

PLANNING & DEVELOPMENT SERVICES – PLANNING DIVISION

SUBMISSION CHECKLIST BY APPLICATION TYPE

Applications will not be accepted for review until the minimum required submittal items are provided. If you need assistance in determining the classification of your project, or whether or not certain items are required for your particular project, please contact the Planner of the Day at (772) 462-2822 or in the Planning Division at 2300 Virginia Avenue, Fort Pierce between the hours of 8am-5pm, Monday-Friday. The application forms provide further information, including the required number of application packages for your application type. Upon receipt of the required items, your application will be transmitted to the Development Review Committee.

Submittal Items	Additional Information and Specifications	Text Amendment (Comprehensive Plan or Land Development Code)	Zoning District or Future Land Use Map Change	Planned Development Districts (PUD, PNRD, PMUD, PTV, PCS, PRW)	Conditional Use Permit	Minor Site Plan	Major Site Plan	Class "A" Mobile Home	Site Plan Adjustments
Application form(s) completely filled out and signed	Development application and all applicable supplemental forms	x	x	x	x	x	x	x	x
Application fee	See Fee Chart	x	x	x	x	x	x	x	x
Copy of deed(s) for all property owners within the property	May be obtained from the Clerk of the Court	x	x	x	x	x	x	x	x
Aerial map with the property highlighted	County Property Appraiser maps may be used	x	x	x	x	x	x	x	x
Tax map with the property highlighted	County Property Appraiser maps may be used	x	x	x	x	x	x	x	x
Location map showing driveways within 660 feet	County Property Appraiser maps may be used			x	x	x	x	x	Boundary changes only
Concurrency document/application	LDC Chapter 5	x	x	x	x	x	x	x	x
Boundary Survey (At the same scale as the site plan, if submitted)	Signed and sealed	x	x	x	x	x	x	x	Boundary changes only

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Topographic Survey at the same scale as the site plan	Signed and sealed			x		x	x		Boundary changes only
Landscape plan at the same scale as the site plan	Signed and sealed (See LDC 7.09.03-04)			x		x	x	x	x
Survey of existing vegetative conditions at the same scale as the site plan	LDC 11.02.09, and 10 (See 11.05.06.B 3)			x		x	x	x	x
Site Plan graphics (includes PTV preliminary regulating plan)	No smaller than 1 inch = 50 feet, unless otherwise approved			x		x	x	x	x
Aerial Map with a site plan overlay				x		x	x	x	x
Traffic Impact Report, if applicable	LDC 11.02.09 A.4			x		x	x		x
Environmental Impact Report, if applicable	LDC 11.02.09 A.5			x		x	x	x	x
Preliminary Vegetation Removal and Tree Mitigation Plans, if applicable	LDC 11.05.06 & 6.00.05. A.3 & D			x		x	x	x	x
Conceptual utility and drainage plans	Signed and sealed			Final Only					PD's Only
Reclaimed Water, Countryside and Restoration Management Plans	LDC 3.01.03 EE.3.b.5			PTV Only					
Conceptual design drawings, if applicable	LDC 7.10.24			Final Only		x	x		x

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Preliminary record plat with POA or HOA documents	LDC 11.03.02 (all subdivisions)			Final Only		x	x		x
CD of all materials in PDF (2 copies)		x	x	x	x	x	x	x	x
Other Agency letters or documents	If available	x	x	x	x	x	x	x	x
Pre-Application Letter, if applicable	Recommended, except as noted	x	Required	x	Required	x	x	x	x
Neighborhood Meeting Minutes and Materials	Recommended only		x	x	x	x	x		x

Notes:

CD - Compact Disk
 CP – Comprehensive Plan
 LDC – Land Development Code
 PDF - Portable Document Format

PMUD - Planned Mixed Use Development
 PNRD - Planned Non-Residential Development
 PUD - Planned Unit Development
 HOA – Home Owners Association

PCS - Planned County Subdivision
 PTV - Planned Town or Village
 PRW - Planned Retail/Workplace
 POA – Property Owners Association

For additional information and guidance see the Planning & Development Services – Planning Division web page at <http://www.stlucieco.gov/planning/planning.htm>. The page includes a link to the St. Lucie County Land Development Code, Comprehensive Plan and application forms.

The information to be provided on site plans can be found in Land Development Code Section 11.02.09 and 11.02.10. Development design standards may be found in Land Development Code Chapter 7 Development Design and Improvement Standards, Chapter 3 Zoning Districts, and Chapter 4 Overlay Districts. This list is not intended to be inclusive of all requirements but is to assist you in providing an application in compliance with the County's Land Development Code. Additional standards and requirements may be identified at the pre-application meeting or throughout the development review process.