

**SUBDIVISION PLAT APPLICATION**

**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. \_\_\_\_\_  
Fee (Nonrefundable)\$ \_\_\_\_\_  
Receipt # \_\_\_\_\_

.....  
PRIMARY CONTACT EMAIL ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

LOCATION OF PROJECT SITE: \_\_\_\_\_

PROPERTY TAX I.D. NUMBER: \_\_\_\_\_

CIRCLE ONE:                      **PRELIMINARY**                      **FINAL**                      **PRELIMINARY & FINAL**

PROPOSED USE: \_\_\_\_\_

GROSS SQ. FT. OF STRUCTURE(S): \_\_\_\_\_

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

UTILITIES & SUPPLIER: \_\_\_\_\_

GROSS ACREAGE & SQ. FT. OF SITE: \_\_\_\_\_

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 SUBDIVISION REGULATIONS CHAPTER 156.

**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



## SUBDIVISION PLAT SUFFICIENCY CHECKLIST

*Revised December, 2013*

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

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

Applicant should submit the subdivision plat package to Planning & Zoning Department with all items listed below to initiate the review process. All items listed in Section 156.057 of the City's Subdivision Regulations need to be addressed in the submittal. Construction plans are required for all preliminary or preliminary/final plats that include required infrastructure improvements. Other drawings or information may be required, if deemed necessary, upon review of the submittal for the Site Plan Review Committee Meeting.

The Applicant should complete the Project Information, Applicant Checklist and Applicant Certification. Use the following to complete the checklist: ✓ = *Provided* X = *Incomplete or Missing* NA = *Not Applicable*

| Applicant Checklist | Description of Item Provided  | Sufficient |      |         |
|---------------------|---|------------|------|---------|
|                     |   | P&Z        | Eng. | Utility |
|                     | <b>Sufficiency Checklist:</b> One original completed and signed by applicant.   |            |      |         |
|                     | <b>2 CD's with all application materials</b>  |            |      |         |
|                     | <b>Cover Letter:</b> Sixteen copies of a typed letter explaining the purpose and history of the application.  |            |      |         |
|                     | <b>Written Response to Comments:</b> Sixteen copies. For resubmittals only.   |            |      |         |
|                     | <b>Completed Application:</b> Sixteen copies. Use black ink or type to fill out completely and legibly.   |            |      |         |
|                     | <b>Owner's Authorization:</b> Sixteen copies of authorization on Owner's letterhead.  |            |      |         |
|                     | <b>Application Fee:</b> Refer to each department's fee schedule.  |            |      |         |
|                     | <b>Proof of Ownership:</b>  |            |      |         |
|                     | Three copies of the recorded deed(s) for each parcel with the exact same name for each parcel or...   |            |      |         |
|                     | ...Unity of Title   |            |      |         |
|                     | Proof of paid taxes   |            |      |         |
|                     | Is this property located in an S.A.D.? (If yes, list.)  |            |      |         |
|                     | <b>Subdivision Plats:</b>   |            |      |         |
|                     | 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)  |            |      |         |
|                     | Master index or key map on each plat sheet showing how plat sheets relate.  |            |      |         |
|                     | Projects ≥ two acres - aerial map with type & location of vegetation per the FLUCCS System.   |            |      |         |
|                     | <b>Boundary and Topographic Survey:</b>   |            |      |         |
|                     | 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)  |            |      |         |
|                     | Contours or spot elevations (½ foot minimum).   |            |      |         |
|                     | Vertical datum is NAVD  |            |      |         |
|                     | Current Florida Registered Surveyor's signature and seal.   |            |      |         |
|                     | <b>Construction/Detail Plans:</b>   |            |      |         |
|                     | Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.   |            |      |         |
|                     | Complete, legible and with sufficient details   |            |      |         |
|                     | Resubmittals - completed revision blocks with a reference number or "cloud".  |            |      |         |
|                     | Provide an overall plan view for projects that require more than one sheet to illustrate the plan view.   |            |      |         |
|                     | For projects that require more than one sheet to show the plan view, provide a master index or key map on each plan sheet showing how plan sheets relate. |            |      |         |



SUBDIVISION PLAT SUFFICIENCY CHECKLIST  
*Revised September, 2013*

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

Construction Plans are required for all preliminary and preliminary/final plats that include required infrastructure improvements.

| Applicant Checklist | Description of Item Provided   | Sufficient |      |         |
|---------------------|--|------------|------|---------|
|                     |  | P&Z        | Eng. | Utility |
|                     | <b>Clearing Plan:</b> 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. |            |      |         |
|                     | <b>Listed Species Survey:</b> See Chapter 157 of the City Code.  |            |      |         |
|                     | <b>Erosion Sediment Control/Stormwater Pollution Prevention Plan:</b> Signed and sealed by a Florida Registered Engineer.  |            |      |         |
|                     | <b>Paving and Drainage Plan:</b> Signed and sealed by a Florida Registered Engineer.   |            |      |         |
|                     | Signed and sealed traffic study (two copies), if required.   |            |      |         |
|                     | Signed and sealed drainage calculations.   |            |      |         |
|                     | Off-site roadway improvements, if required.  |            |      |         |
|                     | Off-site drainage improvements, if required.   |            |      |         |
|                     | <b>Water and Sewer Plan:</b> Signed and sealed by a Florida Registered Engineer.   |            |      |         |
|                     | All utility lines shown on the profile sheets  |            |      |         |
|                     | Locations of street lights shown on utility sheets.  |            |      |         |
|                     | <b>Landscape Plan (include street trees, residential lots and common areas):</b> 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.  |            |      |         |
|                     | <b>Irrigation Plans</b>  |            |      |         |
|                     | <b>Street Lighting Plan:</b> See Section 156.117 of the City Code.   |            |      |         |
|                     |  |            |      |         |



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Revised September, 2013

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Applicant Certification

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

(Signature of Applicant)

(Date)

Planning and Zoning Department Representative

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

(Signature of Planning and Zoning Department Representative)

(Date)

Engineering Department Representative

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

(Signature of Engineering Department Representative)

(Date)

Utilities System Department

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

(Signature of Utility System Department Representative)

(Date)

**City of Port St Lucie**

**Site Plan Review - Electronic Submittal File Names**

All electronically submitted documents must be formatted and named according to the list below. If your submittal includes a document not on the list, the document name shall clearly reflect the content of the submitted document.

| <i>Document Submitted</i>            | <i>File Format</i> | <i>File Name</i>                         |
|--------------------------------------|--------------------|--|
| Aerial                               | PDF                | Aerial.pdf                               |
| Annexation                           | PDF                | Annexation.pdf                           |
| Application                          | PDF                | Application.pdf                          |
| Boundary Survey                      | PDF and<br>DWG     | BoundarySurvey.pdf<br>BoundarySurvey.dwg |
| Citywide Design Standards            | PDF                | CitywideDesignStandards.pdf              |
| Clearing Plan                        | PDF                | Clearing.pdf                             |
| Conceptual Building Elevations       | PDF                | ConceptualBuildingElevations.pdf         |
| Conceptual Floor Plan                | PDF                | ConceptualFloor.pdf                      |
| Conceptual Site Plan                 | PDF                | ConceptualSite.pdf                       |
| Construction Plan <sup>(1)</sup>     | PDF                | Construction.pdf                         |
| Cover Letter                         | PDF                | CoverLetter.pdf                          |
| Development of Regional Impact (DRI) | PDF                | DRI.pdf                                  |
| DRI Notice of Proposed Change        | PDF                | DRINOPC.pdf                              |
| DRI Substantial Deviation            | PDF                | DRISD.pdf                                |
| Drainage/Stormwater Plan             | PDF                | Drainage.pdf                             |
| Erosion and Sediment Control Plan    | PDF                | ErosionAndSedimentControl.pdf            |
| Final Plat                           | PDF                | Plat.pdf                                 |
| Irrigation Plan                      | PDF                | Irrigation.pdf                           |
| Landscape Plan                       | PDF                | Landscape.pdf                            |
| Legal Description                    | PDF                | Legal.pdf                                |
| Legal Description and Sketch         | PDF                | LegalAndSketch.pdf                       |
| Limited Mixed District Rezoning      | PDF                | LMDRezoning.pdf                          |
| Listed Species Survey                | PDF                | ListedSpeciesSurvey.pdf                  |
| Mass Grading Plan                    | PDF                | MassGrading.pdf                          |
| Master Planned Urban Development     | PDF                | MPUD.pdf                                 |
| Owner Authorization                  | PDF                | OwnerAuthorization.pdf                   |
| Paving and Drainage Plan             | PDF                | Paving.pdf                               |
| Permit (FDOT, SFWMD, USACOE, etc.)   | PDF                | PermitAgency.pdf <sup>(2)</sup>          |
| Planned Urban Development            | PDF                | PUD.pdf                                  |
| Preliminary Plat                     | PDF                | PreliminaryPlat.pdf                      |
| Proof of Ownership                   | PDF                | ProofOfOwnership.pdf                     |
| Public Art Checklist                 | PDF                | PublicArtChecklist.pdf                   |
| Response to Comments                 | PDF                | ResponseToComments.X.pdf <sup>(3)</sup>  |
| Site Plan                            | PDF and<br>DWG     | SitePlan.pdf<br>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.

**RECORDING FEES FOR PLATS**

BASE FEE:           1<sup>ST</sup> PAGE OF 1<sup>ST</sup> SET                                 \$30.00  
                           EACH ADDITIONAL PAGE OF 1<sup>ST</sup> SET                     \$15.00

EXAMPLE:           1<sup>ST</sup> SET INCLUDES 5 PAGES

                          1<sup>ST</sup> PAGE   \$30.00  
                           4 PAGES @ \$15 EA.   \$60.00

   \$90.00 TOTAL FOR 1<sup>ST</sup>  
    SET

THERE IS NO CHARGE FOR THE NEXT TWO SETS.

EACH ADDITIONAL SET AFTER THE FIRST THREE IS CHARGED AT \$2 PER PAGE

EXAMPLE: IF YOU HAVE 5 SETS OF 5 PAGES, THE COST IS:

      \$ 30.00 FOR 1<sup>ST</sup> PAGE OF THE 1<sup>ST</sup> SET  
       \$ 60.00 FOR REMAINING 4 PAGES OF 1<sup>ST</sup> SET  
       0.00 FOR NEXT TWO SETS  
       \$ 20.00 FOR 4<sup>TH</sup> AND 5<sup>TH</sup> SETS (\$2.00 X 10 PAGES)  
       \$110.00 TOTAL

FOR 8 ½" X 11" PAGES:

      FIRST PAGE:           \$6.00  
       ALL OTHERS:         \$4.50

**BUSINESS CHECKS ONLY. NO CASH OR PERSONAL CHECKS. CAN BE BY MONEY ORDER OR CERTIFIED CHECK.**

CHECK PAYABLE TO: "CLERK OF COURT"

|                |                   |              |                                 |
|----------------|-------------------|--------------|---------------------------------|
| <b>MYLARS:</b> | COUNTY       - 2  | <b>DISK:</b> | AUTOCAD VERSION 2004            |
|                | P&Z           - 1 |              | ENGINEERING   - 1-PETE KRAWETZ  |
|                | APPLICANT   - 1   |              | GIS DEPT.       - 1-EVAN DEMUSZ |
|                |                   |              | UTILITY DEPT.  - 1-JESÚS MEREJO |