



ST. LUCIE COUNTY PUBLIC WORKS DEPARTMENT

2300 VIRGINIA AVENUE FT. PIERCE, FLORIDA 34982

772-462-1707

Email: sdpermitting@stlucieco.org

SITE DEVELOPMENT PERMIT APPLICATION

A Site Development Permit is required for site related improvements to occur. The issuance of a Site Development Permit grants the permittee the ability to engage in site improvements as conditioned by the permit and supporting documents. A Site Development Permit shall not be issued unless the proposed development activity is authorized by a Development Order. (11.01.02) Development and Development Permit are defined in LDC 2.00.

Project Name: \_\_\_\_\_ Size: \_\_\_\_\_ Acres Phase \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

Property Information:

A. Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

C. Parcel ID #: \_\_\_\_\_

D. Signature: \_\_\_\_\_

Applicant Information: (if filing as an agent, provide agent authorization letter)

A. Applicant/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

C. Signature: \_\_\_\_\_

Engineer of Record (EOR):

A. Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Company: \_\_\_\_\_

C. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

D. Signature: \_\_\_\_\_

Engineers Acknowledgement: By signing this application, the EOR acknowledges that the final signed and sealed documents for SLC permitting are the same as those permitted by other agencies.

Permittee: (place an X next to the responsible party the permit is to be issued to)

Applicant/Agent \_\_\_ Engineer \_\_\_ Other \_\_\_

For SLC Official Use October 2020
Permit Type: \_\_\_ A \_\_\_ B \_\_\_ C
Date: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Received By: \_\_\_\_\_

## **A. Incidental Site Development Permit:**

An incidental permit is for refurbishing, maintenance, reestablishment of existing improved areas and similar construction. Common aspects include resurfacing of existing paved roadways or parking lots, maintenance of accessible routes, etc. Paving of unpaved areas is not considered incidental and shall be filed under the criteria for a minor or major Site Development Permit. Coordination with the County is critical to determine the proper aspects for work under this permit. For accessible paths, all new and reconstructed must meet applicable federal and state guidelines. Resurfacing of parking areas must include restriping meeting applicable County Codes. Resurfacing of private roadways may be by notice only. Other aspects are to be determined based upon the scope of work. [11.01.03.E]

Instructions:

1. Complete all applicable information on page 1.
2. Provide a plan of the proposed work. May not require an engineered plan. Contact the Public Works office for guidance.
3. If the applicant is not the owner, the property owner must sign under Property Owner Information and provide an Owner's Affidavit. Permits become an entitlement to the property.
4. Submittal of this application constitutes acknowledgement that site development activities shall not commence until the permit is issued and a pre-construction meeting has occurred unless otherwise provided for in writing.
5. Receipt of this application grants access for any employee of or person performing a duty for the County at any time to perform such duties as determined by the County and holds person(s) harmless from any and all actions in the exercise of rights and privileges herein granted.
6. Inspection of construction activities shall be coordinated through the permittee.

Fees:

At this time, this permit type does not include any fees.

## **B. Minor Site Development Permit:**

A Minor Site Development Permit is for new projects or alterations of existing sites not meeting the criteria of Major Site Development Permit thresholds.

1. Identify the type of permit issuance you are seeking.
  - \_\_\_ Minor Site Improvements for development of non-residential sites. A stormwater report is not required. Provide first inch of runoff calculations on the drainage plan. No fee
  - \_\_\_ Modification: Modifying an existing site and stormwater management system. Fee - TBD
  - \_\_\_ Mass Grading: Allows preliminary clearing and earth work prior to final development permitting. This type is administratively processed, including fees, similar to a Type C Permit.

## **C. Major Site Development Permit:**

- 4,000 sf or more of new vehicular use impervious area
- Cumulative 9,000 sf of impervious area, new or total untreated
- New development exceeding 30% of the site
- Third or more Minor Site Development Permit

Impervious area is as defined by the SFWMD or may be more specifically defined within the County Land Development Codes. The more stringent of criteria or regulations shall be adhered to.

**Right-of-Way:** Identify with an **X** all that apply as a part of the site required improvements.

Turn Lane \_\_\_\_\_ No. of Driveway Connections \_\_\_\_\_ Sidewalk \_\_\_\_\_ Water Connection \_\_\_\_\_

Sanitary Sewer Connection \_\_\_\_\_ Gas Line Connection \_\_\_\_\_ Power Line/Pole Install/Relocate \_\_\_\_\_

- Connection = facilities within the extended property boundaries (property frontage)

The following require a separate permit application:

Water Line Extension \_\_\_\_\_ Sewer Line Extension \_\_\_\_\_ Power Line Extension \_\_\_\_\_

- Line Extension = facilities to be installed beyond the extended property boundaries

**Instructions:**

1. Complete all information on this application and submit with the required documents and fee.
2. The following documents are required as a minimum for complete application submittal:
  - A. This application
  - B. Appropriate fee(s)
  - C. Proposed construction plans, 24" x 36", including Site Plan, Survey and Landscape Plan (1 copy and 1 electronic set for review, 4 hard and 1 electronic for permitting)
  - D. Stormwater Report (1 hard copy and 1 electronic copy)
3. If the applicant is not the owner, the property owner must sign under Property Owner Information and provide an Owner's Affidavit. Permits become an entitlement to the property.
4. Receipt of this application grants access for any employee of or person performing a duty for the County at any time to perform such duties as determined by the County and holds person(s) harmless from any and all actions in the exercise of rights and privileges herein granted.
5. Submittal of this application constitutes acknowledgement that site development activities shall not commence until the permit is issued and a pre-construction meeting has occurred unless otherwise provided for in writing.
6. The fee associated with this application provides for plan compliance review, construction inspections and final closeout of the permit.
7. A Right-of-Way Permit application submittal is required for right-of-way related activities occurring by utility providers working separate from the contractor performing under this permit. The Site Development Permit will be the document controlling the utility permit. Revisions shall be on updated on the permitted plans.
8. Inspection of construction activities shall be coordinated through the permittee or EOR.

Application review will follow applicable guidelines and state statutes. (LDC 7.11; FS 403.0877; FS125.022)

**Fee Schedule: (Type C Permit)**

<u>DEVELOPMENT ACREAGE</u> <sup>1</sup>	<u>APPLICATION FEE</u>
Less than 10.0 Acres	\$2,000.00 <sup>3</sup>
10.0 to <50.0 Acres	\$3,500.00
50.0 acres and greater	\$3,500.00 plus \$20.00 per additional acre or portion thereof <sup>2</sup>
<u>DRIVEWAY CONNECTION FEE</u>	\$150.00/connection

<sup>1</sup> Development acreage is based on the site acreage or the area of development if proposing development on a portion of the site or phase.

<sup>2</sup> Calculation example: Area of 86.5 Acres; Fee = \$3,500 + (37 x \$20.00) = \$4,240.00 fee  
2 Driveway connections; Fee = \$300.00, + \$4,240 = \$4,540 Total

<sup>3</sup> Initial type B mass grading permit fee will be based on the project size. The final Type B or Type C will be charged a base fee of \$2,000.