



ST. LUCIE COUNTY

GROWTH MANAGEMENT

2300 Virginia Avenue, Ft. Pierce, FL 34982

Office: 772-462-2822 – Fax: 772-462-1581

www.stlucieco.gov/growth

DEVELOPMENT APPLICATION

Prior to submittal, all applications require a completeness review.
Please contact Growth Management Department to schedule an appointment.

Submittal Type [check each that applies]

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 Use¹

- Conditional Use
- Major Adjustment to a Conditional Use
- Minor Adjustment to a Conditional Use

Variance²

- Administrative Variance
- Variance
- Variance to Flood Damage Prevention
- Variance to Coastal Setback Line

Rezoning³

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

Comprehensive Plan Amendment⁴

- Future Land Use Map Change
- Comprehensive Plan Text Amendment

Other

- Administrative Relief
- Class A Mobile Home⁵
- Developer Agreement (Submit per LDC 11.08.03)
- Electrical Generation Plants
- Extension to Development Order
- Historical Designation/Change⁶
- Land Development Code Text Amendment⁷
- Plat
- Post Development Order Change
- Re-Submittal # _____⁸
- Stewardships – Sending/Receiving
- Telecom Tower (Submit per LDC 7.10.23)
- Transfer of Development Rights
- Waiver to LDC/Comp. Plan Requirements⁹

Application Supplement Packages

- | | | |
|-----------------------------------|----------------------------------|--|
| 1. Conditional Use | 4. Comp. Plan Amendments | 7. LDC Text Amendment |
| 2. Variance | 5. Class A Mobile Home | 8. Re- Submittal |
| 3. Rezoning / Zoning Atlas Amend. | 6. Historical Designation/Change | 9. Waiver to LDC/Comp. Plan Requirements |

Refer to Fee Schedule for applicable fees.

For an application to be determined complete 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 – GROWTH MANAGEMENT**

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

- BASE REVIEW FEE: \$ _____
- CONCURRENCY FEE: \$ _____
- ERD REVIEW FEE: \$ _____
- PER ACREAGE CHARGE: \$ _____
- RESUBMITTAL FEE: (if applicable) \$ _____
- PRE-APPLICATION MEETING FEE: \$(_____)

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

TOTAL APPLICATON 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
 (If Applicable – for Major Site Plans and PUD only)

- 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 also be required to pay St. Lucie County Growth Management for the actual cost of ad and mail notices, and will be responsible for creation and placement of signage, including all costs associated.

 Applicant Name (Printed)

 Signature of applicant

 COMPLETENESS REVIEW - SIGNATURE

 DATE

 VERIFIED BY - SIGNATURE

 DATE

File Number: _____

Receipt Number: _____

(For office use only)

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 (in black ink) - with property owner signature(s) and notary seal (1 original & 9 copies)
- Narrative - a detailed written narrative describing the proposed request
- 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
- 2 CDs of all documents submitted - files named according to the Required Document Naming List.
- Concurrency Deferral Affidavit (Prelim. Development Orders only); 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(C)). 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' (10 copies- folded, not rolled)
- Boundary Survey – Signed and Sealed (1 original and 9 copies)
- Topographic Survey – Signed and Sealed (1 original and 9 copies)
- Landscape Plan – Signed and Sealed (1 original and 9 copies)
- 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 require the following:

- Letter of request outlining status of approved conditions – submitted at least 60 days prior to expiration. (LDC 11.02.06)
- Updated Traffic Analysis if applicable
- Previous approved Resolution(s) or GM Order(s)

Post Development Order Changes (LDC 11.01.04) requires the following:

- Description of Request
- Previous approved Resolution(s) or GM Order(s) with Proposed Change(s)

Administrative Relief to Parking (LDC 7.06.01) and Landscaping (LDC 7.09.04.O) Applications require the following:

- Letter of justification
- Traffic Analysis (if applicable)
- Landscape Plan (if applicable)

Project Information

Project Name: _____

Site address: _____

Parcel ID Number(s): _____

Legal Description*: Attach additional sheets if necessary – also must be in Word format on CD

***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 will invalidate the results of any hearing(s).**

List any Companion Development Applications associated with this request (provide status – i.e. "under review", "approved" and dates.

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

Applicant Information (Property Developer):

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Agent Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

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.

Property Owner Signature

Property Owner Name (Printed)

Mailing Address: _____

Phone: _____

If more than one owner, please submit additional pages

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

Type or Print Name of Notary

Commission Number

(Seal)

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. *

Document	Document Format	Required Name on CD
Aerial Photograph	PDF	Aerial.pdf
Application	PDF	Application.pdf
Approval Order	PDF	ApprovalOrder.pdf
Architectural Elevations	PDF	ArchElev.pdf
Boundary / Topographic Survey	PDF	BoundaryTopo.pdf
Drainage / Stormwater Plan	PDF	DrainagePln.pdf
Easements	PDF	Easements.pdf
Environmental Impact Report	PDF or Word	EIR.pdf or EIR.doc
Existing Condition Plan	PDF	ExistingCond.pdf
Flood Plain	PDF or Word	Flood.pdf or Flood. Doc
Florida Master Site File	PDF	FLMSF.pdf
Landscape Plan	PDF	Landscape.pdf
Legal Description	Word	Legal.doc
Lighting Plan	PDF	Lighting.pdf
Mitigation Plan	PDF	Mitigation.pdf
Mobile Home Plans	PDF or Word	MobileHome.pdf or MobileHome.doc
Paving Plan	PDF	Paving.pdf
Permit (External)	PDF	PermitA.pdf
Permit (Internal)	PDF	PermitB.pdf
Plat	PDF	Plat.pdf or Plat.doc
Property Deed	PDF	Deed.pdf
Site Plan	PDF	SitePlan.pdf
Tax Map	PDF	TaxMap.pdf
Traffic Impact Report	PDF or Word	TIR.pdf or TIR.doc
Tree Survey	PDF	Tree.pdf
Turtle Protection	PDF or Word	Turtle.pdf or Turtle.doc
Utility Plan	PDF	Utility.pdf
Vegetation Removal Application	PDF	Vegetation.pdf