



ST. LUCIE COUNTY

**Planning & Development Services Department
Planning Division**

2300 Virginia Avenue, Ft. Pierce, FL 34982

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

<http://www.stlucieco.org/planning/planning.htm>

DEVELOPMENT APPLICATION

A pre-application conference is recommended prior to main application submittal.
Please contact the Planning Division 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 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)
- Power Generation Plants
- Extension to Development Order
- Historical Designation/Change⁶
- Land Development Code Text Amendment⁷
- Plat
- Post Development Order Change
- Re-Submittal # _____⁸
- Shoreline Variance
- Stewardships – Sending/Receiving
- Telecom Tower (Submit per LDC 7.10.23)
- Transfer of Development Rights
- Waiver to LDC/Comp. Plan Requirements⁹
- Appeal of Decision by Administrative Official¹⁰
- Eminent Domain Waiver¹¹

Application Supplement Packages

- | | | |
|-----------------------------------|--|---|
| 1. Conditional Use | 6. Historical Designation/Change | 10. Appeal of Decision by Administrative Official |
| 2. Variance | 7. LDC Text Amendment | 11. Eminent Domain Waiver |
| 3. Rezoning / Zoning Atlas Amend. | 8. Re- Submittal | |
| 4. Comp. Plan Amendments | 9. Waiver to LDC/Comp. Plan Requirements | |
| 5. Class A Mobile Home | | |

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)
- CONCURRENCY 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)

 INTAKE REVIEWER - SIGNATURE

 DATE

 VERIFIED BY - SIGNATURE

 DATE

File #: _____ Receipt #: _____ Targeted Industry: _____

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:
 - 50+ residential units
 - Development on N. or S. Hutchinson Island
 - Non-residential (see LDC Section 11.02.09(4))
- Environmental Impact Report (4 copies) if:(See LDC Section 11.02.09(5))
 - The property is ten acres or greater
 - The property, regardless of size, contains a wetland;
 - The property is identified on the “Native Habitat Inventory for SLC”;
 - The proposed development is located in whole, or part, within the One Hundred Year Flood Plain;
 - 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

<p><u>Applicant Information (Property Developer):</u> Business Name: _____ Name: _____ Address: _____ _____ (Please use an address that can accept overnight packages) Phone: _____ Fax: _____ Email: _____</p>	<p><u>Agent Information:</u> Business Name: _____ Name: _____ Address: _____ _____ (Please use an address that can accept overnight packages) Phone: _____ Fax: _____ Email: _____</p>
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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.

Property Owner Signature

Mailing Address: _____

Property Owner Name (Printed)

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
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	Permit.pdf
Plat	PDF	Plat.pdf or Plat.doc
Property Deed	PDF	Deed.pdf
Site Plan	PDF	SitePlan.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