

APPLICATION FOR SITE PLAN REVIEW – AMENDMENT

ONLY COMPLETE SUBMISSIONS WILL BE PROCESSED

Application Fee: Refer to "Fee Schedule". Fee is nonrefundable.

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

P&Z File No. _____
Fee (Nonrefundable) \$ _____
Receipt # _____

.....

PRIMARY CONTACT EMAIL ADDRESS: _____

PROJECT NAME: _____

LEGAL DESCRIPTION: _____

LOCATION OF PROJECT SITE: _____

PROPERTY TAX I.D. NUMBER: _____

STATEMENT DESCRIBING IN
DETAIL PROPOSED CHANGES
FROM APPROVED SITE PLAN: _____

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.

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.			
	2 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.			
	2 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 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: