

PROJECT FUSION MANUAL

STEPS TO BEGIN USING ONLINE DEVELOPMENT REVIEW SYSTEM

1. Register and create an account to log in to the Fusion program.

<https://fusion.cityofpsl.com/>

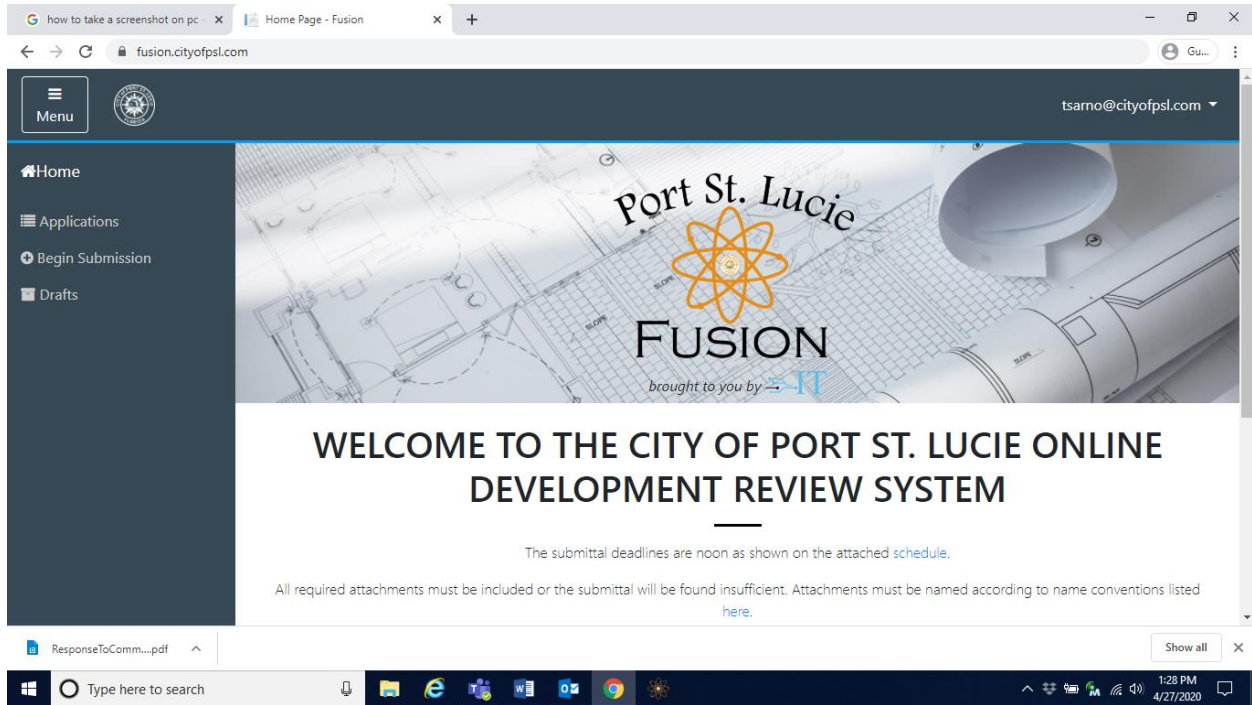
2. Log in to Fusion with an account login and password.
3. Complete application and submit.

APPLICATION CURRENTLY ACCEPTED BY FUSION:

Agreement
Annexation
Annexation Agreement
Clearing Plan
Compliance Review
Comprehensive Plan Map Amendment
Comprehensive Plan Text Amendment
Conceptual Subdivision Plat
DRI Amendment
DRI Biennial Report Review
DRI Conceptual Master Plan/Amendment
Exemption from Platting
Landscape Buffer Wall Modification
Landscape/Street Tree Plan Amendment
Master Sign Program (New)
Master Sign Program Amendment
Model Home – New
Model Home – Renewal
Public Art Assessment
PUD Amendment
PUD Rezoning
Rezoning
Rezoning/LMD
Site Plan
Site Plan Amendment – Administrative
Site Plan Amendment – Major Revisions
Special Exception Use (Developed Property)
Special Exception Use (Vacant Property)
Subdivision Plat
Variance
Zoning Text Amendment

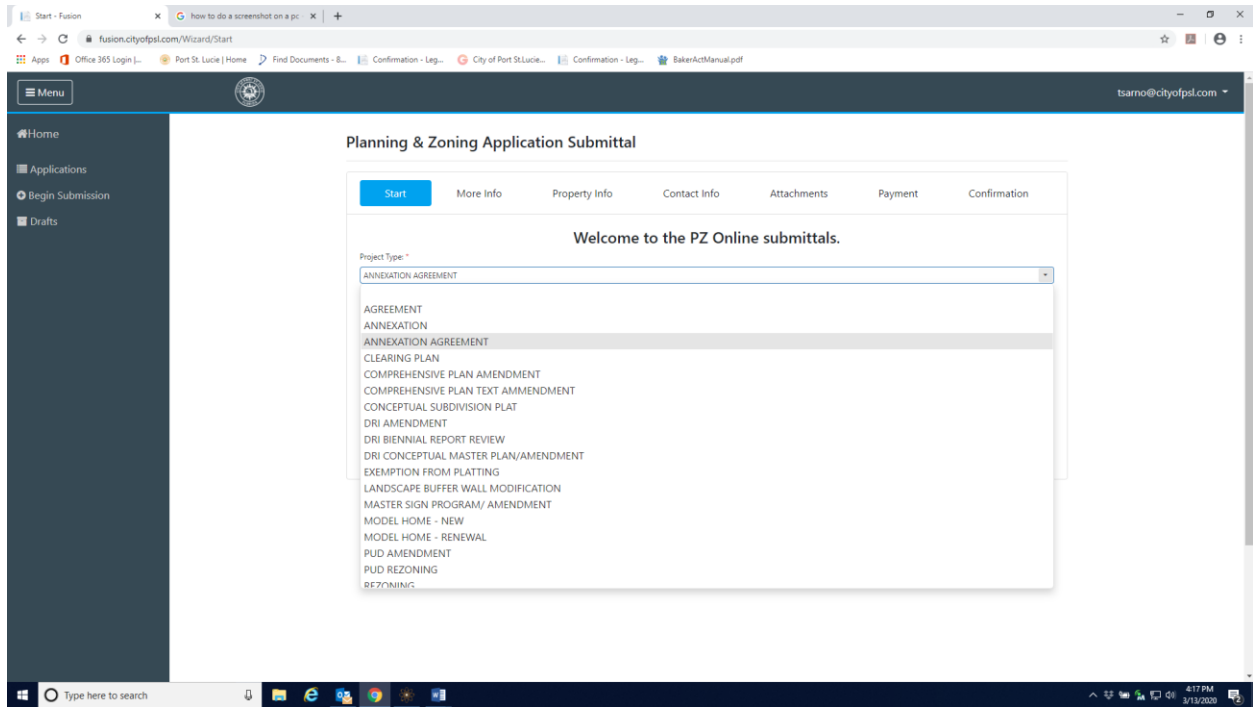
HOW TO APPLY FOR A DEVELOPMENT REVIEW APPLICATION

Once you have created a log in, you will see the Home screen below.



STARTING A NEW APPLICATION

From the Home Screen. Go to “Begin Submission.” Under “Start” choose a “Project Type” from the drop-down menu. Click “Next.”



SELECTING APPLICATION TYPE

Under “More Info,” choose “Commercial” or “Residential.” Choose the one the application type that applies. See below.

The screenshot shows a web browser window displaying the "Planning & Zoning Application Submittal" form. The browser's address bar shows the URL "fusion.cityofpsl.com/Wizard/ApplicationInfo". The page has a dark blue header with a "Menu" button and the user's email "tsarno@cityofpsl.com". A left sidebar contains navigation options: Home, Applications, Begin Submission, and Drafts. The main content area features a progress bar with steps: Start, More Info (active), Property Info, Contact Info, Attachments, Payment, and Confirmation. Below the progress bar is a "Type:" dropdown menu with a search box and a list of options: "Choose Type", "COMMERCIAL", and "RESIDENTIAL". At the bottom of the form are "Previous" and "Next" buttons. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time "4:00 PM" and date "3/13/2020".

APPLICATION INFORMATION

Enter a detailed description of the application request under “Describe the Request.” Please describe in detail, for example: What type of request is being asked to be reviewed? Where is the project located? Does this have any other associated applications being reviewed by the City? See below.

The screenshot shows a web browser window with the URL `fusion.cityofpsl.com/Wizard/ApplicationInfo`. The page title is "Planning & Zoning Application Submittal". The user is logged in as `tsarno@cityofpsl.com`. The form has a progress bar with steps: Start, More info (active), Property Info, Contact Info, Attachments, Payment, and Confirmation. The "Describe the Request" field contains the following text: "This project is a mixed use project along Port St. Lucie Blvd. It is a redevelopment project that was a prior gas station. 13 Residential condos and retail on the 1st floor. Running concurrently with the application is a Comprehensive Plan Amendment and a Rezoning. We are requesting a landscape wall modification as well." The "Next" button is highlighted in blue.

More Information - Fusion x how to do a screenshot on a pc x +

fusion.cityofpsl.com/Wizard/ApplicationInfo

Apps Office 365 Login Port St. Lucie Home Find Documents - 8... Confirmation - Leg... City of Port St. Lucie... Confirmation - Leg... BakerActManual.pdf

Menu

Home

Applications

Begin Submission

Drafts

tsarno@cityofpsl.com

Planning & Zoning Application Submittal

Start **More info** Property Info Contact Info Attachments Payment Confirmation

Type:
COMMERCIAL

Describe the Request:*

This project is a mixed use project along Port St. Lucie Blvd. It is a redevelopment project that was a prior gas station. 13 Residential condos and retail on the 1st floor. Running concurrently with the application is a Comprehensive Plan Amendment and a Rezoning. We are requesting a landscape wall modification as well.

Previous Next

Type here to search

4:34 PM 3/13/2020

PROPERTY INFORMATION

Under “Property Info” enter all required and applicable information. Please check the box if you have architectural renderings. If the legal description is too long to include please add a note that it is attached to the application. The application does allow for multiple parcel identification numbers.

If the required information is not completed, the application will not be complete and will not be found sufficient to move forward to be reviewed by the City. See below.

The screenshot shows a web browser window displaying the 'Planning & Zoning Application Submittal' form. The 'Property Info' tab is selected. The form is divided into several sections:

- Location:** Includes fields for 'Legal Description', 'Location of Project Site', and 'Subject Street Address'.
- Parcels:** Includes a 'Parcel 1' field with a '+ Add Parcel' button.
- Additional Information:** Includes dropdown menus for 'Current Land Use' and 'Current Zoning', text input for 'Acreage of Property' and 'Non-residential square footage', a checked checkbox for 'Architectural Elevations', and a dropdown for 'Utility Provider'.

Navigation buttons 'Previous' and 'Next' are located at the bottom of the form. The browser's address bar shows 'fusion.cityofpsl.com/Wizard/MoreInfo' and the system tray at the bottom indicates the time is 4:35 PM on 3/13/2020.

ENTERING CONTACT INFORMATION

Under “Contact Info” enter all required and applicable information. The application allows for more than one property owner.

The screenshot shows a web browser window displaying the 'Planning & Zoning Application Submittal' form. The 'Contact Info' tab is selected. The form includes the following fields:

- Primary Email Address: * (text input, value: tsarno@cityofpsl.com)
- Agent/Applicant (Section Header)
- First Name: * (text input)
- Last Name: * (text input)
- Address: * (text input)
- City: * (text input)
- State: * (dropdown menu, value: Choose Type)
- Zip: * (text input)
- Email: * (text input)
- Phone Number: * (text input)
- Property Owner: 1 (Section Header)
- Business Name: * (text input)
- Address: * (text input)
- City: * (text input)
- State: * (dropdown menu, value: Select..)
- Zip: * (text input)
- Email: * (text input)
- Phone #: * (text input)
- + Add Owner (button)
- Authorized Signatory Of Corporation (if applicable) (Section Header)
- First Name: (text input)
- Last Name: (text input)

The browser's address bar shows 'fusion.cityofpsl.com/Wizard/PropertyInfo'. The Windows taskbar at the bottom shows the date and time as 4:42 PM on 3/13/2020.

ATTACHING REQUIRED DOCUMENTS FOR REVIEW

Under “Attachments,” review the list of ALL REQUIRED documents. You can select the file(s) and attach to the application. For the REQUIRED submittal, file names open the PDF document “Upload Requirements” to CONFIRM all files are property named. Proper file names will ensure the application is sufficient. See below for required filing names.

The screenshot shows a web browser window with the URL fusion.cityofpsl.com/Wizard/ContactInfo. The page title is "Planning & Zoning Application Submittal". The navigation tabs are: Start, More info, Property Info, Contact Info, Attachments (selected), Payment, and Confirmation. The "Attachments" tab displays a list of "Required Documents":

1. Cover letter explaining purpose of application
2. Agent authorization letter, if applicable
3. Deed(s)
4. Survey
5. Proposed Site Plan
6. Tree survey, if required
7. Environmental Assessment, if required
8. Conceptual Floor Plans
9. Building Elevations, if required
10. Citywide design standards check list, if required
11. Public art form
12. Clearing Plan (Optional)
13. Erosion Sediment Control/Stormwater Pollution Prevention Plan (Optional)
14. Paving and Drainage Plan (Optional)
15. Water and Sewer Plan (Optional)
16. Landscape Plan (Optional)
17. Irrigation Plan (Optional)

Below the list, a note states: "All attachments must be named according to the file name conventions provided in the following PDF: [Upload Requirements](#)".

There is a "Select file" button and a "Drop file here" area. Below that is a table with columns for "File Name", "Date Created", and "URL". The table currently contains the text "No data".

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⁾

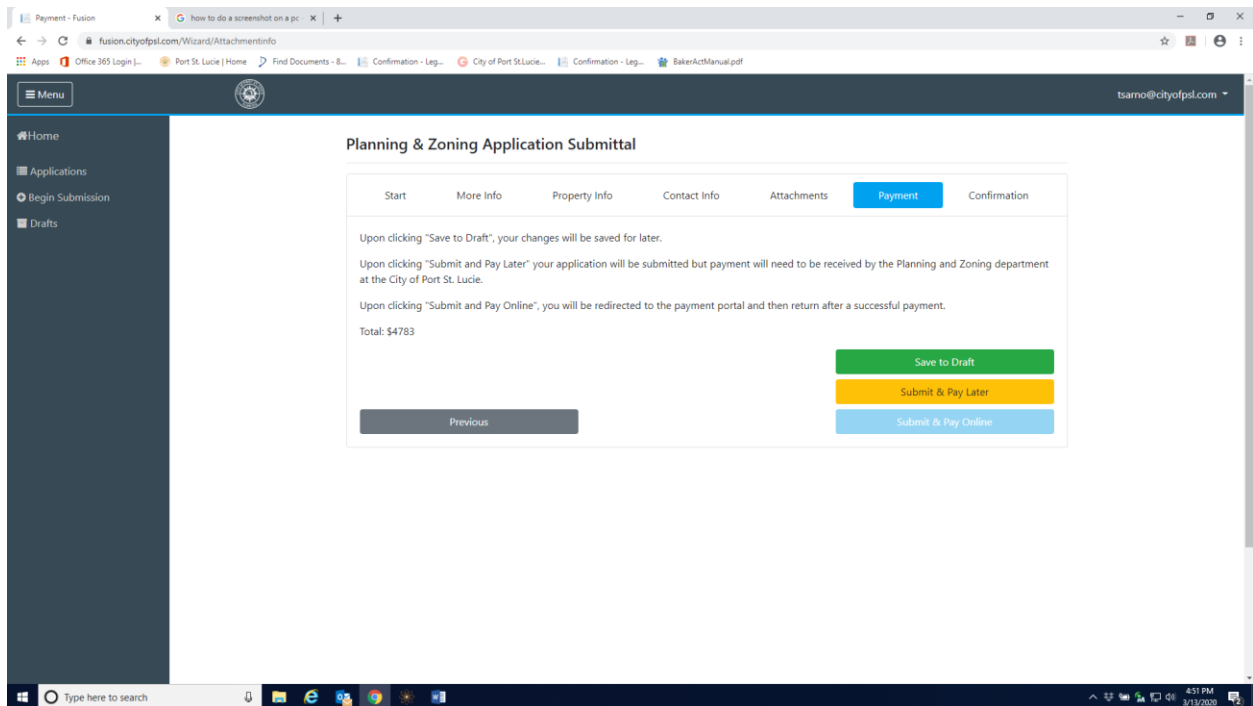
Site Plan	PDF and DWG	SitePlan.pdf SitePlan.dwg
Special Exception Use	PDF	SEU.pdf
Street Lighting Plan	PDF	StreetLighting.pdf
Sufficiency Checklist	PDF	SufficiencyChecklist.pdf
Topographic Survey	PDF	TopographicSurvey.PDF
Traffic Report/Study/Analysis	PDF	Traffic.pdf
Tree Survey	PDF	Tree.pdf
Water and 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.

MAKING A PAYMENT

Under “Payment” the application could be saved for later by choosing “Save to Draft” (green button).

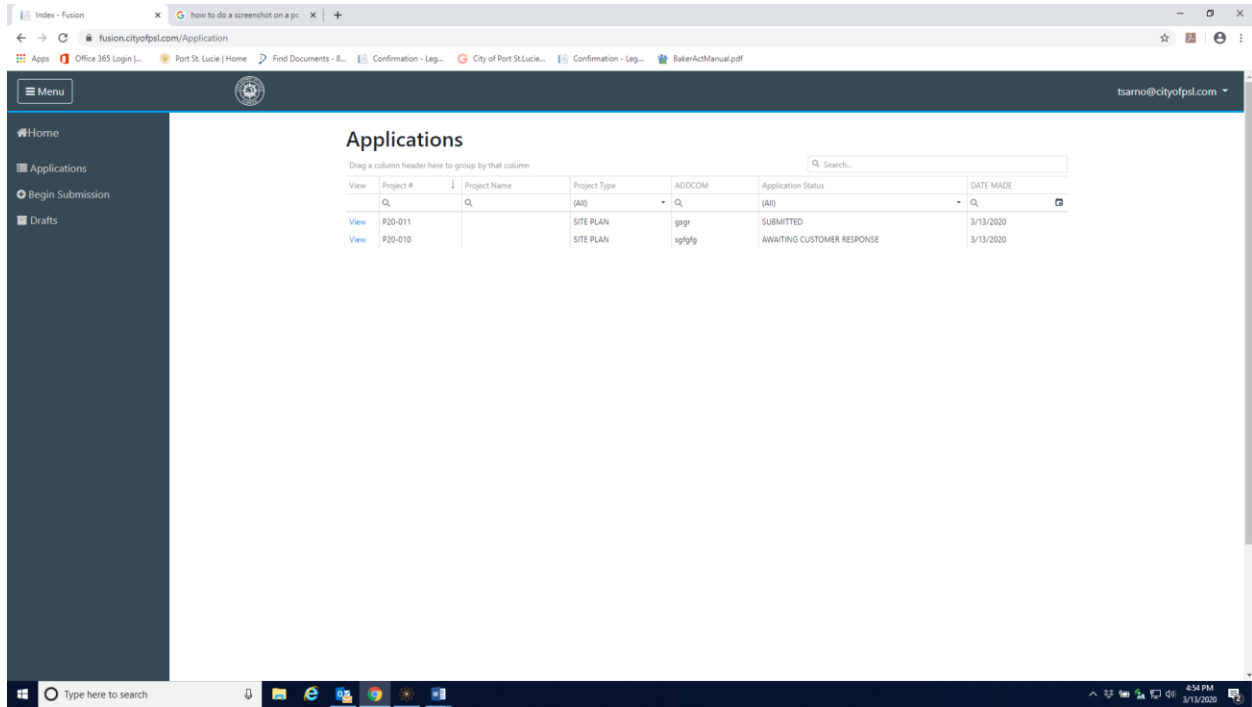
To submit the application the “Submit and Pay Later” (yellow button) or “Submit and Pay Online” (blue button) should be selected. In order to trigger sufficiency review, the application payment must be received either online or through the Planning and Zoning Department in person.



The Planning and Zoning Department is located at 121 SW Port St. Lucie Blvd., 2nd Floor of Building B. For questions regarding payment, please call 772-871-5213. For questions regarding your application, please speak with the Planner of the Day by calling 772-871-5212.

COMPLETED APPLICATION

CONGRATULATIONS! You have completed the online development review application for the City of Port St. Lucie. Once the application is successfully submitted you will receive an email confirmation. This email will include your project number and link for tracking the status of your application.



The screenshot shows a web browser window displaying a web application. The browser's address bar shows the URL `fusion.cityofpsl.com/Application`. The application interface has a dark blue sidebar on the left with a 'Menu' button and navigation options: 'Home', 'Applications', 'Begin Submission', and 'Drafts'. The main content area is titled 'Applications' and features a search bar. Below the search bar is a table with the following data:

View	Project #	Project Name	Project Type	ADDCOM	Application Status	DATE MADE
View	P20-011		SITE PLAN	gggr	SUBMITTED	3/13/2020
View	P20-010		SITE PLAN	ggfgyg	AWAITING CUSTOMER RESPONSE	3/13/2020

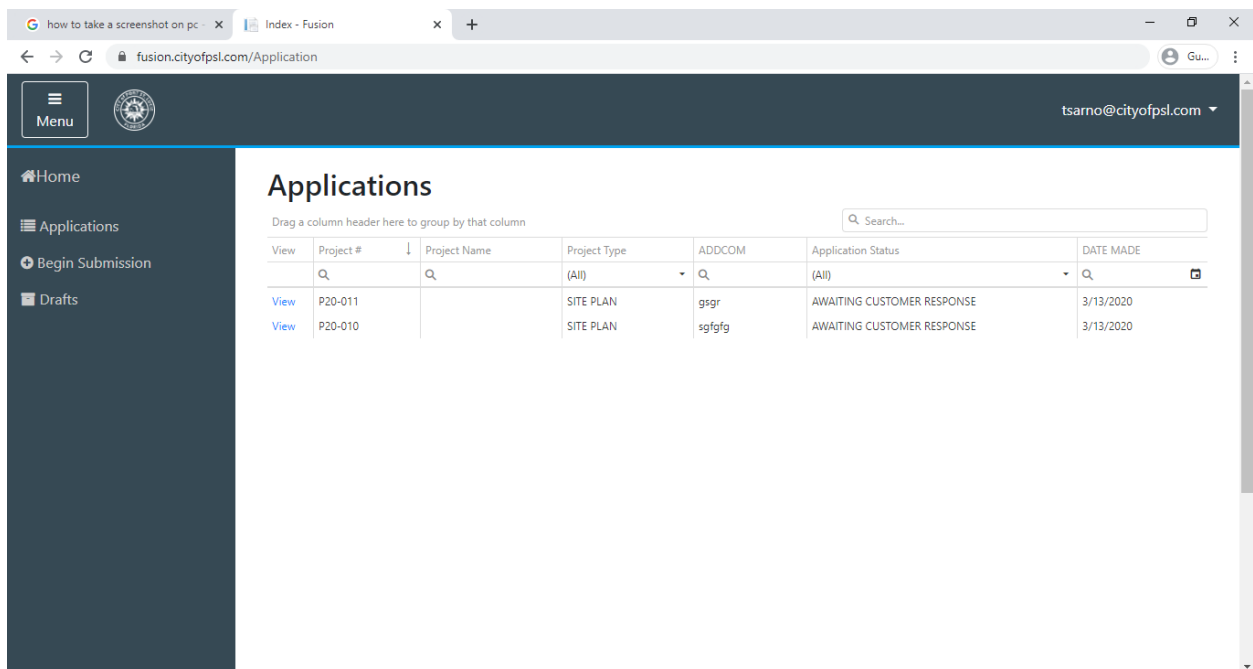
The Windows taskbar at the bottom shows the search bar with the text 'Type here to search', the system tray, and the date and time '4:54 PM 3/13/2020'.

RESPONDING TO COMMENTS AND RESUBMITTALS

After receiving confirmation that we have received your application you will receive an email with the assigned project number.

When comments are completed you will receive an email stating that you have comments.

Log in to the Fusion application. Go to the “Application” tab. From this page your applications will be listed. Click on “View” link to view your application.



The screenshot shows a web browser window with the URL `fusion.cityofpsl.com/Application`. The page title is "Applications". On the left is a dark sidebar with a "Menu" button and navigation links for "Home", "Applications", "Begin Submission", and "Drafts". The main content area has a search bar and a table of applications. The table has columns for "Project #", "Project Name", "Project Type", "ADDCOM", "Application Status", and "DATE MADE". Two applications are listed, both with a status of "AWAITING CUSTOMER RESPONSE" and a date of "3/13/2020".

View	Project #	Project Name	Project Type	ADDCOM	Application Status	DATE MADE
View	P20-011		SITE PLAN	gsgr	AWAITING CUSTOMER RESPONSE	3/13/2020
View	P20-010		SITE PLAN	sgfgfg	AWAITING CUSTOMER RESPONSE	3/13/2020

Once you are viewing your application, go to the “Comments” tab and view your comments and any attachments associated with your applications; such as marked up plans, memos, letters, etc.

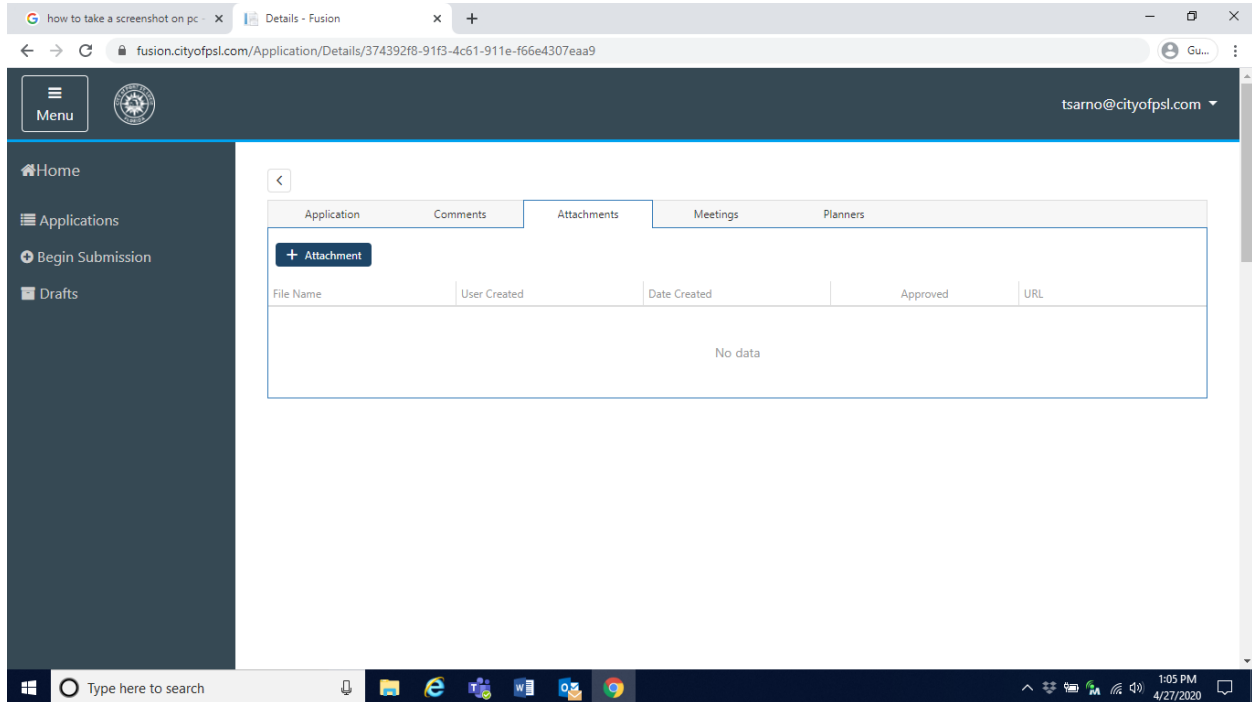
The screenshot shows a web browser window with the URL `fusion.cityofpsl.com/Application/Details/374392f8-91f3-4c61-911e-f66e4307eaa9`. The page has a dark sidebar on the left with navigation options: Home, Applications, Begin Submission, and Drafts. The main content area is titled "Details - Fusion" and features a tabbed interface with tabs for Application, Comments, Attachments, Meetings, and Planners. The "Comments" tab is active, displaying a table with the following data:

Application	Comments	Attachments	Meetings	Planners
Remark		User Created	Date Created	Files
	this is a comment	mmoody	4/27/2020	ResponseToCommentsPlanning... Download File

The Windows taskbar at the bottom shows the search bar, task icons, and system tray with the time 1:04 PM on 4/27/2020.

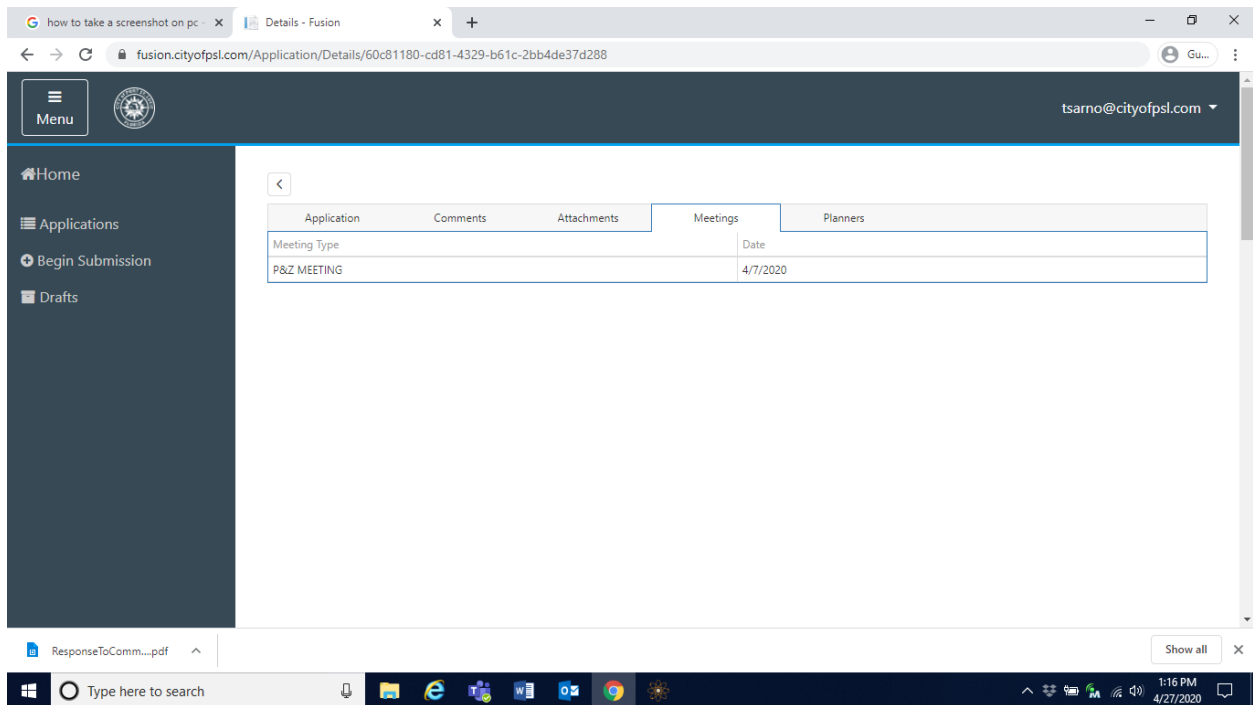
To respond/resubmittal to a comment, you go to the “Attachments” tab and attach your comment letter, files of any kind associated with the application requirements, construction drawing etc. Please note that all files should be named appropriately. Additionally, all deadlines associated with the applications are still applicable. Once you have attached your documents you are complete with your resubmittal/response.

Resubmittals and responses will go to all assigned reviewers; Planning and Zoning, Utilities and Public Works. There will be no need to email each department individually, you will use Fusion to provide your resubmittal and comments.



MEETINGS TAB

The “Meetings” tab provides you an update on your next scheduled meeting which will include the date and the meeting type. If this tab is blank, that indicates that the application has not been assigned to an upcoming meeting. The Planner assigned to the project/application will determine when the application is ready to be placed on the review meeting (i.e. Site Plan Review Committee, Planning and Zoning Board and City Council meeting).



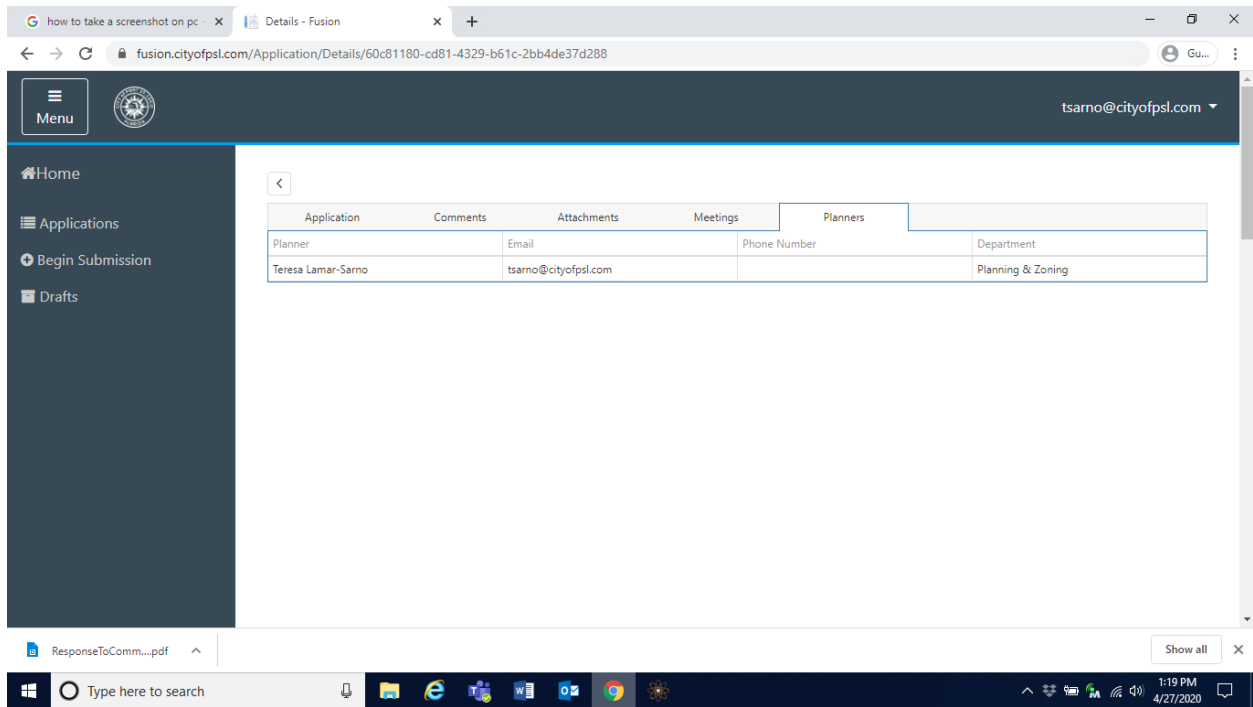
The screenshot shows a web browser window with the URL `fusion.cityofpsl.com/Application/Details/60c81180-cd81-4329-b61c-2bb4de37d288`. The application interface includes a dark blue sidebar with a 'Menu' button and navigation options: Home, Applications, Begin Submission, and Drafts. The main content area has a breadcrumb trail: Application > Comments > Attachments > Meetings > Planners. The 'Meetings' tab is active, displaying a table with the following data:

Meeting Type	Date
P&Z MEETING	4/7/2020

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 1:16 PM on 4/27/2020.

PLANNERS TAB

The “Planners” tab provides the contact information for the assigned planner to the project.



Application	Comments	Attachments	Meetings	Planners	Department
Planner		Email		Phone Number	
Teresa Lamar-Sarno		tsarno@cityofpsl.com			Planning & Zoning

All NEW applications will begin to be accepted using the Fusion application starting May 6, 2020. All resubmittals and comments responses need to be uploaded to Fusion, not by email or FTP. If you have any questions regarding the program, please call the main number for assistance 772-871-5213.