of soil appearing in the roadbed or at random locations designated by the City Engineer.

Prior to receiving a Building Permit, the applicant is to obtain necessary permits from the Engineering Department.

G. Utility Systems Construction Plans

Utility Systems Department (873-6400). All references to the City of Port St. Lucie Utility Systems Department will be indicated as PSLUSD.

- _____ 1. **Cover Sheet** - A cover sheet is required and shall include the following:
 - _____ a) Project Name.
 - _____ b) Developer's Name, Address and Phone Number.
 - _____ c) Engineer of Record's Name, Address and Phone Number.
 - _____ d) State Location Map.
 - _____ e) Engineer's Florida Registration Number (shall be included on all sheets).
 - _____ f) Seal and signature of the Engineer (shall be included on all sheets).
 - _____ g) Index of all Drawings.

- _____ 2. **Site Plan:** An approved Site Plan shall be incorporated into the Detail Construction Plans.

- _____ **3. Phasing Plan:** Showing all phasing boundaries, including all utility phasing (if applicable).
- _____ **4. Key Sheet/Map:** An overall layout of the proposed project indicating all phases of construction including existing and proposed lines shall be shown (at a maximum scale of 1:100).
- _____ **5. Legal Description:** Provide the legal description of the property, including property I.D. Number(s). Show all Lot, Block and Section numbers of the property and adjoining properties, including properties shown across public and/or private right-of-way(s).
- _____ **6. Control Points:** Show all control points, such as section corners and/or permanent reference markers, and their distances to property lines.
- _____ **7. Street Names:** All street names shall be clearly noted.
- _____ **8. Paved Areas:** All pavement, parking, and sidewalks with proposed and/or existing elevations shall be clearly shown.
- _____ **9. Right-of-Way(s)/Easements:** All Right-of-Way(s) and/or Easements shall be clearly shown and referenced by plat and/or O.R. Book and Page. Proposed Right-of-Way(s)/Easements shall be:
 - _____ **a)** Specific as to rights to the City (non-specific easements will be subject to approval of the PSLUSD).
 - _____ **b)** Dedicated using the PSLUSD Standard Dedication Language (see attached).
 - _____ **c)** Clearly shown and dimensioned on design and record drawings and identified as to type and use.
 - _____ **d)** Dedicated via a Plat, Re-plat or by Sketch and Description. When provided by sketch and description, the easement descriptions shall be written clearly with a point of beginning and a point of termination with the sketch drawn to scale on 8 x 11 inch size paper, accompany the description. Street(s) and/or right-of-way(s) shall be shown on the sketch and be associated to the property being described. The scale shall be such to enable the direction of lines to be clearly observed. When clarity warrants, the sketch shall be on more than one sheet with the proper match lines shown for each sheet.
 - _____ **e)** A minimum of 30' x 45' for municipal lift stations.
 - _____ **f)** A minimum of 20' x 20' for grinder lift stations, encompassing control panel.
 - _____ **g)** A minimum of 20' wide, extending ½ the easement width beyond the termination point of the facilities for gravity sewer main(s).

- _____ h) A minimum of 10' wide, extending ½ the easement width beyond the termination point of the facilities for water main(s), force main(s), water/wastewater service line(s), electrical service(s) from the service drop to lift stations and appurtenances.

_____ **10. Landscaping:**

- _____ 1) The following notes shall be on all Landscaping Plans:
 - _____ a) No intrusive root system vegetation shall be placed within ten feet of utilities.
 - _____ b) No landscaping shall be placed in a manner that would create conflicts with the intended operation and maintenance of any existing utility.

_____ **11. Buildings to be Serviced:** Clearly show the outline of buildings with distances from the property line(s), right-of-way(s) and/or roadway(s) dimensioned to all building corners and the distances between buildings.

_____ **12. Service Location and Meter Sizing:** The location and size of the water meter(s) and service line(s) shall be clearly shown on the drawings (all commercial service(s) shall be a minimum of 2" from the main to the meter). Calculations for sizing water meters shall be provided and calculated in accordance with AWWA Publication M22, latest edition. Provide a summary note including the following information:

- _____ a) Quantity and size of water meter(s).
- _____ b) Building type and ERCs per Building (per City Code 61.11 and/or as amended in Ordinance 95-70).

The manufactures Name, Model Number and supporting documents used for sizing The meter shall be provided for all Master Meters (meters 3" and larger).

_____ **13. Cross Connection:** The size and type backflow device shall be clearly shown on the drawings. All devices shall be located immediately adjacent to the City's point of service. Multiple structures and/or units serviced by a single meter must be individually protected against cross connection in addition to the main device. All devices shall be sized for a maximum of 7.5 feet per second and of a type that will provide adequate protection for the intended use of the property, in accordance with Ordinance 97-41.

_____ **14. Plan View:** The drawings shall clearly identify:

- _____ a) All existing and proposed mains, service lines and appurtenances adjacent to and throughout the property (including sizes, quantities and material types).
- _____ b) All changes in material types.

- ___ c) All line deflection points, horizontal and/or vertical (provide profile detail and/or grades as needed to clearly show vertical deflections).
 - ___ d) The location and numerical labeling of each bacteriological sample points.
 - ___ e) Lift station and manhole invert and rim elevation(s).
 - ___ f) Percentage of slope(s) and profile grade(s).
 - ___ g) Continuous numbering of manholes (numbering from the lift station outward).
 - ___ h) All Drop Manholes.
 - ___ i) Finish grades and minimum cover(s).
 - ___ j) All conflicts, including material types (provide a profile conflict resolution).
 - ___ k) Continuous stationing and offset dimensions to all water and/or wastewater mains and appurtenances relative to the roadway baseline. When there is no roadway base line, offset dimensions from right-of-way line(s), property line(s) and/or roadway edge(s) of pavement may be used.
 - ___ l) The location, size and type of other underground and aboveground utilities (drainage lines and structures, wells, septic systems, gas, electric/telephone lines and poles, television cables, holding tanks, etc.), both existing and proposed.
 - ___ m) The location of existing and/or proposed permanent improvements (walls, Drainage retention areas, signs, etc.).
- ___ **15. Profile View:** Profiles are required for all roadway projects and sanitary sewer mains. The drawings shall include and clearly identify:
- ___ a) Lift station and manhole invert and rim elevation(s).
 - ___ b) Percentage of slope(s) and profile grade(s).
 - ___ c) All existing and/or proposed water, wastewater, and drainage improvements. (including material type(s), quantities and changes in material types).
 - ___ d) Continuous numbering of manholes (numbering from the lift station outward).
 - ___ e) Continuous stationing and offsets relative to the roadway base line.
 - ___ f) All conflicting underground facilities.
 - ___ g) Existing and finish grade.

_____ **16. Wastewater Lift Stations:** For all lift stations, including grinders, the drawings shall include the following: (radio telemetry, fencing and access roadways are not required for grinder type stations, however, may be requested at the discretion of the PSLUSD).

_____ a) Site Plan, including all finish grades, specific dimensions, the orientation of the station, valve vault, control panel, radio telemetry, access roadway, fence and appurtenances necessary to facilitate the construction of the station.

_____ b) Detail Drawings, including specific dimensions for the access cover pump and piping arrangements, electrical schematics, radio telemetry and appurtenances.

_____ c) Pump Manufacturer, Model Number, Horsepower, Impeller Size, Voltage/ Phasing, and pump rate at the design head condition.

_____ d) Design Calculations, including:

_____ 1. Flow calculations: shall be calculated in accordance with City Code 61.11 and/or as amended in Ordinance 95-70, including Average Daily flow, Maximum Daily Flow and Peak Hourly Flow, using Standard peaking factors per FDEP and the 10 States Standards.

_____ 2. Head calculations: shall be calculated, and the pumps sized to operate normally through the full range of operation with 25 psi in the receiving force main and/or the pressures outlined in the Low Pressure Main design model(s), which may be obtained from the PSLUSD.

_____ 3. Manufacturer's Pump Curve, with an intersecting Total Dynamic Head Curve.

_____ 4. Manufacturer's Mode Number Impeller Size, Voltage/Phasing and pump rate at the design head condition.

_____ 5. The average daily flows (ADF), maximum daily flows (MDF), peak hourly flows (PHF), ADF/MDF/PHF cycle/run times, starts per hour, total dynamic head (TDH), and buoyancy calculations. Flows shall be based on the City's Code Ordinance, 61.11, as amended. Cycle/run times shall be such that under Average Daily Flows the cycle time shall not exceed 30 minutes and under Maximum Daily Flows the pumps shall not exceed 6 starts per hour. Under Peak Hourly Flows

_____ 6. Buoyancy calculations.

_____ 7. Impact, analysis of the existing lift station(s) and receiving wastewater force mains, including calculations.

_____ **17. Detail Drawings:** Detail drawings are required for all appendages and appurtenances or auxiliaries from the main. Complete sketches are required for all areas where the details cannot be readily shown on the plan and profile.

_____ **18. Written Specifications:** All specifications shall be in compliance with the PSLUSD Specifications, FDEP, AWWA and ANSI, including, but not limited to:

- _____ 1. Standard Separation Statement, per F.A.C. 17.604 and 10 States Standards.
- _____ 2. Material Specifications, for all materials (pipe, elbows, etc.).
- _____ 3. Testing requirements, including formulas (Pressure, bacteriological, infiltration, exfiltration, telespection, etc.).
- _____ 4. Record Drawings requirements.
- _____ 5. Notification requirements.
- _____ 6. Restoration requirements.
- _____ 7. The following note shall be added to all plans:

All construction shall be in accordance with the City of Port St. Lucie Utility Systems Department's Technical Specifications and Construction Standards, latest revision, and with all applicable Florida

Department of Environmental Protection rules and regulations.

A pre-design meeting is recommended for all residential subdivisions, major site plans, and/or commercial/industrial sites.

Prior to receiving a Building Permit and/or the City's execution of regulatory permit applications, the applicant must execute a Service Agreement/Permit to Connect and pay all applicable fees. The agreement will be prepared by the PSLUSD and forwarded to the applicant upon receipt of four (4) complete sets of signed and sealed approved Detailed Construction Plans, one (1) approved Landscaping Plan, one (1) approved Site Plan, and one (1) approved Plat (If applicable). The above plans shall be submitted directly to the PSLUSD at 121 SW Port St. Lucie Boulevard, Building B.

Attached on following Pages:

1. Water/Wastewater Capacity Worksheet
2. New Connection Charges for Commercial Development.
3. PSLUSD Easement Dedication Language.

GENERAL INFORMATION

The agencies listed below should be contacted at an early date to determine if any permits or approvals are required from them:

US Postal Service (For Box Placement)	(772) 873-0674
South Florida Water Management District	(772) 223-2600
Florida Department of Environmental Regulation	(772) 398-2806
Florida Department of Transportation	(772) 465-7396
St. Lucie County Health Department	(772) 873-4926
St. Lucie County Fire District	(772) 621-3400

The following Permits and Licenses may be required by the City:

Building Permit	Building Department	(772) 871-5132
Land Clearing Permit	Bldg. Dept. & P&Z Dept.	(772) 871-5132 (772) 871-5213/
Occupational License(s)	Building Department	(772) 871-5132
Sign Permit(s)	Bldg. Dept. & P&Z Dept.	(772) 871-5132/ (772) 871-5213
Paving & Drainage Permit	Engineering Department	(772) 871-5178
Grading & Excavation Permit	Engineering Department	(772) 871-5178
Water & Sewer Permit	Utility Department	(772) 873-6400

The following Impact Fees may apply: (See Attachment)

Roads	(Commercial and Residential)
Law Enforcement	(Commercial and Residential)
Public Buildings	(Commercial and Residential)
Library	(Residential Only)
Parks	(Residential Only)
Schools	(Residential Only)
Fire/EMS	(Commercial and Residential)

APPLICATION FOR SITE PLAN REVIEW

ONLY COMPLETE SUBMISSIONS WILL BE PROCESSED

CITY OF PORT ST. LUCIE
PLANNING & ZONING DEPARTMENT
(772) 871-5212 FAX: (772) 871-5124

P&Z File No. _____
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



SITE PLAN SUFFICIENCY CHECKLIST
Revised September, 2013

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

Applicant Checklist	Description of Item Provided	Sufficient		
		P&Z	Eng.	Utility
	Sufficiency Checklist: One original completed and signed by applicant.			
	3 CD's with all application materials			
	Cover Letter: Sixteen copies of a typed letter explaining the purpose and history of the application.			
	Written Response to Comments: Sixteen copies. For resubmittals only.			
	Completed Application: Sixteen copies. Use black ink or type to fill out completely and legibly.			
	Owner's Authorization: Sixteen copies of authorization on Owner's letterhead.			
	Application Fees: Refer to each department's fee schedule			
	Proof of Ownership: Three copies of the recorded deed(s) for each parcel			
	Site Plans:			
	Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Complete, legible and sufficient detail. (Review may determine that submittal does not comply)			
	Resubmittals - completed revision blocks with a reference number or "cloud".			
	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.			
	Traffic statement			
	Drainage statement			
	Show project phasing, if applicable.			
	Show existing and proposed utility mains and services.			
	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:			
	Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Complete, legible and sufficient detail			
	Contours or spot elevations (½ foot minimum).			
	Vertical datum is NAVD			
	Current Florida Registered Surveyor's signature and seal.			
	Tree Survey: See Sections 153.13 thru 153.19.			
	Conceptual Floor Plans Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Conceptual Building Elevations: Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered. Indicate height and color of building(s).			
	Citywide Design Standards Selection List and Fee: 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 or Tradition.			
	Public Art Requirement Checklist			



SITE PLAN SUFFICIENCY CHECKLIST

Revised September, 2013

Project Name: _____

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

Applicant Certification

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

(Signature of Applicant)

(Date)

Planning and Zoning Department Representative

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

(Signature of Planning and Zoning Department Representative)

(Date)

Engineering Department Representative

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

(Signature of Engineering Department Representative)

(Date)

Utilities System Department

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

(Signature of Utility System Department Representative)

(Date)



CONSTRUCTION PLANS SUFFICIENCY CHECKLIST
Revised September, 2013

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*

Applicant Checklist	Description of Item Provided	Sufficient		
		P&Z	Eng.	Utility
	Sufficiency Checklist: One original completed and signed by applicant.			
	3 CD's with all application materials			
	Cover Letter: Sixteen copies of a typed letter explaining the purpose and history of the application.			
	Written Response to Comments: Sixteen copies. For resubmittals only.			
	Construction/Detail Plans:			
	Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Complete, legible and with sufficient details. (Review may determine that submittal does not comply)			
	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			



CONSTRUCTION PLANS SUFFICIENCY CHECKLIST

Revised September, 2013

Project Name: _____

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

Applicant Certification

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

(Signature of Applicant)

(Date)

Planning and Zoning Department Representative

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

(Signature of Planning and Zoning Department Representative)

(Date)

Engineering Department Representative

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

(Signature of Engineering Department Representative)

(Date)

Utilities System Department

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

(Signature of Utility System Department Representative)

(Date)

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 ⁽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 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 namedPermitSFWMD.pdf.

(3) X is the response number: first response=1, second response=2, etc.

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 ⁽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	ResponseToComments.X.pdf ⁽³⁾
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.



PUBLIC ART REQUIREMENT CHECKLIST
January 8, 2012

Project Name: _____

Project Number: P _____ **New Submittal:** **Re-submittal:** (check one)

Applicant is required to submit the public art requirement package to the Planning & Zoning Department with the site plan package. The package will be distributed to the Public Art Advisory Board (PAAB) and scheduled for their next meeting. PAAB meetings are the 2nd (second) Tuesday of every month and the applicant is strongly encouraged to attend. If any items are incomplete or missing, it may delay review of the application by the PAAB. Other drawings or information may be required, if deemed necessary, upon review by the PAAB. The Public Art Requirement approval must be obtained prior to the site plan being scheduled for City Council.

Description of Item to be provided: (Twelve copies of all items collated into sets)

	Completed Public Art Requirement Checklist: One original, completed and signed by applicant.
	Copy of Site Plan Application and Proposed Site Plan
	Cover Letter: Describe to the PAAB your proposal to meet the Public Art Requirements. Please be as descriptive as possible.
	Written Response to Comments: For resubmittals only.
	Calculation of Public Art Requirement Value: Applicant must provide cost estimate for proposed improvements which include building, site improvements such as paving, drainage and parking (civil), landscape, and site lighting. Complete Public Art Requirement Value Calculation section of this application and attach supportive cost estimates from licensed professionals within each discipline.
	Proposed Public Art Requirement Method: Identify which method you are choosing to meet the requirement by placing the number in the box to the left. 1. Artwork On Site 2. Art Donated to the City of Port St. Lucie 3. Payment of Fee in Lieu of Artwork On Site
	Public Art Requirement Proposal: Submit the appropriate supportive information to clearly communicate the proposal and to assist the PAAB in evaluation of the proposed Public Art. <u>ART ON SITE:</u> Complete "Artwork Proposal and Specifications" Section of Application. <u>ENHANCED ARCHITECTURE:</u> Provide proposed elevations clearly showing enhanced elements above minimum architectural requirements. <u>ENHANCED LANDSCAPE:</u> Provide proposed plan and elevation views clearly showing 'enhanced elements' above minimum landscape requirements. Applicant must clearly demonstrate a unique and identifiable element or space which is definable apart from the minimum landscape or site design requirements.

CALCULATION OF PUBLIC ART REQUIREMENT VALUE:

Building Costs (Vertical construction estimate)	\$
Civil Costs (Paving, Drainage, Parking)	\$
Landscape Costs	\$
Site Lighting Costs	\$
TOTAL ESTIMATED COSTS:	\$
Public Art Requirement Value: (Total to be Calculated by the Planning & Zoning Department)	\$

(Maximum Public Art Requirement Value is \$50,000.00.)

ARTWORK PROPOSAL AND SPECIFICATIONS:

1. Artwork & Artist Information:

Artwork Title: _____
 Artwork Site: _____
 Artwork Material: _____
 Artwork Dimensions: _____
 Artist Name: _____
 Address: _____
 City, State Zip: _____
 Telephone: _____
 Website: _____

2. Artwork Description: _____

3. Siting: _____

4. Materials with Specifications: _____

5. Fabrication and Installation Procedures: _____

6. Yearly Maintenance and Conservation Plan: _____

7. Examples of artist's work or related pieces: _____

I acknowledge (as applicant/owners representative) that The Public Art Requirement approval must be obtained prior to the site plan being scheduled for City Council. I have provided all required checklist items and the estimates used to calculate the Public Art Requirement Value are accurate to the best of my knowledge.

 Applicant's Signature Printed Applicant Name: Date:



"A City for All Ages"

Port St. Lucie Utility Systems Department Application for Service

Forward completed application, fee, and applicable plans to:

Port St. Lucie Utility Systems Department (PSLUSD), Utility Engineering Division,
Telephone: (772) 873-6400 Fax: (772) 871-7615 Email: Utileng@cityofpsl.com

Check all Items Submitted:

- 01. Application fully complete and signed by PROPERTY OWNER
 - a. If you are the OWNER'S AGENT, an original notarized Letter of Authorization from the owner must be attached.
 - b. Proof of authorized signatory via the State of Florida website (www.sunbiz.org) must be attached.
 - c. Proof of ownership of property must be attached. Supply a printout for the property from the SLC Property Appraisers Office or a copy of a Warranty Deed is acceptable.
- 02. Location map showing street names (8½" x 11")
- 03. Meter address from Port St Lucie or St. Lucie County GIS Department
- 04. Conceptual Project Layout (including location of buildings/structures and utility connection points)
- 05. Boundary Survey (showing all existing and proposed easements)
- 06. Application Fee

NOTE: Failure to submit the above items 01 - 06 may result in the application being returned.

Additional information plans, and/or documents may be required.

Upon acceptance of the completed application, applicable plans and payment of the application fee, the Utility Engineering Division will typically provide review comments within 30 days. Upon approval of construction/detail plans, the Utility will issue a Utility Service Agreement outlining all conditions and costs related to connecting to the Utility's water and/or wastewater system. The Utility Service Agreement must be signed by the owner, signifying acceptance of the Utility's terms and conditions for providing water and/or wastewater service.

<u>FOR PSLUSD OFFICE USE ONLY</u>	
Project Name: _____	File Number: _____
Application Fee Received: _____	Receipt Number: _____
Application Complete: <input type="checkbox"/>	Application Incomplete: <input type="checkbox"/>
E-mail listing any deficiencies sent to applicant and engineer on: _____	
Incomplete application returned to applicant or engineer on: _____	
Existing projects only: ERC's Reserved Water: _____ ERC's Reserved Sewer: _____ Irrigation ERCs: _____	
Historical Use: Water: _____ Sewer: _____ Irrigation: _____ (attach historical)	
Interceptor(s) required: YES <input type="checkbox"/> NO <input type="checkbox"/>	All projects are subject to the Wastewater System User Rules as outlined in the City Code, Chapter 64, and in the PSLUSD Specifications and Standards.

APPLICATION FOR SERVICE

1. Project Name: _____

2. Project Description: _____

3. Type of Establishment: _____

3. Existing Structure: Proposed Structure: Square Footage _____

4. Proposed Hours Of Operation:

DAY(S) OF THE WEEK: S M T W R F S _____ AM to _____ PM

DAY(S) OF THE WEEK: _____ AM to _____ PM

5. Property Location: Within PSL City Limits Other _____
 Unincorporated: St. Lucie County

6. Address Of Facility: _____
(Include city, state, & zip) _____

7. Legal Description: _____
(Lots) (Block) (Section)

(Other)

OR, attach documentation for Legal Description

8. Property Tax I.D. No.(s): (Required)

APPLICATION FOR SERVICE

9. Applicant/Title Holder Of Property:

Name: _____ Title: _____
Company Name: _____
Mailing Address: _____
Street Address
City State Zip
E-Mail Address _____

10. Owner's Agent:

Name: _____ Title: _____
Company Name: _____
Mailing Address: _____
Street Address
City State Zip
Telephone: _____ Fax: _____
E-mail Address: _____

Owner shall be copied on all Port St. Lucie Utility Systems correspondence

11. Engineer of Record:

Name: _____ Title: _____
Company Name: _____
Mailing Address: _____
Street Address
City State Zip
Telephone: _____ Fax: _____
E-mail Address: _____

12. Account Name and Billing Address:

Account Name: _____
Billing Address: _____
Street Address
City State Zip
Email Address: _____
Telephone: _____ Fax: _____

APPLICATION FOR SERVICE

13. Type Of Service Requested: (Check appropriate boxes)

	Water	Wastewater	Fire Protection	Existing Irrigation
Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reclaimed Irrigation				
Water Desired?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Proposed <input type="checkbox"/> Disallowed <input type="checkbox"/>
Fire Line Required:	Yes <input type="checkbox"/>	If Yes, Indicate Line(s) And Size(s): _____		
	No <input type="checkbox"/>	And System Classification: _____		

14. Water Service:

Indicate quantity of meters in the applicable box below each meter size:								
WATER METER SIZE:	5/8"X 3/4"	1"	1 1/2"	2"	3"	4"	6"	OTHER
# of Existing Meters								
# of New Meters								

15. Wastewater Service: (Wastewater Plant to Serve Project)

(check one)

- Glades
 Southport
 Westport

16. FIRE PROTECTION CAPACITY

Indicate the method of fire protection your project requires.

1. Existing Fire Hydrant(s)
 2. Fire Sprinkler System served by _____ inch fire line(s).
 3. Private Fire Line
 4. Fire Hydrants required within road right of way: _____
(Quantity)
 5. Not Applicable

Notes:

APPLICATION FOR SERVICE

17. Flow Derivation:

Check the appropriate category used to determine the ERC flows for your establishment.

Note: Regardless of ERCs determined for flow calculations, each meter installed with this project shall reserve a minimum of 1 ERC.

**PLEASE COMPLETE 1 OF THE FOLLOWING 4 CATEGORIES:
(Select Only One Category – A or B or C or D)**

A. Historical ERC Data based on current usage: See our historical flow use instructions for historical method help.

Calculated ERCS: _____ (attach all historical data)

B. ERC Determination Table: See our ERC Determination Table for ERC determination method help.

Type of Establishment (Per ERC Table, Section 61.11 of the City Code):

Applicable "Units": _____ No. Of Beds: _____

Square Feet: _____ No. Of Seats: _____ (including bar & outdoor seating)

Employees: Total No. _____ Per Shift _____ Shifts per Day _____

Other: _____

Calculated ERCS: _____ (attach sheet)

C. Fixture Unit Method: See our fixture units table for fixture units method help.

The total ERC value may be determined by the Florida Plumbing Code.

Total ERC Value = $\frac{\text{Number of Fixture Units} \times 30}{250 \text{ GPD/ERC}}$

Fixture Units _____ X 30 = _____ Gallons of Flow

Gallons of Flow _____ / 250 Gallons/Day = Calculated ERC's _____ (attach sheet)

D. Estimated by the PSLUSD: If unable to provide any of the above information, the applicant can defer to the PSLUSD to estimate water usage (PSLUSD plan reviewer to attach calculations).

APPLICATION FOR SERVICE

18. SIGNATURE AND SEAL OF ENGINEER:

Sign and seal below to certify that pages one (1) through six (6) are true and correct.

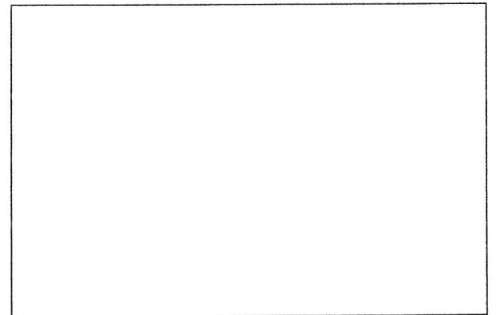
Company: _____

Address: _____

Printed Name

License No.

Signature/Date/Seal or Stamp



APPLICATION FOR SERVICE

The Property Owner hereby requests water and/or wastewater service in the amount of ERCs shown above for the property or properties described in this Application for Service and agrees to be bound fully by the provisions of the Port St. Lucie City Code, the Port St. Lucie Utility Standards Manual and the terms and conditions of any Water and/or Wastewater Agreement and Permit issued pursuant to this Application. Furthermore, the person or persons executing this application are fully authorized to bind the Property Owner and agree to indemnify the City for damages that may occur due to false representation in this application.

This application and the subsequent issuance of a Utility Service Agreement by the City shall create no vested rights in the Applicant and shall not be construed as a guarantee of water and/or wastewater service to the Applicant. The City may permit connections to its water and wastewater system only if it can lawfully do so and would not thereby violate any permit, license, restriction, injunction, moratorium or denial of permission to connect imposed or issued by any Court of competent jurisdiction or by any applicable Agency of the United States, the State of Florida, St. Lucie County, or the City of Port St. Lucie. The City makes no other representation or agreement as to the availability of water and/or wastewater service in connection with the development of the property described herein. The Applicant expressly agrees that it shall have no claim or cause of action against the City for its observance of the requirements or any such permit, license, restriction, injunction, moratorium or denial of permission to connect its potable water or wastewater system. The Applicant hereby waives and relinquishes any right, claim, cause of action or other remedy whatsoever against the City arising from or as a result of the City's refusal to permit the observance of the requirements, or for the reason that the connection would violate such permit, license, restriction, injunction, moratorium or denial of permission to connect. This application is submitted pursuant to the requirements, the provisions of which are hereby incorporated herein.

Property Owner: (Mandatory)

By: _____ By: _____
Print Name: _____ Print Name: _____
Date: _____ Date: _____

Owners Agent: (attach authorization)

By: _____ By: _____
Print Name: _____ Print Name: _____
Date: _____ Date: _____

NOTE: Partnerships and Joint Ventures must have all Partners sign.



City of Port St. Lucie
Utility Systems Department
900 SE Ogden Lane,
Port St. Lucie, FL 34983
(772) 873-6400 – TDD Accessible
(772) 871-7615 – FAX
Email: Utileng@cityofpsl.com

GUIDELINE FOR ESTIMATING COMMERCIAL PROJECT FEES

Inquiries regarding applications for service, or other questions regarding service for existing or new commercial accounts should be directed to the Commercial Development unit of the Utility Engineering Division at the City of Port St. Lucie Utility Systems. You may call (772) 873-6400 for a visit.

DEFINITIONS:

ERC - Equivalent Residential Connection. (1 ERC equals 250 gallons per day)

ERC Determination Table - Is a guideline adopted by City Council for estimating the ERC value for commercial developments.

Fixture Unit Method - Fixture Units are based and listed in the Florida Building Code, Plumbing section.

Water & Sewer Connection Charges – Charges are calculated per ERC.

Processing Fees: A processing fee is required for all commercial service or development applications.

Inspection & Plan Review Fees: Fees are calculated on the maximum total ERCs (water or sewer). If no ERCs are reserved, fees are based on the linear feet of pipe and number of lift stations.

Sewer Grinder Station Fees: The Utility Department may approve a low flow system design incorporating a grinder pump station.

- One, a single-phase duplex system, is typically used with a single building structure, with very low flows (4.0 ERCs / 1,000 GPD or less), connection to a low pressure force main system and only domestic wastewater flows (no food service, commercial laundry, etc.). This system is only allowed with specific written approval by PSLUSD.
- The second system, a 3-phase duplex system, is typically used with higher flow or pressure applications and varied types of wastewater discharge.

Each system design is site specific and is determined once applicable service applications and plans have been submitted for utility review. Applicants must retain a professional engineer to design the system in accordance with City of Port St. Lucie Utility Systems Technical Specifications and Construction Standards and applicable regulatory agency standards.

PSLUSD can supply the single-phase duplex grinder system only, if approved. The package includes basin, pumps, and electrical control panel and can be picked up at the PSLUSD warehouse.

A licensed contractor retained by the developer must supply all other miscellaneous materials and labor costs to install single-phase systems.

For 3-phase systems, the developer or applicable licensed contractor is responsible for obtaining the grinder system from an authorized pump representative.

Monthly Billings: The monthly usage bills for properties located outside of the City limits are surcharged 25%. All monthly bills receive a surcharge of 6%.

Equivalent Residential Connections (ERCs) can be estimated using the following three methods.

- (ERC) Determination Table per City Code section 61.11
- Fixture Unit Calculations
- Historical Use Flow Calculations

Guaranteed Revenue Fees shall be invoiced on an annual basis and are calculated based on the current base facility charge (BFC). The BFC for water and wastewater will be charged per ERC(s) reserved. Guaranteed revenue is invoiced in advance for the calendar year, and credits will be issued for connections during the year.

PSLUSD may assess other fees, as necessary, for unusual or complicated projects.

See worksheet attached for pricing.

Fee Worksheet

Project Name:

	<u>Unit Price</u>		<u>Quantity</u>	<u>Definer</u>	<u>Amount</u>
Water:					
1. Plant Capacity Reserved:	\$1,150.00	x	_____	ERCs	_____
Plant Capacity Previously Reserved:		x	_____	ERCs	_____
2. Line Charge:	\$522.00	x	_____	ERCs	_____
3. Meter Installation Fee:	\$560.00	x	_____	5/8" x 3/4" meter	_____
	\$591.00	x	_____	1" meter	_____
	\$774.00	x	_____	1-1/2" meter	_____
	\$1,281.00	x	_____	2" meter	_____
4. Water Deposit:					
Meter Size	\$50.00	x	_____	5/8" x 3/4"	_____
Meter Size	\$95.00	x	_____	1"	_____
Meter Size	\$150.00	x	_____	1-1/2"	_____
Meter Size	\$425.00	x	_____	2"	_____
Meter Size	\$500.00	x	_____	3"	_____
Master Meter (2 months est. bill)		x	_____	4" and above	_____
5. _____ Month(s) Guaranteed Revenue:	\$7.60	x	_____	ERCs	_____
Wastewater:					
6. Plant Capacity Reserved:	\$1,950.00	x	_____	ERCs	_____
Plant Capacity Previously Reserved:		x	_____	ERCs	_____
7. Line Charge:	\$408.00	x	_____	ERCs	_____
8. Grinder Pump Pkg. (single phase):	\$4,335.00	x	_____	6'	_____
	\$4,710.00	x	_____	8'	_____
	\$5,150.00	x	_____	10'	_____
9. Sewer Deposit:					
Meter Size	\$125.00	x	_____	5/8 x 3/4"	_____
Meter Size	\$275.00	x	_____	1"	_____
Meter Size	\$925.00	x	_____	1-1/2"	_____
Meter Size	\$1,175.00	x	_____	2"	_____
Meter Size	\$1,400.00	x	_____	3"	_____
Master Meter (2 months est. bill)		x	_____	4" and above	_____
10. _____ Month(s) Guaranteed Revenue:	\$14.16	x	_____	ERCs	_____
11. Generator:	\$23,507.00	x	_____	25 KVA	_____
	\$27,244.00	x	_____	45 KVA	_____
	\$32,213.00	x	_____	70 KVA	_____
	\$33,950.00	x	_____	85 KVA	_____
	\$41,492.00	x	_____	125 KVA	_____
	\$45,708.00	x	_____	150 KVA	_____
Review and Inspections:					
12. Plan Review and Inspections:	\$743.00	x	_____	Base Fee	_____
per ERC charge	\$69.00	x	_____	ERCs	_____
13. Backbone Water Main	\$1.03	x	_____	Linear Foot	_____
14. Backbone Wastewater Main	\$1.03	x	_____	Linear Foot	_____
15. Lift Stations with Backbone Mains	\$1,545.00	x	_____	Per Lift Station	_____
16. Re-Review Fees (2 hour minimum)	\$51.50	x	_____	Hours	_____
Misc:					
17. Agreement Recording Fees:	\$10 first page, \$8.50 thereafter		_____	Pages	_____
18. Easement Recording Fees:	\$10 first page, \$8.50 thereafter		_____	Pages	_____
19. Miscellaneous Processing/Review Fee:	\$260.00		_____	Each	_____
20. Agreement Cancel/Amendment Fee:	\$300.00	x	_____	Each	_____
21. PSLUSD Potable Water Const. Permit Fee:	\$450.00	x	_____	Each	_____
22. PSLUSD Wastewater Const. Permit Fee:	\$450.00	x	_____	Each	_____
23. Reclaimed Water Plant Capacity Reserved:	\$0.77	x	_____	Gallon	_____

Total Due Upon Execution of Agreement

**City of Port St. Lucie
Utility Systems Department**

Standard Plat Dedication Language

1. Private Street / Rights-of-Way:

Place language dedicating streets, rights-of-way, etc. to a Private Association here, An easement over and under such (streets, rights-of-way) as shown hereon is also reserved in favor of the City of Port St. Lucie, its successors and assigns, for access to, and the installation and maintenance of, public utility facilities, including but not limited to, water and wastewater lines and appurtenant facilities. The City of Port St. Lucie shall not be responsible for any maintenance obligations for said easement area or such (streets, rights-of-way, etc.) except as shall relate to the servicing of such public utilities by the City of Port St. Lucie.

2. Non-Specific Utility Easements: (see attached notes)

Place language dedicating the nonspecific utility easements here, Said Easement as shown hereon is also dedicated in favor of the City of Port St. Lucie, its successors and assigns, for access to, and installation and maintenance of, public utility facilities, including but not limited to, water and wastewater lines and appurtenant facilities. The City of Port St. Lucie shall not be responsible for any maintenance obligations for said easement except as shall relate to the servicing of such public utilities by the City of Port St. Lucie.

3. Specific Utility Easement: (see attached notes)

Place language dedicating the specific utility easement here, Said Easement as shown hereon is a Utility Easement which is hereby dedicated to the City of Port St. Lucie, its successors and assigns, for access to, and the installation and maintenance of, public utilities facilities, including but not limited to, water and wastewater lines and appurtenant facilities. There shall be no other public or private utility facilities installed in, on, over, under, or across the easement area without the City's written permission. There shall be no improvements of any kind including, but not limited to, landscaping constructed within the boundaries of the easement area which would restrict the operation and maintenance of, or which may in any manner result in harm to, the City's facilities. (Insert name of Owner or Private Association here), its successors or assigns, shall own, maintain, repair and replace any permitted improvements over the utility easement, which are not precluded by the foregoing, which may be damaged or destroyed by the City of Port St. Lucie, its successors or assigns, designees or contractors in the operation, maintenance of, or access to, the City's facilities. The City of Port St. Lucie, its successors or assigns, shall have the right to require the removal of any improvements, which are constructed in violation of the conditions set forth above. In the event, such violating improvements are not removed upon request, they shall be subject to removal by the City of Port St. Lucie, its successors or assigns, designees or contractors without liability or responsibility therefore.

NOTES:

1. Nonspecific easements are generally any easement contained in the plat dedicated to any other Public and/or Private Utilities. All nonspecific easements shall also be dedicated to the City.
2. Specific easements will be required for Lift Stations & Well Sites, Side Lot Easements within Private Developments, Parking Lots and Private Roadways, where easements are not provided for outside the private road way for any other Public and/or Private Utilities.
3. If the plat contains both Specific and Nonspecific easements the easements shall be numbered as Utility Easement No. 1 and Utility Easement No. 2, etc. within the dedication and the Plat shall identify these easements with numbering relative to the dedication.

I N T E R O F F I C E M E M O R A N D U M

To: Cheryl Friend, Director, Planning and Zoning Department
Through: Jesus A. Merejo, Director, Utility Systems Department
From: Laney Southerly, P.E., Utility Engineering 
Subject: Definition for Grease Interceptor Users
Date: 11/23/06

To ascertain if an applicant may need to install a grease interceptor, please use the following guideline:

All food service facilities are required to have a grease interceptor.

Food service facilities shall include, but are not limited to: Facilities that prepare, serve, process, or package food or beverages for sale or consumption, on or off-site, with exception of private residences or private dwelling units, food manufacturers, food packagers, food processors, restaurants, snack bars, concessions, delicatessens, grocery stores, meat/poultry stores and markets, movie theaters, bakeries, lounges, hospitals, nursing homes, assisted living facilities, churches, schools, childcare centers, and all other food service facilities not listed above.

Bill Archebelle, Manager of Commercial Development, will be the point of contact for utility services for these customers.

C: Joe Salema, Building Official
Brad Macek, Assistant Utility Director
Joe Presti, Lab Manager
Donna Rhoden, Public Information Manager
Bill Archebelle, Manager Commercial Development

RECEIVED

NOV 29 2006

**PLANNING DEPARTMENT
CITY OF PORT ST. LUCIE, FL**

**FIRE MARSHAL'S
OFFICE**



2400 Rhode Island Ave.
Fort Pierce, FL 34950
772.462.8306
772.462.8466 FAX

**St. Lucie County
Fire District**

RECEIVED

April 11, 2003

APR 14 2003

PLANNING DEPARTMENT
CITY OF PORT ST. LUCIE, FL

Cheryl Friend, Asst. Planning Director
City of Port St. Lucie
121 SW Port St. Lucie Blvd.
Port St. Lucie, FL 34984

Dear Ms. Friend,

In order to improve the efficiency of our service and reduce the number of questions during the Development Review process, the St. Lucie County Fire District now requires an impact statement to be included in the submittals for all Planned Unit Developments and Developments of Regional Impact. The Fire District Impact Statement must provide, at a minimum, the following information:

1. Type of community/development (overall theme/concept/philosophy)
2. Size of community/development (phase projections with approx. dates and at 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/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.

With this information, the District will be able to evaluate the overall aspects of the proposed development more quickly and provide more detailed information to the applicant regarding the requirements of the St. Lucie County Fire District Fire Prevention Code (Resolution 406-03) before and during the Site Plan Review Committee Meetings.

Sincerely,

A handwritten signature in cursive script, appearing to read "Buddy Emerson".

Capt. Buddy Emerson
St. Lucie County Fire District

**FIRE MARSHAL'S
OFFICE**



2400 Rhode Island Ave.
Fort Pierce, FL 34950
772.462.8306
772.462.8466 FAX

**St. Lucie County
Fire District**

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 approx. dates and at 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/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.



**SAINT LUCIE COUNTY FIRE DISTRICT
DEVELOPMENT & SITE PLAN REVIEW APPLICATION**

5160 N.W. Milner Drive
Port Saint Lucie, FL 34983
Telephone: 772-621.3322
Fax: 772-621-3604
Web Address: www.slcfcd.com

Type of Request

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Site Plan with Construction "Detail" Plans	<input type="checkbox"/> Amendment	<input type="checkbox"/> Re-submittal
<input type="checkbox"/> Preliminary Subdivision Plat with Construction "Detail" Plans		<input type="checkbox"/> Final Subdivision Plat with Construction "Detail" Plans	
<input type="checkbox"/> Development of Regional Impact	<input type="checkbox"/> Planned Unit Development		
<input type="checkbox"/> Other			

Project Information

Project Name			
Location			
City	Zip	Number of Dwelling Units	
Type of Development/Intended Use			Gross Square Feet of Structure/s
Gross Acreage/Square Feet of Site		Water Purveyor	

Owner/Developer Information

Name			
Address		City	
State	Zip	Telephone	Fax
E-Mail			

Applicant/Agent for Owner

Name		Firm		
Address		City		
State	Zip	Telephone	Fax	
E-Mail				

Project Architect/Engineer

Name	<input type="text"/>	Firm	<input type="text"/>				
Address	<input type="text"/>		City	<input type="text"/>			
State	<input type="text"/>	Zip	<input type="text"/>	Telephone	<input type="text"/>	Fax	<input type="text"/>
E-Mail	<input type="text"/>						

Saint Lucie County Fire District Development & Site Plan Review Fees

Make fees payable to: Saint Lucie County Fire District

Minor

\$108.75 (<5,000 sq. ft. or <5 units)
\$217.50 (5,000-10,000 sq. ft. or 5-15 units)
\$362.50 (10,000-25,000 sq. ft. or 16-25 units)

Major

\$507.50 (>25,000 sq. ft. or >25 units)

Planned Unit Development (PUD)

\$1087.50

Development of Regional Impact (DRI)

\$1450.00

Applicable Codes

**The Florida Fire Prevention Code, 2007 Edition.
Saint Lucie County Fire District Fire Prevention Code, Resolution 406-03, by local amendment.**

Client Agreement

I hereby authorize the above listed agent to represent me.
I fully understand that the review fees charged by the Saint Lucie County Fire District are separate from all City or County fees and must be paid upon submittal of documents.

Owner's Signature	<input type="text"/>	Printed Name	<input type="text"/>	Date	<input type="text"/>
		Title	<input type="text"/>		

Exhibit "A"

**ST. LUCIE COUNTY FIRE DISTRICT
SCHEDULE OF FEES
FOR
PLAN REVIEW AND INSPECTIONS**

A. Commercial, Institutional, and Multi-Family Residential Developments

1. The plan review fee for all new construction, renovations, alterations, or changes of occupancy shall be computed by multiplying the estimated cost of construction/building valuation by \$.0036.
2. If no construction cost is involved in a change of occupancy, the plans review fee will be calculated at the rate of \$.03 per square foot of space.
3. The minimum fee for each plans review is \$145 per building.

B. Site Plan Review (not for construction permit).

1. Minor
\$108.75 (less than 5000 sq. ft. or less than 5 units)
\$217.50 (5000-10000 sq. ft. or 5-10 units)
\$362.50 (10,001-25,000 sq. ft. or 11-25 units)
2. Major
\$507.50 (>25,000 sq. ft. or >25 units)
3. Planned Unit Development (PUD)
\$1087.50
4. Development of Regional Impact (DRI)
\$1450.00

C. Work without Review/Permitting

Work performed without review, without permits, or with invalid permits shall be charged double the standard or original review fee. An additional fee of \$145 shall be charged to the contractor if a field inspector stops such work.

D. Revisions: Fee includes revisions to plans based on the following:

1. Minor
\$145.00
2. Major
\$217.50

E. Inspection and Re-inspection Fees

1. An inspection fee of \$72.50 will be charged when a building owner, architect, engineer or tenant requires an inspection before a permit is issued for renovation, change of occupancy classification or tenant improvement.
2. A fee of \$108.75 shall be charged to determine the occupant load for any existing assembly occupancy.
3. New construction, renovations, or additions requiring an inspection, or if re-inspection is required for compliance.
 - a. No charge for initial inspection.
 - b. A fee of \$145.00 will be charged for the first re-inspection for compliance
 - c. A fee of \$217.50 will be charged for the second and/or each subsequent re-inspection for compliance.
4. Inspections for automatic sprinkler systems, fire alarm and detection systems, standpipe, foam, fire department communications systems, control stations, and fixed fire protection systems.
 - a. No fee for the initial inspection.
 - b. A fee of \$145.00 will be charged for the first re-inspection for compliance.
 - c. A fee of \$217.50 will be charged for the second and/or each subsequent re-inspection for compliance.
5. Fire safety inspection for existing structures for compliance to the Florida Fire Prevention Code.
 - a. No fee will be charged for the initial and follow up inspection for compliance.
 - b. A fee of \$145.00 will be charged for the first re-inspection for compliance.
 - c. A fee of \$217.50 will be charged for each subsequent re-inspection.
6. A fee of \$145 will be charged for inspections required by the State or other agency in order to obtain/maintain a license.
7. Inspections requested after normal working hours may be performed at the discretion of the Fire Marshal. A fee of \$362.50 per hour will be charged.

F. Fire Protection Systems.

Fees for all new construction, renovations, alterations, or changes:

1. Automatic Fire Sprinkler Systems.
Fee based on \$145.00 per system, plus \$1.45 per sprinkler head.
2. Standpipe Systems.

Fee includes Class I, Class II or Class III, wet or dry systems: \$72.50 per riser or a fee of \$217.50 per system, whichever is greater.

3. Fire Pumps.

Fee of \$290.00 per pump (includes witnessing of NFPA 20 Field Acceptance Test)

4. Gases and Chemical Fixed Fire Protection Systems.

Fee based on \$1.45 per pound of agent or \$145.00 per system, whichever is greater.

5. Fire Alarm Systems.

Fee based on \$145.00 per fire alarm system control panel plus \$1.45 per alarm initiating, indicating, or control device.

G. Miscellaneous Permits, Inspections, and Reviews.

1. Flammable and Combustible Liquid Storage Tanks. Fee based on review only.

a. \$72.50 per tank installation

b. Tanks storing stationary combustible liquids used to supply fuel for fire pumps and emergency generators which are part of an emergency power source (E.P.S.): \$72.50

c. Containment areas: \$72.50

d. Installation or replacement of dispensers and/or related piping: \$72.50 per dispenser

2. Tank Removal or Abandonment of Tank(s) in place.

Fee for review only: \$72.50 (underground or above ground tanks)

3. Liquefied Petroleum (LP) Gas Storage Tanks (Commercial Installation).

Fee for plan review only: \$72.50 per tank installation

4. Tent Installations

Fee for all installations: \$72.50

5. Fireworks Display

Fee for review and inspection of area: \$217.50

H. Technical Assistance

Preliminary review for permitting, construction plans, and site plans.

\$72.50 per hour (1 hr minimum).

I. Refunds.

Plan Review and Inspection fees are non-refundable.

J. Payment of Fees.

1. Site Plans

- a. Fees shall be charged to the applicant, agent, land planner, project architect or engineer of the owner/developer, as applicable, of the proposed project for review of Site Plans, including applications for Developments of Regional Impact, Planned Unit Developments, Land Use Changes, Preliminary and Final Plats, and Construction Detail Plans. ~~Fees shall be payable upon receipt of an itemized invoice.~~ Review fees shall be paid at the time of application.

2. Construction Documents.

- a. Fees shall be charged to the applicant/general contractor of the proposed project for review of construction documents and the initial inspection, ~~and shall be payable upon receipt of itemized invoice.~~ Review fees shall be payable upon the Fire District's receipt of the construction documents. Upon said receipt, an itemized invoice will be faxed and/or mailed to the applicant/general contractor. No reviews will be performed until the fees are paid. Includes new construction, renovations to existing structures, and additions.
- b. Initial review and inspection fees for automatic sprinkler plans, calculations, and specifications shall be paid by the automatic sprinkler contractor upon receipt of itemized invoice. No permits will be issued until the fees are paid.
- c. Initial review and inspection fees of fire alarm systems, detection, voice alarm, communication, and control station documents shall be payable by the fire alarm contractor or electrical contractor upon receipt of an itemized invoice. No permits will be issued until the fees are paid.
- d. Fees for review and initial inspection for chemical fixed fire protection systems shall be payable by the system contractor upon receipt of an itemized invoice. No permits will be issued until the fees are paid.

3. Flammable and Combustible Liquid Storage Tanks.

- a. Review fees of flammable and combustible liquid storage tanks, dispensers, related piping, and containment shall be paid by the Pollutant Storage System Specialty Coordinator or the General Contractor upon receipt of an itemized invoice. No permits will be issued until the fees are paid.
- b. Tank Removals. The Pollutant Storage System Specialty Contractor shall be responsible for payment of the fee(s) upon receipt of the Fire Marshal's Permit.

4. Liquefied Petroleum Gas (LP) Installations. The installing contractor shall be responsible for payment of fees upon receipt of the Fire Marshal's Permit.

5. Tents. The installing contractor shall be responsible for payment of fees upon receipt of the Fire Marshal's Permit.
6. Fireworks Displays. The display contractor shall be responsible for payment of fees upon receipt of the Fire Marshal's Permit.
7. Technical Assistance. Fees shall be charged to and paid by the person officially requesting assistance and payable upon receipt of itemized invoice.
8. Inspection and Re-inspection Fees. Fee(s) shall be charged to and paid by the responsible general contractor, property owner, or association upon receipt of an itemized invoice. Fees shall be paid prior to additional inspections or re-inspections.

K. Non-payment of Fees

1. Site Plans

- a. If the required fees are not paid within 30 days, a duplicate of the original invoice will be mailed to the applicant, agent, land planner, project architect or engineer of the owner/developer, as applicable, of the reviewed project. If payment is not received within 30 days of the mailing of the duplicate invoice, no further submittals from the applicant, agent, land planner, architect, or engineer, as applicable, will be reviewed.

2. Construction Documents

- a. If the required fees are not paid within 30 days, a duplicate of the original invoice will be mailed to the applicant/general contractor of the reviewed project. No field inspections for these projects will be scheduled until the required fees are paid. If payment is not received within 30 days of the mailing of the duplicate invoice, no further submittals from the applicant/general contractor will be reviewed.



CITY OF PORT ST. LUCIE
ENGINEERING DEPARTMENT



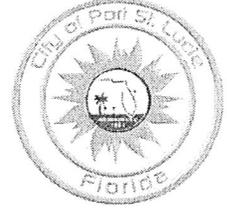
Commercial
Revocable Encroachment Permits

Utility Contacts and Phone Numbers

Comcast Cable	Wayne Ingram	692-9010 ext. 29
AT & T	Bryan Coughlin	460-4437
Florida Power & Light	Service Planning Dept.	337-7052
Florida City Gas	Chris Stermer	871-2551 ext. 4

-
- **FEES (Effective October 1, 2008)**
 - o \$90.00 Revocable Encroachment Permit application plus recording fees
 - St. Lucie County Recording Fees = \$10.00 first page, \$8.50 each additional page (min. 4 pages = \$35.50) = **\$125.50**
 - **REQUIRED INFORMATION**
 - o Written request from property owner
 - o Owners name, address and phone number
 - o Copy of recorded deed
 - o Copy of survey with improvements
 - o Utility company letters (see listing above)
 - o Signed Legal description of abandonment from a surveyor
 - **PROCESS**
 - o Engineering Department review
 - o Public Works review
 - o Utility Department review
 - o Mayor's Signature & Recordation
 - **ESTIMATED TIMEFRAME**
 - o 6-8 weeks

CITY OF PORT ST. LUCIE
ENGINEERING DEPARTMENT
Commercial Revocable Encroachment
Permit Application



Complete the following with legible printing in ink or typed and forward this application along with the required attachments to the City of Port St. Lucie Engineering Department. Illegible applications or attachments will be returned to the applicant. The City will complete the required paperwork and have the document recorded.

Project Name: _____

Project Number: _____

Parcel ID Number: _____

Property Legal Description: LOTS/TRACTS: _____

BLOCK: _____

SECTION: _____

Property Address: _____

Present Owner(s) of Record: _____

Required Attachments With Application

1. Copy of the Deed.
2. A legible 8-1/2- x 11-inch site plan (use appropriate scale) clearly showing the following information:
 - a. Label as "Exhibit A"
 - b. Project Name
 - c. Project Number (P0x-xxx)
 - d. North Arrow
 - e. Legal Description
 - f. Label and Dimension the Easement
 - g. Label and Dimension "Encroachment" Feature (e.g., 6-foot masonry wall, irrigation well, etc.) from Two Intersecting Property Lines or from One Parallel Property Line, as appropriate.
3. A check for the application fee plus the recording fees made payable to the City of Port St. Lucie. The application fee is \$90.00 and the St. Lucie County Recording Fee is \$35.50 (\$10.00 first page, \$8.50 each additional page – minimum of four pages), for a total of \$125.50.

Required Attachment With Request For Engineering Permit

1. Letters from Utility Companies stating that they have no objection to the proposed improvements within the easement must be submitted prior to issuance of Engineering Permit.



CITY OF PORT ST. LUCIE

ENGINEERING



NPDES requirements prior to receiving an Engineering permit or a Clearing Permit for land disturbing activities greater than 1 acre:

1. a) Complete the FDEP Generic SWPPP (Storm Water Pollution Prevention Plan) template at <http://www.dep.state.fl.us/water/stormwater/npdes/swppp.hmt> (preferred method)
or
b) Submit all the information on the above stated generic template, in a separate erosion and sediment control plan.
2. Provide a copy of the completed NOI application form (with Responsible Authority and Contact Info) that was submitted to the FDEP.
3. Perimeter sediment and erosion control measures, and a stabilized construction entrance must be in place and inspected.
4. **An onsite pre-construction meeting shall be scheduled with representatives from:**
 - a) **The responsible authority (as per the NOI), if possible**
 - b) **The general contractor**
 - c) **The City of PSL NPDES division**
 - d) **SFWMD Representative:**
City of PSL - gboiscl@sfwmd.gov , Guy Boisclair (223-2600)
Tradition - amurphy@sfwmd.gov , Allison Murphy (863-462-5260)

SAMPLE COPY

Stormwater Pollution Prevention Plan

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Phil Dirt

Name (Operator and/or Responsible Authority)

10/13/04

Date

Project Name and location information:	Pink Flamingo Fabrications 1111 Cypress Avenue Tallahassee, FL 32311 850-867-5309
---	--

A site map must be developed and must contain, at a minimum, the following information:

1. Drainage patterns,
2. Approximate slopes after major grading activities,
3. Areas of soil disturbance,
4. Outline all areas that are not to be disturbed,
5. Location of all major structural and non-structural controls,
6. The location of expected stabilization practices,
7. Wetlands and surface waters, and
8. Locations where stormwater may discharge to a surface water or MS4.

SAMPLE COPY

Site Description

Describe the nature of the construction activity:	Build a 34,000 sq ft facility that will manufacture plastic parts and fabricate pink flamingo lawn decorations.
Describe the intended sequence of major soil disturbing activities:	<ul style="list-style-type: none"> • 0-2 days, site prep and stabilized construction entrance; • 3-6 days, install perimeter sediment and erosion controls; • 7-10 days, clearing/grubbing over all areas except those that are designated as buffers/conservation easements; • 11-13 days, site grading; • 14-30 days, install storm sewer and utilities; • 31-42 days, concrete slab; • 43-90 days, frame structure; • 91-205 days, finish building; • 206-234 days, stabilize site. <p>To be completed by Contractor/Subcontractor(s): 1, 2, & 3</p>
Total area of the site:	9.5 Acres
Total area of the site to be disturbed:	7.5 Acres
Existing data describing the soil or quality of any stormwater discharge from the site:	Existing soil type is Myakka and Leon with a low seasonal water table of 4.0 ft below existing grade and has a natural slope of approx 1% draining towards the wetland area.
Estimate the drainage area size for each discharge point:	<ol style="list-style-type: none"> 1. 4.50 acres (east side of site) 2. 3.00 acres (west side of site)
Latitude and longitude of each discharge point and identify the receiving water or MS4 for each discharge point:	1. LAT : 27 deg 30' 31" LON: 80 deg 26'10" Discharges to Cypress Creek via an unnamed jurisdictional wetland.
	2. LAT : 27 deg 30' 51" LON : 80 deg 26'30" Discharges to Leon County's MS4.

SAMPLE COPY

Give a detailed description of all controls, Best Management Practices (BMPs) and measures that will be implemented at the construction site for each activity identified in the intended sequence of major soil disturbing activities section. Provide time frames in which the controls will be implemented.

NOTE: All controls shall be consistent with performance standards for erosion and sediment control and stormwater treatment set forth in s. 62-40.432, F.A.C., the applicable Stormwater or Environmental Resource Permitting requirements of the Department or a Water Management District, and the guidelines contained in the Florida Development Manual: A Guide to Sound Land and Water Management (DEP, 1988) and any subsequent amendments.

- Prior to clearing, a silt fence (trenched 4 inches deep and backfilled on the uphill side), reinforced with hay bales (that are trenched 4 inches deep, backfilled on the uphill side, and staked with at least two 2" x 2" wooden stakes) shall be installed around the perimeter of the site. A double row of silt fence reinforced with properly installed hay bales (with the same installation as above) in addition to a vegetation barrier shall be placed around the vegetative buffers and wetland area as shown on site plan.
- During the clearing, grubbing and site grading stages, areas that are disturbed more than 7 days shall be stabilized with rye grass applied at manufacturer's recommendations. After seeding, each area shall be mulched with 4,000 pounds of straw per acre. All exposed slopes that are equal to or greater than 5%, an Erosion Blanket® shall be utilized until the area achieves final stabilization. A rock access road (that is 50ft long with a 6 inch depth of FDOT #1 stone and lined with filter fabric) shall be constructed to minimize the effects of truck traffic and sedimentation tracking both on and off of the site. There will be only one construction entrance at this site.
- After the initial site grading work, all proposed inlet(s)/outfalls, once installed, shall be protected from erosion and sediment runoff by the use of filter fabric and properly installed hay bales (with the same installation as above). Disturbed portions of the site where construction activities have permanently ceased shall be stabilized with permanent seed or other permanent stabilization methods (if other methods are utilized, this SWPPP will be modified) no later than 14 days after the last construction activity. Seeding shall be the same as in temporary seeding.
- All installation shall be commenced as depicted on the attached site map and installation "typicals" sheet.

To be completed by Contractor/Subcontractor(s): 1, 2, & 3

Describe all temporary and permanent stabilization practices. Stabilization practices include temporary seeding, mulching, permanent seeding, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, vegetative preservations, etc.

- Temporary seeding shall be rye grass applied at manufacturer's recommendations to any disturbed areas that are inactive more than 7 days.
- Mulching practices and sod shall be applied to the parking lot island.
- Sod shall be used to stabilize the sides of the retention pond.
- Filter fabric shall be placed under the rock entrance/exit, the swale outfall and the stormwater retention pond outfall.

SAMPLE COPY

- Vegetative buffers shall be left undisturbed at the southeast and northeast corners of the property.

To be completed by Contractor/Subcontractor(s): 1, 2, & 3

Describe all structural controls to be implemented to divert stormwater flow from exposed soils and structural practices to store flows, retain sediment on-site or in any other way limit stormwater runoff. These controls include silt fences, earth dikes, diversions, swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, coagulating agents and temporary or permanent sediment basins.

- A silt fence reinforced with properly installed hay bales (with the same installation as indicated under the Best Management Practices heading) shall be placed around the entire perimeter. A double row of silt fence reinforced with properly installed hay bales (with the same installation as indicated under the Best Management Practices heading) in addition to a vegetation barrier shall be placed around the vegetative buffers and wetland area.
- A retention pond shall be constructed in the lower quadrant of the northeast corner of the property and may be used as a temporary sediment basin (prior to being connected to a discharge structure) if needed. Care shall be taken to assure the removal of accumulated fine sediments and that the excessive compaction of soil by construction machinery is avoided.
- A swale shall be placed at the southwest corner of the property.
- Inlet(s)/Outfalls shall be protected with filter fabric and properly installed hay bales (with the same installation as indicated under the Best Management Practices heading).
- Rock outlet protection lined with filter fabric shall be installed at all outfall points.

To be completed by Contractor/Subcontractor(s): 1, 2, & 3

Describe all sediment basins to be implemented for areas that will disturb 10 or more acres at one time. The sediment basins (or an equivalent alternative) should be able to provide 3,600 cubic feet of storage for each acre drained. Temporary sediment basins (or an equivalent alternative) are recommended for drainage areas under 10 acres.

Not applicable, may use the retention pond (prior to being connected to a discharge structure) as a temporary sediment basin if needed.

Describe all permanent stormwater management controls such as, but not limited to, detention or retention systems or vegetated swales that will be installed during the construction process.

- A stormwater retention pond shall be constructed per ERP permit No. 03-123456
- A vegetated swale with concrete spill way to act as a velocity dissipation device shall be constructed per ERP permit No. 03-123456.

To be completed by Contractor/Subcontractor(s): 1

SAMPLE COPY

Describe in detail controls for the following potential pollutants

<p>Waste disposal, this may include construction debris, chemicals, litter, and sanitary wastes:</p>	<p>All construction materials and debris will be placed in a dumpster and hauled off site to a landfill or other proper disposal site. The dumpster shall be located as shown on the site map. No materials will be buried on site.</p> <p>To be completed by Contractor/Subcontractor(s): 1, 2, & 3</p>
<p>Offsite vehicle tracking from construction entrances/exits:</p>	<p>Off site vehicle tracking of sediments and dust generation will be minimized via a rock construction entrance, daily street sweeping and the use of water to keep dust down.</p> <p>To be completed by Contractor/Subcontractor(s): 1</p>
<p>The proper application rates of all fertilizers, herbicides and pesticides used at the construction site:</p>	<p>Fertilizers and pesticides will be used at a minimum and in accordance with the manufacturer's suggested application rates. The fertilizers and pesticides will be stored in a covered shed, as indicated on site map.</p> <p>To be completed by Contractor/Subcontractor(s): 1 & 3</p>
<p>The storage, application, generation and migration of all toxic substances:</p>	<p>A spill prevention plan is in place. A double walled fuel tank will be placed on a drip pan to contain and prevent any drips or leaks from being discharged in stormwater runoff. All paints and other chemicals will be stored in a locked covered shed, as indicated on site map.</p> <p>To be completed by Contractor/Subcontractor(s): 1</p>
<p>Other:</p>	<p>Port-o-lets will be placed away from storm sewer systems, storm inlet(s), surface waters and wetlands. Specific placement is depicted on the site map. No vehicle maintenance shall be conducted on-site. A washdown area shall be designated at all times and will not be located in any area that will allow for the discharge of polluted runoff. A small-vegetated berm shall be placed around the washdown area.</p> <p>To be completed by Contractor/Subcontractor(s): 1</p>

SAMPLE COPY

Provide a detailed description of the maintenance plan for all structural and non-structural controls to assure that they remain in good and effective operating condition.

Contractor shall provide routine maintenance of permanent and temporary sediment and erosion control features in accordance with the technical specifications or as follows, whichever is more stringent:

- Silt fence shall be inspected at least weekly. Any required repairs shall be made immediately. Sediment deposits shall be removed when they reach approximately one-half the height of the barrier.
- Maintenance shall be performed on the rock entrance when any void spaces are full of sediment.
- Hay bales shall be used in areas where effectiveness is required for less than 3 months. Inspection of the hay bales shall take place immediately after each rainfall and any required repairs shall be made immediately.
- Inlet(s)/outfalls shall be inspected immediately after each rain event and any required repairs to the hay bales, silt fence, or filter fabric shall be performed immediately.
- Bare areas of the site that were previously seeded shall be reseeded per manufactures' instructions.
- Mulch and sod that has been washed out shall be replaced immediately.
- Maintain all other areas of the site with proper controls as necessary.

To be completed by Contractor/Subcontractor(s): 1

Inspections: Describe the inspection and inspection documentation procedures, as required by Part V.D.4. of the permit. Inspections must occur at least once a week and within 24 hours of the end of a storm event that is 0.50 inches or greater (see attached form).

Qualified personnel will inspect all points of discharges, all disturbed areas of construction that have not been stabilized, constructed areas and locations where vehicles enter and exit the site at least once every 7 calendar days or within 24 hours of the end of a rainfall event that is 0.5 inches or greater. Where sites have been finally stabilized, said inspections shall be conducted at least once every month until the Notice of Termination is filed.

To be completed by Contractor/Subcontractor(s): 1

Identify and describe all sources of non-stormwater discharges as allowed in Part IV.A.3. of the permit. Flows from fire fighting activities do not have to be listed or described.

It is expected that the following non-stormwater discharges may occur from the site during construction period: water from water line flushing, pavement wash water (where no spills or leaks of toxic or hazardous materials have occurred), and uncontaminated groundwater (from dewatering excavation). If said discharges do occur, they will be directed to the temporary sediment basin prior to discharge. Turbid water from the stormwater pond shall not be pumped directly into either of the receiving waters. Any pumped water from the stormwater pond shall be treated so as to not allow a discharge of polluted stormwater. Treatment can include silt fences, settling ponds, the proper use of flocculating agents or other appropriate means.

To be completed by Contractor/Subcontractor(s): 1

SAMPLE COPY

This SWPPP must clearly identify, for each measure identified within the SWPPP, the contractor(s) or subcontractor(s) that will implement each measure. All contractor(s) and subcontractor(s) identified in the SWPPP must sign the following certification:

“I certify under penalty of law that I understand, and shall comply with, the terms and conditions of the State of Florida Generic Permit for Stormwater Discharge from Large and Small Construction Activities and this Stormwater Pollution Prevention Plan prepared thereunder.”

Name	Title	Company Name, Address and Phone Number	Date
1. Bill Smith <i>Bill Smith</i>	Vice President	ABC Site Grading 1234 Coconut Drive Tallahassee, FL 32311 850-745-6214	10/14/04
2. Rob Robertson <i>Rob Robertson</i>	Manager	EZ Utilities 3974 Turtle Lane Tallahassee FL 32399 850-279-4451	10/14/04
3. Larry Walker <i>Larry Walker</i>	President	Larry's Landscaping LLC 1532 S Ocean Dr Tallahassee FL 32311 850-774-6987	10/14/04

SAMPLE COPY

Stormwater Pollution Prevention Plan Inspection Report Form

Inspections must occur at least once a week and within 24 hours of the end of a storm event that is 0.50 inches or greater.

Project Name: **Pink Flamingo Fabrications** FDEP NPDES Stormwater Identification Number: **FLR10A001**

Location	Rain data	Type of control (see below)	Date installed / modified	Current Condition (see below)	Corrective Action / Other Remarks
All veg buffer areas	0.75"	1, 25, & 28	12/09/04	M	Replaced hay bales and remove sediments
Entrance		14	12/09/04	C	Cleaned out trapped sediments
Stormwater pond		23	12/09/04	G	
Swale		4 & 23	12/09/04	G	
Parking Lot Inlet		10	12/09/04	M	Replaced hay bales and silt fence
Mulch on the Berm		24	12/09/04	P	Mulch washed away on Northwest corner. Replaced 12/9/04

Condition Code:

- G = Good
- M = Marginal, needs maintenance or replacement soon
- P = Poor, needs immediate maintenance or replacement
- C = Needs to be cleaned
- O = Other

Control Type Codes

1. Silt Fence	10. Storm drain inlet protection	19. Reinforced soil retaining system	28. Tree protection
2. Earth dikes	11. Vegetative buffer strip	20. Gabion	29. Detention pond
3. Structural diversion	12. Vegetative preservation area	21. Sediment Basin	30. Retention pond
4. Swale	13. Retention Pond	22. Temporary seed / sod	31. Waste disposal / housekeeping
5. Sediment Trap	14. Construction entrance stabilization	23. Permanent seed / sod	32. Dam
6. Check dam	15. Perimeter ditch	24. Mulch	33. Sand Bag
7. Subsurface drain	16. Curb and gutter	25. Hay Bales	34. Other
8. Pipe slope drain	17. Paved road surface	26. Geotextile	
9. Level spreaders	18. Rock outlet protection	27. Rip-rap	

Inspector Information:

Jolyn Miller FDEP Sediment and Erosion Inspector Course 12/09/04 Date

Name

The above signature also shall certify that this facility is in compliance with the Stormwater Pollution Prevention Plan and the State of Florida Generic Permit for Stormwater Discharge from Large and Small Construction Activities if there are not any incidents of non-compliance identified above.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Jolyn Miller 12/10/04 Date

Name (Responsible Authority)



NOTICE OF INTENT TO USE GENERIC PERMIT FOR STORMWATER DISCHARGE FROM LARGE AND SMALL CONSTRUCTION ACTIVITIES (RULE 62-621.300(4), F.A.C.)

This Notice of Intent (NOI) form is to be completed and submitted to the Department before use of the Generic Permit for Stormwater Discharge From Large and Small Construction Activities provided in Rule 62-621.300(4), F.A.C. The type of project or activity that qualifies for use of the generic permit, the conditions of the permit, and additional requirements to request coverage are specified in the generic permit document [DEP Document 62-621.300(4)(a)]. **The appropriate generic permit fee, as specified in Rule 62-4.050(4)(d), F.A.C., shall be submitted with this NOI in order to obtain permit coverage. Permit coverage will not be granted without submittal of the appropriate generic permit fee.** You should familiarize yourself with the generic permit document and the attached instructions before completing this NOI form. **Please print or type information in the appropriate areas below.**

I. IDENTIFICATION NUMBER: Project ID _____

II. APPLICANT INFORMATION:

A. Operator Name:		
B. Address:		
C. City:	D. State:	E. Zip Code:
F. Operator Status:	G. Responsible Authority:	
	H. Phone No.:	

III. PROJECT/SITE LOCATION INFORMATION:

A. Project Name:		
B. Project Address/Location:		
C. City:	D. State:	E. Zip Code:
F. County:	G. Latitude: ° ' "	Longitude: ° ' "
H. Is the site located on Indian lands? <input type="checkbox"/> Yes <input type="checkbox"/> No		I. Water Management District:
J. Project Contact:		K. Phone No.:

IV. PROJECT/SITE ACTIVITY INFORMATION:

A. Indicate whether Large or Small Construction (check only one):		<input type="checkbox"/> Large Construction (Project will disturb five or more acres of land.)
		<input type="checkbox"/> Small Construction (Project will disturb one or more acres but less than five acres of land.)
B. Approximate total area of land disturbance from commencement through completion of construction: _____ Acres		
C. SWPPP Location <input type="checkbox"/> Address in Part II above <input type="checkbox"/> Address in Part III above <input type="checkbox"/> Other address (specify below)		
D. SWPPP Address:		
E. City:		F. State: G. Zip Code:
H. Construction Period Start Date:		Completion Date:

V. DISCHARGE INFORMATION

A. MS4 Operator Name (if applicable):
B. Receiving Water Name:

VI. CERTIFICATION¹:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name and Official Title (Type or Print):
--

Signature: _____

Date Signed: _____

¹ Signatory requirements are contained in Rule 62-620.305, F.A.C.

INSTRUCTIONS – DEP FORM 62-621.300(4)(b)
**NOTICE OF INTENT (NOI) TO USE GENERIC PERMIT FOR STORMWATER DISCHARGE FROM LARGE
AND SMALL CONSTRUCTION ACTIVITIES**

Who Must File an NOI:

Federal law at 40 CFR Part 122 prohibits the point source discharge of pollutants, including the discharge of stormwater associated with large construction activities as defined at 40 CFR 122.26(b)(14)(x) or small construction activities as defined at 40 CFR 122.26(b)(15), to waters of the United States without a National Pollutant Discharge Elimination System (NPDES) permit. Under the State of Florida's authority to administer the NPDES stormwater program at 403.0885, F.S., operators that have stormwater discharge associated with large or small construction activities to surface waters of the State, including through a Municipal Separate Storm Sewer System (MS4), must obtain coverage either under a generic permit issued pursuant to Chapter 62-621, F.A.C., or an individual permit issued pursuant to Chapter 62-620, F.A.C.

Where to File NOI:

NOIs for coverage under this generic permit must be sent to the following address:

NPDES Stormwater Notices Center, MS #2510
Florida Department of Environmental Protection
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Permit Fee:

Permit fees for large and small construction activities to be covered under the generic permit are specified in Rule 62-4.050(4)(d), F.A.C. The appropriate generic permit fee (either for large or small construction activities) must be submitted along with the completed NOI in order to obtain coverage under the generic permit. **Generic permit coverage will not be granted without payment of the appropriate permit fee.**

The permit fee shall be paid by either check or money order made payable to: "Florida Department of Environmental Protection"

Part I – Identification Number

Enter the project's DEP identification number (generic permit coverage number) if known. If an ID number has not yet been assigned to this project (i.e., if this is a new project), leave this item blank.

Part II – Applicant Information

Item A.: Provide the legal name of the person, firm, contractor, public organization, or other legal entity that owns or operates the construction activity described in this NOI. The operator is the legal entity that has authority to control those activities at the project necessary to ensure compliance with the terms and conditions of the generic permit.

Items B. – E.: Provide the complete mailing address of the operator, including city, state, and zip code.

Item F.: Enter the appropriate one letter code from the list below to indicate the legal status of the operator:

F = Federal; S = State; P = Private; M = Public (other than federal or state); O = Other

Items G. – H.: Provide the name and telephone number (including area code) of the person authorized to submit this NOI on behalf of the operator (e.g., Jane Smith, President of Smith Construction Company on behalf of the operator, Smith Construction Company; John Doe, Public Works Director on behalf of the operator, City of Townsville; etc.). This should be the same person as indicated in the certification in Part VI.

Part III – Project/Site Location Information

Items A. – E.: Enter the official or legal name and complete street address, including city, state, and zip code of the project. Do not provide a P.O. Box number as the street address. If it lacks a street address, describe the project site location (e.g., intersection of State Road 1 and Smith Street).

Item F.: Enter the county in which the project is located.

Item G.: Enter the latitude and longitude, **in degrees-minutes-seconds format**, of the approximate center of the project.

Item H.: Indicate whether the project is located on Indian lands.

Item I.: Enter the appropriate five or six letter code from the list below to indicate the Water Management District the project is located within:

NFWWMD = Northwest Florida Water Management District
SRWMD = Suwannee River Water Management District
SFWMD = South Florida Water Management District
SWFWMD = Southwest Florida Water Management District
SJRWMD = St. John’s River Water Management District

Items J. – K.: Give the name, title, and telephone number (including area code) of the project contact person. The project contact is the person who is thoroughly familiar with the project, with the facts reported in this NOI, and who can be contacted by the Department if necessary.

Part IV – Project/Site Activity Information:

Item A.: Check the appropriate box to indicate whether the project involves large construction activity or small construction activity. **Check one box only.**

“Large Construction Activity” means construction activity that results in the disturbance of five (5) or more acres of total land area. Large construction activity also includes the disturbance of less than five acres of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more.

“Small Construction Activity” means construction activity that results in the disturbance of equal to or greater than one (1) acre and less than five (5) acres of total land area. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one acre and less than five acres.

Item B.: Provide the approximate total area of land disturbance in acres that the project will involve from commencement of construction through completion.

Items C. - G.: Indicate the location where the Stormwater Pollution Prevention Plan (SWPPP) can be viewed. Provide the address where the SWPPP can be viewed if other than as provided in Parts II or III of the NOI. **Note that to be eligible for coverage under the generic permit, the SWPPP must have been prepared prior to filing this NOI.**

Item H.: Enter the estimated construction start and completion dates in the MM/DD/YY format.

Part V – Discharge Information

Item A.: If stormwater from the project discharges to a municipal separate storm sewer system (MS4), enter the name of the operator of the MS4 (e.g., City of Tallahassee MS4, Orange County MS4, FDOT MS4, etc.). If stormwater from the project does not discharge to an MS4 but rather discharges to surface waters of the State, leave this item blank or indicate “N/A” and skip to Item B of this part. **Please note that if the project discharges stormwater to an MS4, you must provide the MS4 operator with a copy of the completed NOI.**

Item B.: If the project discharges stormwater to surface waters of the State, and not to an MS4, enter the name of the receiving water body to which the stormwater is discharged. Please provide the first named water body to which the stormwater from the project is discharged (e.g., Cypress Creek, Tampa Bay, unnamed ditch to St. Johns River, Tate’s Hell Swamp, etc.).

Part VI – Certification

Type or print the name and official title of the person signing the certification. Please note that this should be the same person as indicated in Item II.G. as the Responsible Authority. Sign and date the certification.

Section 403.161, F.S., provides severe penalties for submitting false information on this application (NOI) or any reports or records required by a permit. There are both civil and criminal penalties, in addition to the revocation of permit coverage for submitting false information.

Rule 62-620.305, F.A.C., requires that the NOI and any reports required by the permit to be signed as follows:

- A. For a corporation, by a responsible corporate officer as described in Rule 62-620.305, F.A.C.;
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or,
- C. For a municipality, state, federal or other public facility, by a principal executive officer or elected official.

City of Port St. Lucie – Planning and Zoning Department

NOTICE TO CONTRACTORS

Commercial Permits

Please list the Planning and Zoning File Number that was assigned to your project at the beginning of the Site Plan Review process on all forms and submitted drawings.

To Obtain a Building Permit:

To obtain a Building Permit, the contractor will have to submit a 'Request for P&Z Plan Review for Building Permits' form along with one set of Construction Plans, and an Approved Site Plan to the Planning and Zoning Department.

The Planner of that project will then check the drawings against the approved site plan. If no changes were made to the site plan, the plans will be approved and forwarded to either the Engineering Department, or, if there is a grease trap, to the Utility Department.

To Obtain a Certificate of Occupancy:

The contractor will pick up a 'Request For An Inspection' form from the Planning and Zoning Department. The contractor must completely fill out the 'Request For An Inspection' form and submit it, along with the original Landscape Architect's Letter of Compliance (signed and sealed), to the Planning and Zoning Department.

If the inspection passed, the form will be approved and signed then forwarded to the Building Department.

All approved or rejected forms will be faxed to the contractor.

REQUEST FOR AN INSPECTION

All inspection requests require a minimum of 24 hours notice during the work week. No emergency inspections will be scheduled for any reason.



City of Port St. Lucie

PLANNING & ZONING DEPARTMENT
Phone: (772) 871-5212 Fax: (772)871-5124

A City for all Ages

INSPECTION REQUEST - P & Z Fee Paid: Receipt _____

I. CONTRACTOR OR DEVELOPER TO FILL OUT:

- a. DATE FILED _____ File No. P- _____
- b. NAME OF PROJECT (SITE PLAN) _____
- c. PERMIT NO. _____ LOT _____ BLOCK _____ SECTION _____
- d. CONTRACTOR _____
- e. CONTACT PERSON _____
- f. CONTACT PERSON'S EMAIL ADDRESS: _____
- g. CONTRACTOR'S PHONE _____ CONTRACTOR'S FAX _____
- h. PROJECT ADDRESS/LOCATION _____
- i. **ATTACH THE ORIGINAL LANDSCAPE ARCHITECT'S LETTER OF COMPLIANCE PRIOR TO SUBMITTAL.**
- j. **ATTACH ARCHITECT'S ORIGINAL SIGNED AND SEALED LETTER OF COMPLIANCE.**

II. CITY STAFF TO FILL OUT:

PLANNER/REVIEWER (P&Z DEPT.) _____

APPROVED _____ REJECTED _____

COMMENTS _____

1ST INSPECTION IS FREE

FOR REINSPECTION OR PHASED INSPECTION FEE, REFER TO "FEE SCHEDULE".
(Must be paid to Planning & Zoning Department prior to scheduling of reinspection.)

Commercial Building Permit Review Process

Step 1: Submit the “Compliance Form For Commercial Building” and required plans to the Planning and Zoning Department as follows:

Interior Build-Out/Tenant Improvement – One (1) copy of approved site plan and two (2) sets of building plans. A \$130 review fee is also required.

New Building – One (1) copy of approved site plan; paving, grading and drainage plans; landscaping plan and two (2) sets of building plans. There is no review fee for the first review. Multiple review requests are \$130 each.

Step 2:

- The Planning and Zoning Department will review the plans. Upon approval, the Planning and Zoning Department will forward the plans to the Engineering Department.
- The Engineering Department will review the plans and upon approval will forward the plans to the Utilities Systems Department.
- Upon approval, the Utilities Systems Department will call the applicant to pick up the plans and submit the required items (see attached). **The Utilities Systems Department is now located on the second floor of Building B at the City Hall Complex.**

Step 3: Submit required application, plans and fees to the Building Department.

Note: The progress of the plan review through the departments can be tracked at <http://pslgis.citypsl.com/tracker.asp>. A link is also available on the City website home page and the Planning & Zoning, Engineering and Utility Systems Departments pages under “Commercial Permit Review Tracker”.

COMPLIANCE FORM FOR COMMERCIAL BUILDING PERMITS



City of Port St. Lucie

STEP 1 – APPLICANT:

Application Date: _____

Project Name: _____

Project Address: _____

Planning and Zoning Project (P-Number): _____ Zoning: _____
(MUST PROVIDE P-NUMBER)

Circle Type of Request: Interior Build-out Tenant Improvement

New Building - or Other (explain in detail) _____

Intended Use: _____

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

Contact Phone Number: _____ Contact Fax Number: _____

STEP 2 – CITY DEPARTMENTS REVIEW

PLANNING AND ZONING:

For Planning and Zoning Department Use Only: -- (staple this form to the site plan)

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 _____

Planning and Zoning Department reviews site plans, site plan construction drawings, architectural elevations, and landscaping plans. All other construction drawings such as structural, electrical, plumbing, etc., will be approved by the Building Department.

ALL INSPECTION REQUESTS REQUIRE A MINIMUM OF 24 HOURS NOTICE DURING THE WORK WEEK. NO EMERGENCY INSPECTIONS WILL BE SCHEDULED FOR ANY REASON.

ENGINEERING:

For Engineering Department Use Only: - Building "B" – Municipal Complex – 871-5177

Reviewed by: _____ Date: _____

Action: _____

The Engineering Department reviews site plans and site plan construction drawings. All other construction drawings such as structural, electrical, plumbing, etc., will be approved by the Building Department.

UTILITIES:

For Utilities Use Only (An Interceptor may be required for any use that involves lint, hair or food.):
Building "B" – Municipal Complex – 873-6400

Reviewed By: _____ Date: _____

Action: _____

STEP 3 – APPLICANT:

Submit this form with the appropriate drawings, a Building Permit application, and fee to the Building Department.



CITY OF PORT ST. LUCIE
UTILITY SYSTEMS DEPARTMENT
900 SE Ogden Lane
Port St. Lucie, FL 34983
(772) 873-6400 – TDD Accessible
(772) 873-6405 – FAX

Jesus A. Merejo, Director

The following items are required by the Utility Department for review and approval of the Compliance Form for Commercial Building Permits.

The applications can be found on our website at: www.cityofpsl.com/utility/util_forms.html.

Interior Build-out - Tenants moving into an existing building:

1. Completed Tenant Build-out Application.
2. Associated Fees.
3. One set of plans for the Utility Dept. to keep.

Tenant Improvement - Tenants moving into an existing building:

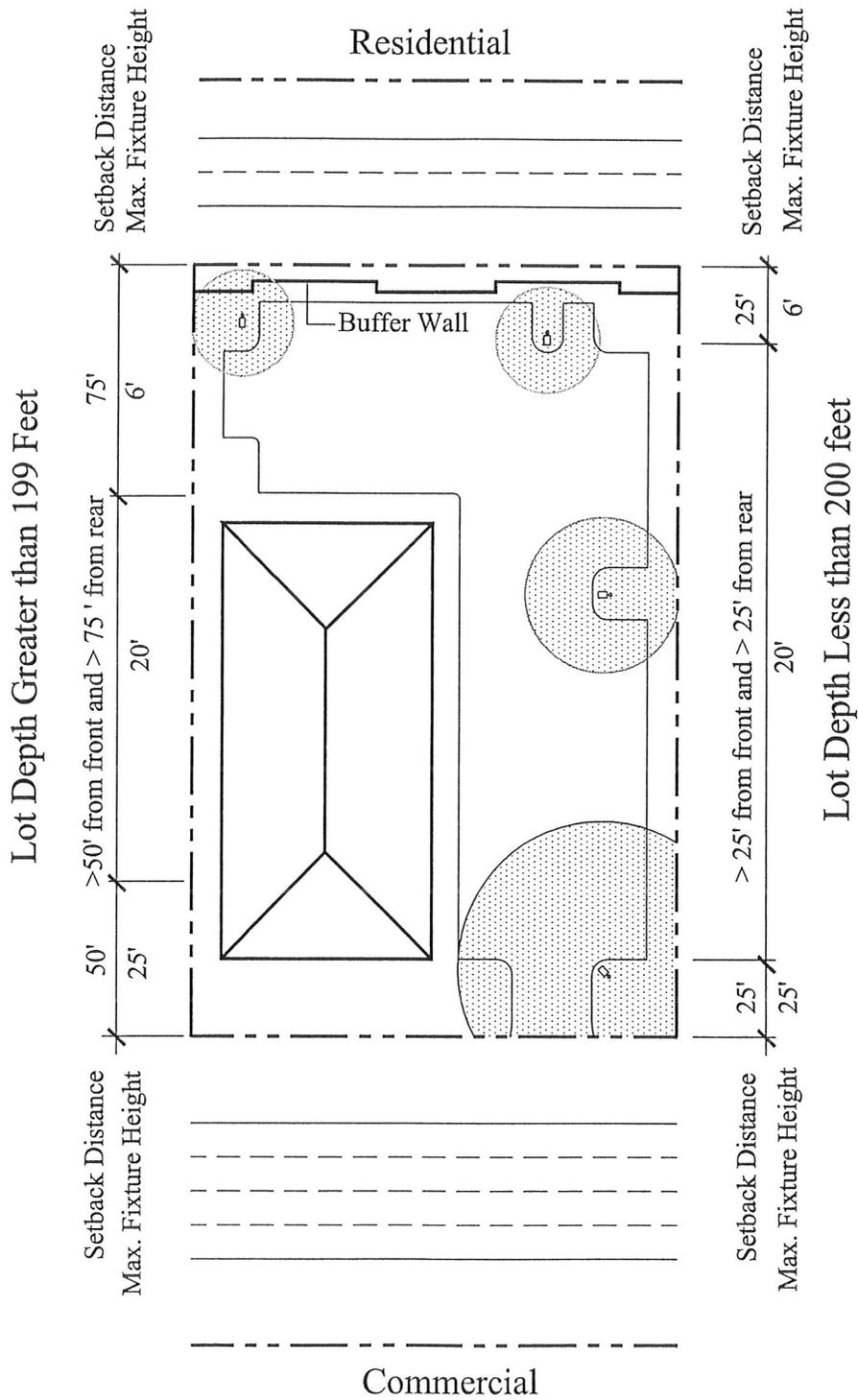
1. Completed Tenant Build-out Application.
2. Associated Fees.
3. One set of plans for the Utility Dept. to keep.

Construction - For new construction of a proposed building:

1. Application for Service
2. Construction Plans approved by the Utility Dept.
3. An Executed Utility Agreement
4. Associated Fees Paid
5. One set of Architectural plans for the Utility Department to keep.

Clearing –

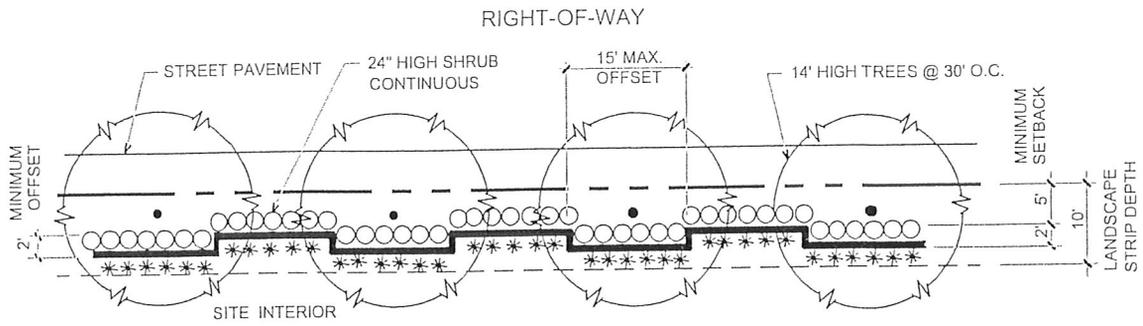
1. N/A



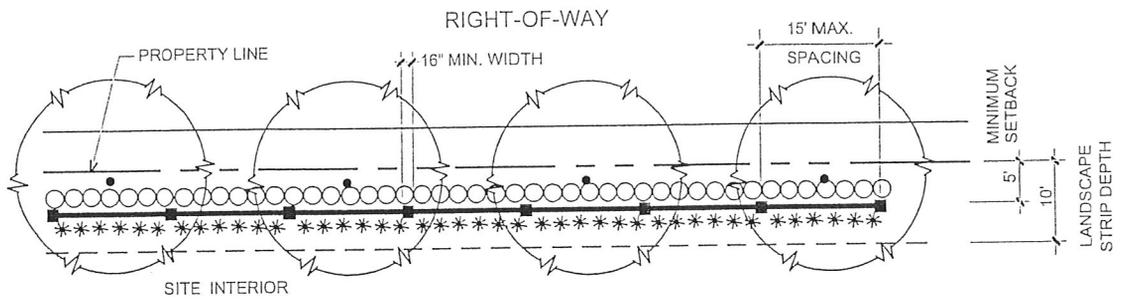
Lighting Standards Diagram

Maximum Lighting Height

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

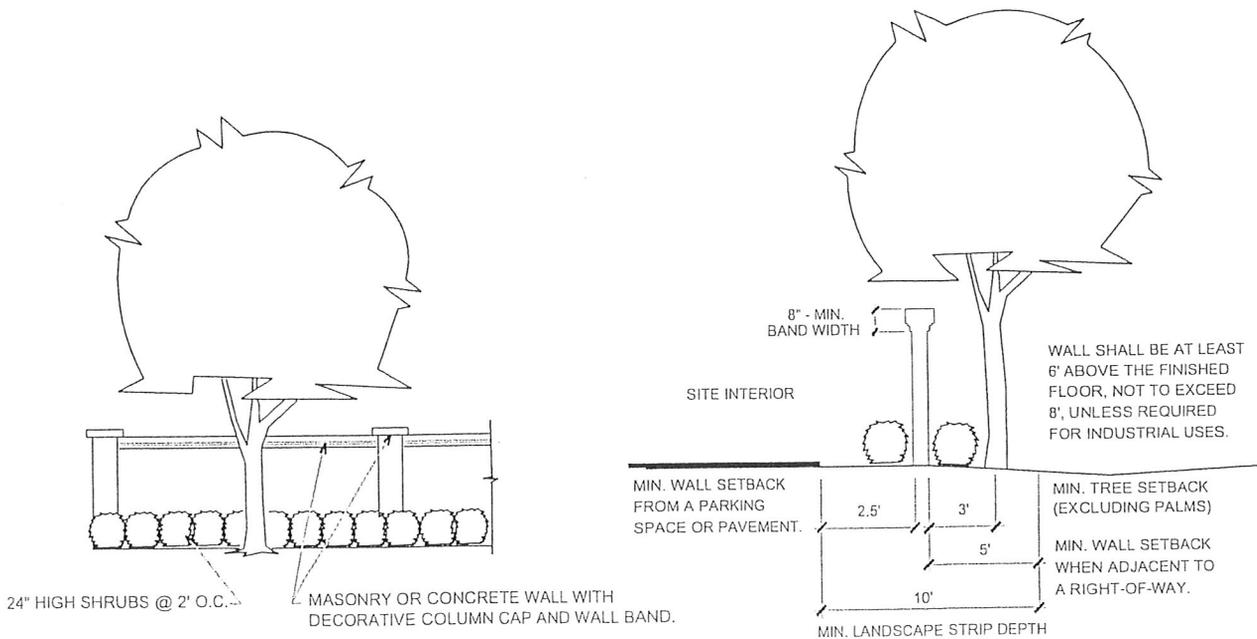


ALTERNATIVE 1. WALL WITH OFFSETS



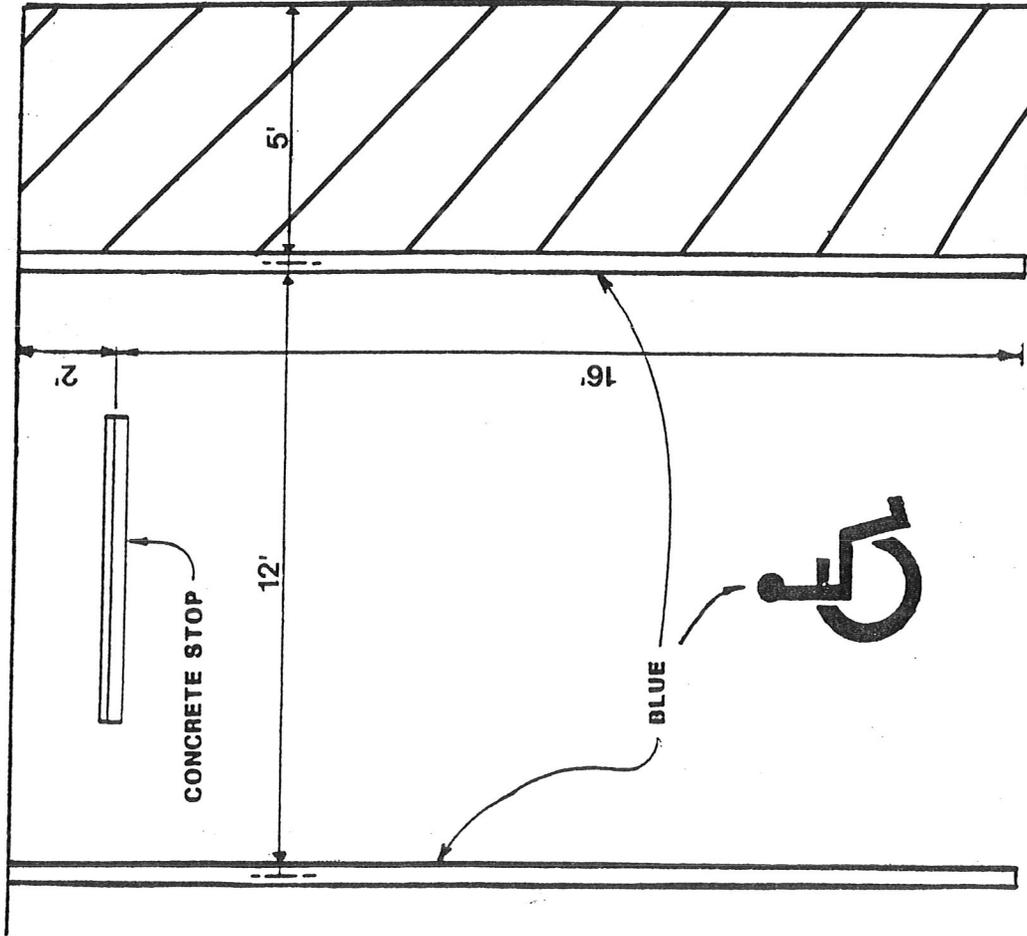
ALTERNATIVE 2. WALL WITH EMBEDDED COLUMNS

APPENDIX A. REQUIRED WALL PLAN - ADJACENT TO A RIGHT-OF-WAY



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

SIGN



NOTES

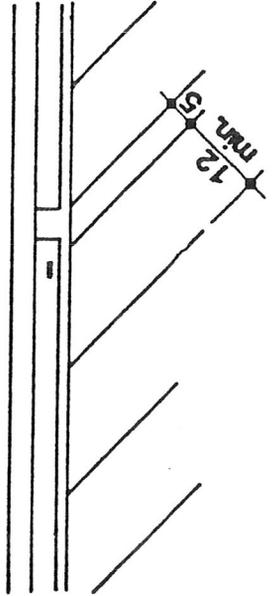
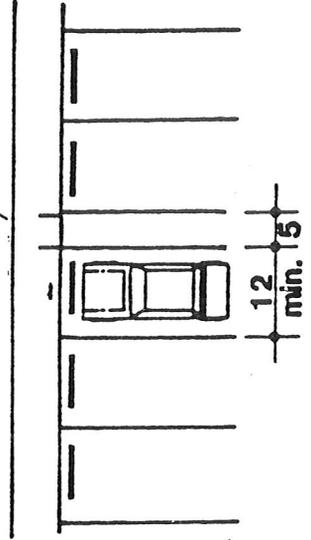
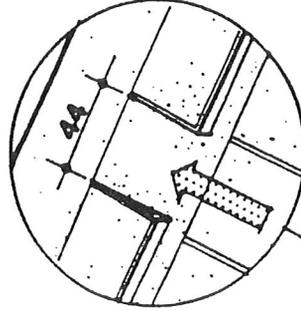
1. TOP PORTION OF FTP 25 & 26 SHALL HAVE A REFLECTIVE BLUE BACKGROUND WITH WHITE REFLECTIVE SYMBOL AND BORDER.
2. BOTTOM PORTION SHALL HAVE A REFLECTIVE WHITE BACKGROUND WITH BLACK OPAQUE LEGEND AND BORDER.
3. FTP 25 & 26 IS FOR USE IN AREAS WHERE SPACE IS LIMITED.
4. HEIGHT SHALL BE 7 FEET MEASURED FROM THE GROUND OR SIDEWALK TO THE BOTTOM OF "PERMIT ONLY" SIGN OR 8 FEET TO THE BOTTOM OF "\$250 FINE" SIGN.



FTP 26



FTP 25



Diagonal

Perpendicular