DEVELOPMENT APPLICATION

A pre-application conference is recommended prior to main application submittal. Please contact the Planning Division to schedule an appointment.

**Site Plan**
- [ ] Major Site Plan
- [ ] Minor Site Plan
- [ ] Major Adjustment to Major Site Plan
- [ ] Major Adjustment to Minor Site Plan
- [ ] Major Adjustment to PUD/PNRD/PMUD
- [ ] Minor Adjustment to Major Site Plan
- [ ] Minor Adjustment to Minor Site Plan
- [ ] Minor Adjustment to PUD/PNRD/PMUD

**Planned Development**
- [ ] Planned Town or Village (PTV)
- [ ] Planned Country Subdivision (PCS)
- [ ] Planned Retail Workplace (PRW)
- [ ] Prelim. Planned Unit Develop. (PUD)
- [ ] Prelim. Planned Mixed Use Develop. (PMUD)
- [ ] Prelim. Planned Non-Res. Develop. (PNRD)
- [ ] Final Planned Unit Develop. (PUD)
- [ ] Final Planned Mixed Use Develop. (PMUD)
- [ ] Final Planned Non-Res. Develop. (PNRD)

**Conditional Use**
- [ ] Conditional Use
- [ ] Major Adjustment to a Conditional Use
- [ ] Minor Adjustment to a Conditional Use

**Variance**
- [ ] Administrative Variance
- [ ] Variance
- [ ] Variance to Coastal Setback Line

**Rezoning**
- [ ] Rezoning (straight rezoning)
- [ ] Rezoning (includes PUD/PNRD/PMUD)
- [ ] Rezoning with Plan Amendment

**Comprehensive Plan Amendment**
- [ ] Future Land Use Map Change
- [ ] Comprehensive Plan Text Amendment

**Other**
- [ ] Administrative Relief
- [ ] Class A Mobile Home
- [ ] Developer Agreement (Submit per LDC 11.08.03)
- [ ] Power Generation Plants
- [ ] Extension to Development Order
- [ ] Historical Designation/Change
- [ ] Land Development Code Text Amendment
- [ ] Plat
- [ ] Post Development Order Change
- [ ] Re-Submittal #
- [ ] Shoreline Variance
- [ ] Stewardships – Sending/Receiving
- [ ] Telecom Tower (Submit per LDC 7.10.23)
- [ ] Transfer of Development Rights
- [ ] Waiver to LDC/Comp. Plan Requirements
- [ ] Appeal of Decision by Administrative Official
- [ ] Eminent Domain Waiver

**Application Supplement Packages**
1. Conditional Use
2. Variance
4. Comp. Plan Amendments
5. Class A Mobile Home
6. Historical Designation/Change
7. LDC Text Amendment
8. Re-Submittal
9. Waiver to LDC/Comp. Plan
10. Appeal of Decision by Administrative Official
11. Eminent Domain Waiver

Refer to **Fee Schedule** for applicable fees.

All required materials must be included at the time of submittal along with the appropriate non-refundable fee(s).
**FEE CALCULATION WORKSHEET**  
**SITE DEVELOPMENT PLANS – Planning Division**

Application Type: ____________________  
Supplemental Application Package No.: ________  
(Please provide separate fee calculation worksheet for each application type)

- ☐ BASE REVIEW FEE: $ _________ (A)
- ☐ CONCURRENCE FEE: $ _________ (B)
- ☐ ERD REVIEW FEE: $ _________ (C)
- ☐ UTILITIES: $ ____________
- ☐ PER ACREAGE CHARGE: $ _________ (D)
- ☐ RESUBMITTAL FEE: (if applicable) $ _________ (E)
- ☐ OTHER __________________________ $ ____________

**SUBTOTAL OF BASIC FEES:** $ ____________

- ☐ PRE-APPLICATION MEETING FEE: (F) $(__________) deduction

Receipt No. of Payment: ______________
Date of Pre App: ______________

**BALANCE OF FEES DUE:** $ ____________

**SEPARATE CHECK FOR TRAFFIC IMPACT STUDY** – Ordinance No. 06-047; amending Chapter 5.11.01 of the St. Lucie County Land Development Code
- ☐ $950.00 – Methodology Meeting (H) (If Applicable)

- Additional fees will be due if a 3rd party traffic study review is needed. These services will be invoiced to applicant upon receipt of quote of services from 3rd party.
- **Please note:** For all projects requiring public notice, you will be invoiced by St. Lucie County Planning Division. Refer to “Public Procedures”.
- Other fees may be applicable by other external reviewing agencies; i.e. Fire District and proof of payment will be required prior to project approval. **Pre-Application Meeting Request**

Applicant Name (Printed) ____________________ Signature of applicant ____________________

(For office use only)

<table>
<thead>
<tr>
<th>INTAKE REVIEWER - SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>___________________________</td>
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<table>
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<tr>
<th>VERIFIED BY - SIGNATURE</th>
<th>DATE</th>
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File #: ______________________ Receipt #: ______________________ Targeted Industry: ______________________

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Revised March 15, 2016
Submittal Requirements

The following checklist is provided as a reminder. Please see applicable code sections for more detailed submittal requirements. All Submittals MUST be in complete folded and collated sets.

All applications must include the following:

☐ Application, completed in black ink, with property owner signature(s) and notary seal (1 original and 11 copies)
☐ Aerial Photograph – property outlined (available from Property Appraiser’s office)
☐ Property Deed
☐ Legal description, in MS Word format, of subject property *
☐ Property Tax Map – property outlined (electronic copy not required)
☐ Survey (24x36)
☐ 2 CDs of all documents submitted - with files named according to the Required Naming List. (attached)
☐ Concurrency Deferral Affidavit; or
☐ Description and analysis of the impact of the development on public facilities in accordance with the methodologies acceptable to the County (LDC Section 5.08.02). This will require a Transportation Assessment or a full Traffic Impact Report, if applicable.

Site Plan and Planned Development Applications must also include:

☐ Site Plan 24”x36” at a scale of 1”=50’ (12 copies- folded, not rolled)
☐ Boundary Survey (24x36) – Signed and Sealed (12 originals)
☐ Topographic Survey (24x36) – Signed and Sealed (12 originals)
☐ Landscape Plan – Signed and Sealed (12 originals)
☐ Traffic Impact Report (TIR) (4 copies) if:
  o 50+ residential units
  o Development on N. or S. Hutchinson Island
  o Non-residential (see LDC Section 11.02.09(4))
☐ Environmental Impact Report (4 copies) if:(See LDC Section 11.02.09(5))
  o The property is ten acres or greater
  o The property, regardless of size, contains a wetland;
  o The property is identified on the “Native Habitat Inventory for SLC”;
  o The proposed development is located in whole, or part, within the One Hundred Year Flood Plain;
  o Development on N. or S. Hutchinson Island

Development Order Extension Applications only require the following:

☐ Letter of justification – submitted at least 2 weeks prior to expiration. (LDC 11.02.06)
☐ Updated Traffic Analysis if applicable (4 copies)
☐ Approved Resolution or GM Order

Final Plats only require 2 CDs (follow specifications above) & 4 copies of the following:

☐ Main Application and back up material
☐ Approved  Site Plan and copy of approved Development Order
☐ Plat - Include extra copies of Plat for applicable conditions of approval (3 Original Mylars Needed for Recording)

*Please note: Only a surveyor, attorney, or title agent is authorized to provide a legal description. The legal description provided on the property appraiser’s website is not valid for our purposes. The legal description you provide us will be used in all future documentation. If it is incorrect, it may invalidate the results of any hearing(s).
Project Information

Project Name: ________________________________
Site address: ________________________________
Parcel ID Number(s): ________________________________

Legal Description: (Attach additional sheets if necessary – also must be provided in MS Word format on CD)

Property location – Section/Township/Range: ________________________________
Property size – acres: ______ Square footage: ______________
Future Land Use Designation: ________________________________
Zoning District: ________________________________

Description of project: (Attach additional sheets if necessary)

Type of construction (check all applicable boxes):
□ Commercial Total Square Footage: Existing __________ Proposed: __________
□ Industrial Total Square Footage: Existing __________ Proposed: __________
□ Residential No. of residential units: Existing __________ Proposed: __________
   No. of subdivided lots: Existing __________ Proposed: __________
□ Other Please specify: ________________________________

Number and size of out parcels (if applicable): ________________________________
SPECIAL NOTICE
(PLEASE READ BEFORE SIGNING ACKNOWLEDGMENTS BELOW)
Submission of this application does not constitute the granting of approval. All appropriate requirements must be met prior to this project being presented for approval to the appropriate authority. St. Lucie County reserves the right to request additional information to ensure a complete review of this project.

**ACKNOWLEDGMENTS**

<table>
<thead>
<tr>
<th>Applicant Information (Property Developer):</th>
<th>Agent Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name: ____________________________</td>
<td>Business Name: ____________________________</td>
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<tr>
<td>Name: _________________________________</td>
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<tr>
<td>Address: _______________________________</td>
<td>Address: _______________________________</td>
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<td>(Please use an address that can accept overnight packages)</td>
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<td>Phone: ________________________________</td>
<td>Phone: ________________________________</td>
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<td>Fax: ________________________________</td>
<td>Fax: ________________________________</td>
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<td>Email: ____________________________</td>
<td>Email: ____________________________</td>
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</table>

Please note: both applicant and agent will receive all official correspondence on this project.

**Property Owner Information**
This application and any application supplement will not be considered complete without the notarized signature of **all property owners of record**, which shall serve as an acknowledgment of the submittal of this application for approval. The property owner’s signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

<table>
<thead>
<tr>
<th>Property Owner Signature</th>
<th>Property Owner Name (Printed)</th>
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</thead>
<tbody>
<tr>
<td>Mailing Address: _________________</td>
<td>Phone: _________________________</td>
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<tr>
<td>____________________________</td>
<td>If more than one owner, please submit additional pages</td>
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**STATE OF _____________, COUNTY OF _____________**
The foregoing instrument was acknowledged before me this __________ day of __________, 20________ by ________________________________ who is personally known to me or who has produced ________________________________ as identification.

Signature of Notary

__________________________ Commission Number (Seal)

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Revised March 15, 2016
**Required Document Naming List**

* 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. *

<table>
<thead>
<tr>
<th>Document</th>
<th>Document Format</th>
<th>Required Name on CD</th>
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<tbody>
<tr>
<td>Aerial Photograph</td>
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<td>Application</td>
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<td>Application.pdf</td>
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<td>Approval Order</td>
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<td>Architectural Elevations</td>
<td>PDF</td>
<td>ArchElev.pdf</td>
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<tr>
<td>Boundary / Topographic Survey</td>
<td>PDF</td>
<td>BoundaryTopo.pdf</td>
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<tr>
<td>Drainage / Stormwater Plan</td>
<td>PDF</td>
<td>DrainagePln.pdf</td>
</tr>
<tr>
<td>Easements</td>
<td>PDF</td>
<td>Easements.pdf</td>
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<tr>
<td>Environmental Impact Report</td>
<td>PDF or Word</td>
<td>EIR.pdf or EIR.doc</td>
</tr>
<tr>
<td>Existing Condition Plan</td>
<td>PDF</td>
<td>ExistingCond.pdf</td>
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<tr>
<td>Flood Plain</td>
<td>PDF or Word</td>
<td>Flood.pdf or Flood. Doc</td>
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<td>Landscape Plan</td>
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<td>Legal Description</td>
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<td>Mitigation Plan</td>
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<td>Property Deed</td>
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<tr>
<td>Site Plan</td>
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<td>Traffic Impact Report</td>
<td>PDF or Word</td>
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<td>Tree Survey</td>
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<td>Utility Plan</td>
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<td>Vegetation Removal Application</td>
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