

SUBDIVISION PLAT APPLICATION

ONLY COMPLETE SUBMISSIONS WILL BE PROCESSED

CITY OF PORT ST. LUCIE
PLANNING & ZONING DEPARTMENT
(772)871-5213

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

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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.) _____

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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 COMPLETENESS CHECKLIST

New Submittal
Revised June, 2022

Project Name: _____

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	0 Description of Item Provided
	Completeness Checklist: Completed and signed by applicant.
	Cover Letter: Letter explaining the purpose and history of the application.
	Owner's Authorization: Authorization on Owner's letterhead.
	Application Fee: Paid online or check submitted to Planning and Zoning Office.
	Proof of Ownership: Copy of the recorded deed(s) for each parcel.
	Subdivision Plats:
	Complete, legible, and sufficient detail.
	Master index or key map on each plat sheet showing how plat sheets relate.
	Show utility easements and dedications.
	Projects ≥ two acres - aerial map with type & location of vegetation per the FLUCCS System.
	Boundary and Topographic Survey:
	Complete, legible, and sufficient detail.
	Contours or spot elevations (1/2 foot minimum).
	Vertical datum is NAVD
	Current Florida Registered Surveyor's signature and seal.
	Construction/Detail Plans: Construction Plans are required for all preliminary and preliminary/final plats that include required infrastructure improvements.
	Complete, legible and with sufficient details (Vertical datum is NAVD 88).
	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 prepared by a Florida Registered Engineer.
	Listed Species Survey: See Chapter 157 of the City Code.
	Erosion Sediment Control/Stormwater Pollution Prevention Plan: Prepared by a Florida Registered Engineer.
	Paving and Drainage Plan: Prepared by a Florida Registered Engineer.
	Off-site roadway improvements, if required.
	Off-site drainage improvements, if required.
	Traffic Study (if required): Prepared by a Florida Registered Engineer.
	Drainage Calculations: Prepared by a Florida Registered Engineer.
	Water and Sewer Plan: Prepared by a Florida Registered Engineer.
	Locations of street lights shown on utility sheets.
	Show existing and proposed utilities, easements, wells and fire hydrants for all buildings.
	Include calculations for meters, pipes and pump station.
	Include utility extensions along frontages of property if required by Master plan or by direction of the Utility Department.
	Water looping system for connectivity to existing watermains.
	Landscape Plan (include street trees, residential lots and common areas): Prepared by a Florida Registered Landscape Architect.
	Provide utility separation language.
	Show existing and proposed utilities.
	Street Lighting Plan: See Section 156.117 of the City Code.

SB 812 Two Step Process Overview

Step 1: Submit a preliminary plat application using the City's [Fusion](#) System

- Choose Subdivision Plat
- Choose the SB 812 Box and complete all necessary fields
- **Please Note:** failure to upload all necessary information may result in your application not being processed. Not providing enough information may result in a delay.

Step 2: Submit an addressing application to the City at the same time or within forty-eight (48) hours of submitting the preliminary plat application:

- Addressing application can be sent to addressing@cityofpsl.com with the subject line "SB 812 [PLAT NAME]"
- Provide St. Lucie County Approval Letter for street names
- There is a fee associated with the addressing application and must be paid for application to be processed
- **Failure to submit this application will result in a delay**

Step 3: The full application packet will be reviewed by the Site Plan Review Committee ("SPRC") in accordance with section 156.038, City Code of Ordinance.

- **Please note:** final legal review and approval of the surety must be obtained prior to issuance of permits pursuant to SB 812 even if an applicant has already obtained preliminary plat approval.

Step 3a: Upon notification of approval of the Engineer's Opinion of Probable Cost Estimate for the required improvements associated with the plat, provide a surety (i.e. bond, letter of credit, etc.) that represents 120% of this cost associated with the required improvements

- The bond must be reviewed and approved to sufficiency and form by the City Attorney's Office. It is recommended that applicants submit a template surety document to legal for review as to general form *prior* to submitting the executed surety document to legal for final review and approval.

Step 4: The preliminary plat and all supplementary information will be presented to City Council for approval in accordance with section 156.038, City Code of Ordinance.

- **Please note:** once the preliminary plat has been approved by Council, the percentage (up to fifty (50%) percent), or the identified lots, cannot be changed. If changed after the application is reviewed by the SPRC, the plans may need to go back to SPRC and a revised Addressing application may be necessitated, which could delay the process.

Step 5: Once preliminary plat has been approved by Council, applicant may begin the process of applying for building permits ONLY for the lots identified in the preliminary plat application.

- Process for applying for permits can be found at our City's [website](#).
- For permitting, you may be required to submit additional information, including but not limited to: cost estimates, South Florida Water Management Permit, Public Works construction permit application, copy of the NOI submitted to FDEP, Signed and sealed

Civil plan, Stormwater Pollution Prevention Plan, residential plot plan, Public Works permit fees (commercial fee for the overall subdivision and individual residential permit fees for each residential lot that is being applied for)

- Engineering permit will be required to apply for the building permit

Step 6: To obtain a certificate of occupancy, a final plat application, in accordance with section 156.040, City Code of Ordinances, must be submitted, approved by Council, and recorded.

- To begin the final plat process, please submit an application with [Fusion](#).
- Follow steps three (3) through (4) as listed above
- Once the final plat has been approved by City Council, the plat will be recorded by the City.

Committee on Community Affairs

CS/CS/CS/SB 812 — Expedited Approval of Residential Building Permits

by Rules Committee; Regulated Industries Committee; Community Affairs Committee; and Senator Ingoglia

The bill requires certain local governments to create a program to expedite the issuance of residential building permits based on a preliminary plat and to issue the number or percentage of permits requested by an applicant if certain conditions are met. Local governments required to establish this expedited program are counties with 75,000 residents or more (except for Monroe County) and municipalities that have 10,000 residents or more and 25 acres or more of contiguous land designated for agricultural or residential purposes.

By October 1, 2024, applicable local governments must establish the program and allow an applicant to request up to 50 percent of the permits for a residential subdivision or planned community. By December 31, 2027, applicable local governments must update their program to allow an applicant to request up to 75 percent of the permits of the development.

The bill provides that an applicant for a building permit may not obtain a temporary or final certificate of occupancy for each residential structure or building until the final plat is approved by the governing body and recorded in the public records. Additionally, an applicant may contract to sell, but may not transfer ownership of, a residential structure or building located in the preliminary plat before the final plat is approved by the local government.

The bill further allows an applicant to use a private provider to expedite the application process for building permits after a preliminary plat is approved, and requires local governments to establish a registry of qualified contractors whom the local government can use for assistance in processing and expediting the review of applications for preliminary plats.

Finally, the bill provides that vested rights may be formed in a preliminary plat, under certain circumstances.

If approved by the Governor, or allowed to become law without the Governor's signature, these provisions take effect upon becoming law.

Vote: Senate 40-0; House 89-25

RECORDING FEES FOR PLATS

BASE FEE: 1ST PAGE OF 1ST SET \$30.00
 EACH ADDITIONAL PAGE OF 1ST SET \$15.00

EXAMPLE: 1ST SET INCLUDES 5 PAGES

 1ST PAGE \$30.00
 4 PAGES @ \$15 EA. \$60.00

\$90.00 TOTAL FOR 1ST 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 1ST PAGE OF THE 1ST SET
 \$ 60.00 FOR REMAINING 4 PAGES OF 1ST SET
 0.00 FOR NEXT TWO SETS
 \$ 20.00 FOR 4TH AND 5TH 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"

MYLARS: COUNTY - 2
 P&Z - 1
 APPLICANT - 1

DISK: AUTOCAD VERSION 2004
 ENGINEERING - 1-PETE KRAWETZ
 GIS DEPT. - 1-EVAN DEMUSZ
 UTILITY DEPT. - 1-JESÚS MEREJO