



Navigating Site Plan Review

Planning and Zoning Department

What is the Purpose of Site Plan Review?

The City wants to determine whether your proposed project or **building fits the City's** unique character as determined by conformity to the codes adopted over time.

The Site Plan application is the vehicle the City uses to determine just that!

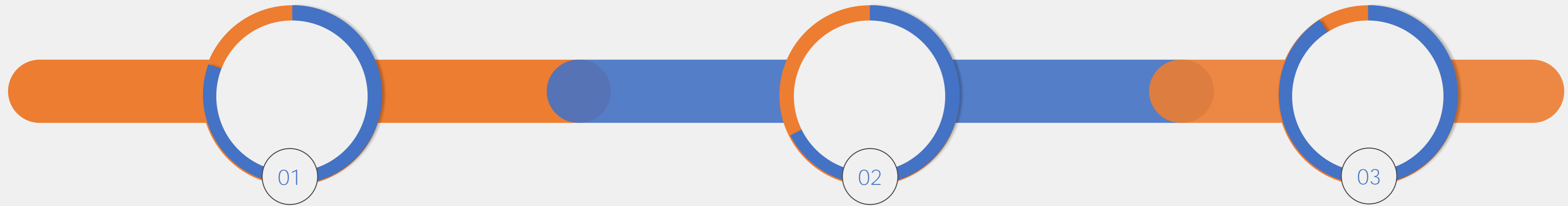
It is the chosen method by which the reviewing departments and governing boards determine whether your project merits approval.



Picture provided by lifeforstock



Reviewing Departments



PLANNING AND ZONING

*Focus on Site
Plan*

UTILITY SYSTEMS

*Focus on
Construction
Plans*

PUBLIC WORKS

*Focus on
Construction
Plans*



Minimum Submission Requirements?

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 772-871-5213 for the fee.
- 3. **Proof of Ownership:**
For Paper Submittals - 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: ****
- 5. **Boundary and Topographic Survey:** ** 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
- 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).
- 8. **Public Art Requirement Checklist.**

**Paper Submittals: 14 sets of blackline plans – 24" x 36" – folded to 9" x 12"
Must include 2 CDs or 2 USB Flash Drives

Online Submittals: All documents should be submitted in PDF Format.
Planning & Zoning requires 1 complete hardcopy set of online submittal

File names on electronic submittals shall use the Electronic File Naming Structure which can be found at the end of this packet or on line at:

<http://www.cityofpsl.com/public-works/commercial-review-and-permitting.html>

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 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****
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** For projects having 1 acre or more. **
- 3. **Paving and Drainage Construction Plans****
Signed and sealed by a Florida Registered Engineer (with registration number).
 - a) For projects disturbing one acre or more applicant must provide a Storm Water Pollution Prevention Plan (SWPPP). The SWPPP must include all the information required on the FDEP guidance template found at:
<http://www.dep.state.fl.us/water/stormwater/npdes/swppp.htm>
- 4. **Utility Systems Construction Plans****
Signed and sealed by a Florida Registered Engineer (with registration number).
 - a) For projects located within the PSLUSD Service Area, a completed and signed Utility Project Information Form must be submitted to the PSLUSD prior to the approval of the water and wastewater plans by the SPRC, and all applicable fees.

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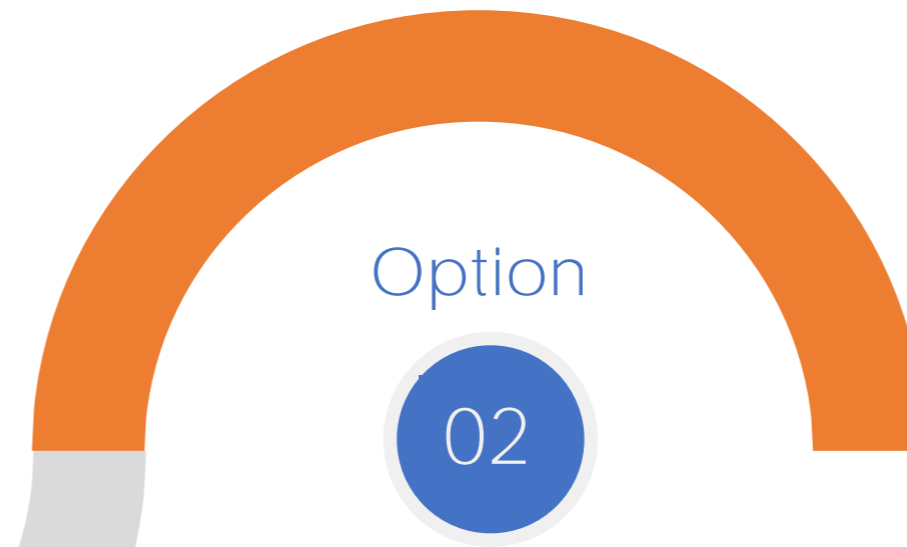
Submission Options



Option

01

Submit Site Plan documents and Detail Plans to Site Plan Review Committee (SPRC) at the same time.



Option

02

Or submit Site Plan documents to Site Plan Review Committee (SPRC) first and Detail Plans to SPRC at a later date.



Submission Deadlines

SITE PLAN REVIEW COMMITTEE (SPRC) 2021

Site Plan Review Committee applies to Site Plans, Subdivision Plats, PUD Rezoning, Special Exceptions Uses (with changes to the Site Plan).

All meetings occur on a Wednesday at 1:30 pm at Building B, Training Room.

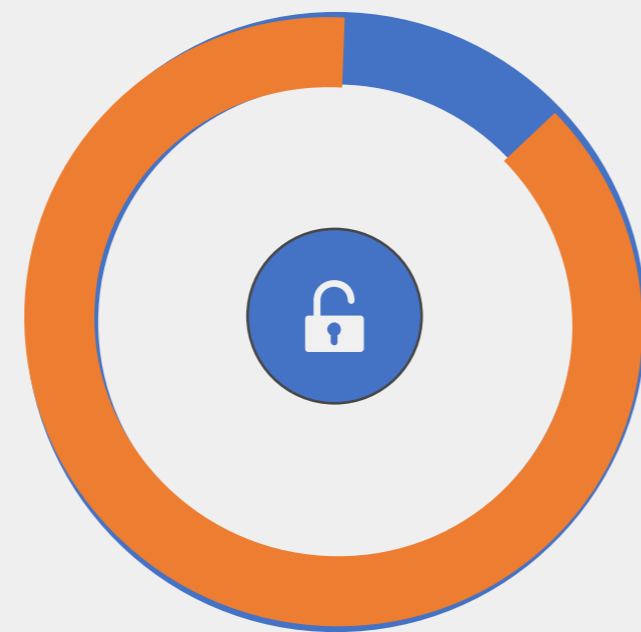
SUBMITTAL DEADLINE	SPRC MEETING
December 2, 2020*	January 13, 2021
January 6, 2021	January 27
January 20, 2021	February 10
February 3	February 24
February 17	March 10
March 3	March 24
March 17	April 14
April 7	April 28
April 21	May 12
May 5	May 26
May 19	June 9
June 2	June 23
June 16	July 14
July 7	July 28
July 21	August 11
August 4	August 25
August 18	September 8
September 1	September 22
September 15	October 13
October 6	October 27
October 20	November 10
November 3	November 24
November 17	December 8*
December 1*	January 12, 2022

ALL DATES ARE SUBJECT TO CHANGE

*There will only be 1 Site Plan Review Committee submittal & meeting in December.



Site Plan Review
Committee (SPRC)



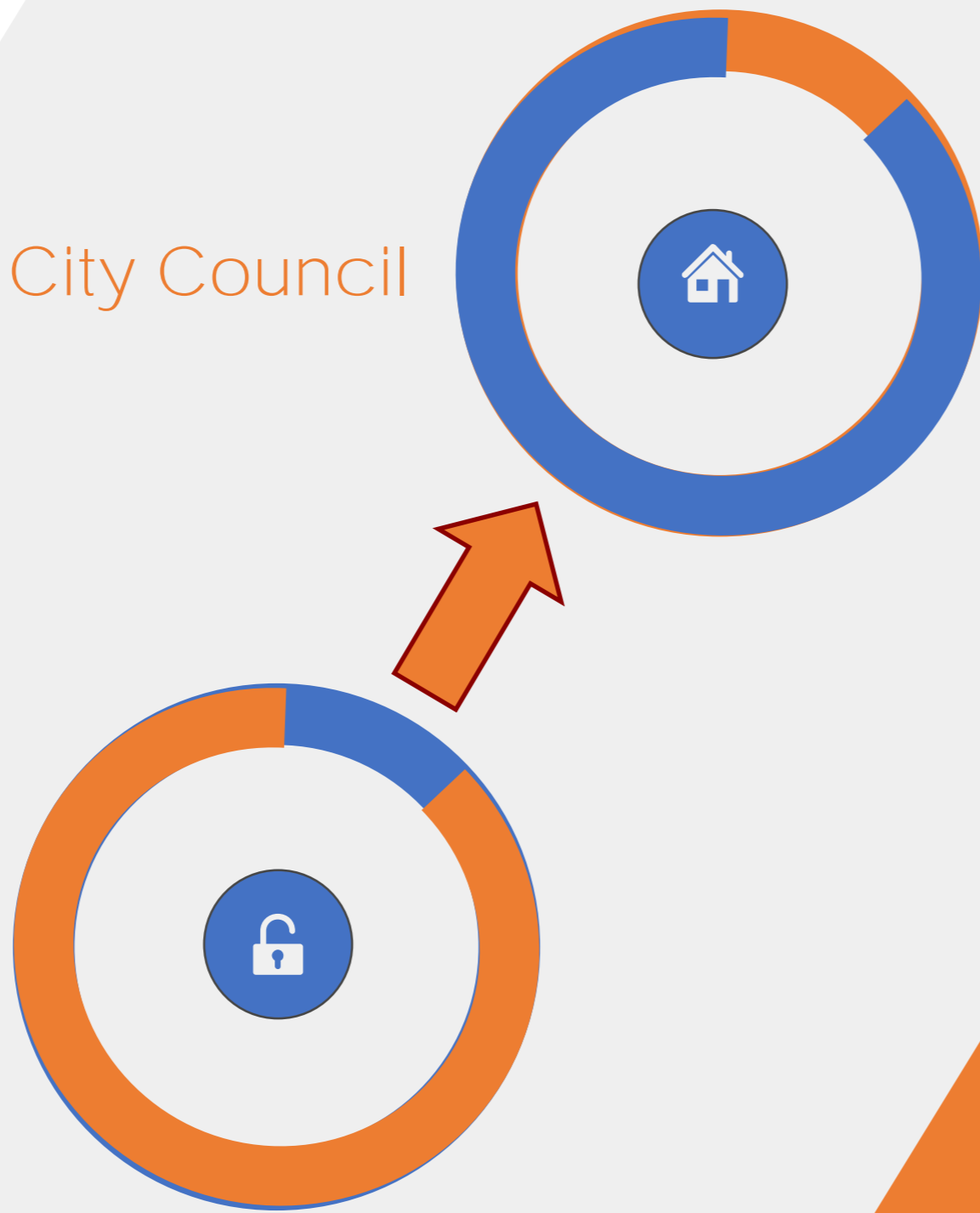
Minor Site Plan Review Process

For Site Plans involving less than 50
dwelling units, or less than 10,000
square feet of gross floor area for
nonresidential developments



Major Site Plan Review Process

For Site Plans involving 50 or more dwelling units, or 10,000 square feet or more of gross floor area for nonresidential developments



City Council

Site Plan Review Committee (SPRC)



What happens when my application is approved?

Then you are ready to submit a compliance form with the Planning and Zoning Department. This form is the prerequisite for submitting a building permit application. (See "Compliance Forms Presentation" for more details)



Picture provided by freepik





End of Part I