



City of Port St. Lucie
Planning & Zoning Department
A City for All Ages

**REVISED SITE PLAN/DETAIL PLAN
APPLICATION PACKET
REVISED JANUARY 2018**

**The Planning & Zoning Department collects all fees associated with the development review process, including Planning & Zoning, Public Works and Utility Systems departments.
Submit only one (1) check for the total amount due.**

Please contact the Planner of the Day at 772-871-5213 to obtain the fee amount associated with your project.

The City of Port St. Lucie offers new and expanding businesses a wide-variety of services. Should you require assistance navigating the site plan review process, please contact the City's Business Navigator, Elijah Wooten at ewooten@cityofpsl.com or call 772-873-6374.

SITE PLAN REVIEW PROCESS CRITERIA:

1. Deadline for new submittals is 12:00 noon on the dates indicated on the schedules available on line at:
<http://www.cityofpsl.com/planning-zoning/planning-zoning-applications.html>
2. Online submittals may be made by accessing the website, *submit.cityofpsl.com* and uploading the documents.
 - a) All documents must be in PDF format.
 - b) All electronic files shall be named according to the Electronic Filing Naming Structure which can be found at the end of this packet or online at:
<http://www.cityofpsl.com/public-works/commercial-review-and-permitting.html>
 - c) Submit 1 complete paper set to the Planning & Zoning Department.
3. Paper submittals – **14** sets of plans are required for distribution. Plans must be **BLACKLINE** (no blueprints accepted) - 24" x 36" – folded to 9" x 12". **ALL PLANS MUST BE COLLATED AND BANDED TOGETHER – NO EXCEPTIONS.**
 - a) Include 2 CDs or 2 USB Flash Drives.
 - b) All documents must be in PDF format.
 - c) All electronic files shall be named according to the Electronic Filing Naming Structure which can be found at the end of this packet or online at:
<http://www.cityofpsl.com/public-works/commercial-review-and-permitting.html>
4. If an item has been tabled from a Site Plan Review Committee meeting and requires a **Resubmittal**, it will follow the same deadlines as new site plan submittals. Refer to the schedule lists.
5. The agenda will be finalized one week prior to the Site Plan Review Committee meeting. There will be **NO** additions to the agenda after that time.

Site Plan/Detail Plan Application Process & Materials

Included in this packet are materials and useful information pertinent to the Site Plan Review process. Please review this material carefully. Note - for Planned Unit Developments (PUDs), additional materials may be required.

General Process: The planning staff will distribute the materials received from the applicant to the Site Plan Review Committee (SPRC) for review and recommendations on the project. SPRC members (staff from various City departments and agencies) will determine if the Site Plan complies with City codes prior to meeting with the applicant at a SPRC meeting (See attachment for dates and location). In reviewing the Site Plan, the SPRC has 3 options:

- **Approve the Project:** If approved, the plan is sent to the Planning & Zoning Board and/or the City Council for review. The applicant may receive a Building Permit when the Site Plan is approved by the City Council, the Detail Plans are approved by the SPRC, all Construction Drawings are approved, and all fees are paid.
- **Approve the Project with Conditions:** The project may be approved with the condition that the applicant make required changes to the Site Plan or Detail Plans. If changes to the Site Plan are required, the applicant is to resubmit the modified Site Plan to the Planning & Zoning Department.
- **Not Approve the Project:** The project may be denied or tabled if it is considered deficient until the project is revised according to SPRC recommendations. Therefore, it is important to address as many technical requirements as possible in the initial application package. The applicant may request that the project continue through the review process if the SPRC denies the project.

Time Limitation: The applicant has 3 months to complete changes required by the SPRC or the application is considered inactive and abandoned. A new application fee will then be required in order to reactivate the request.

Process Options: There are two ways to process a Site Plan and Detail Plans: The Site Plan and Detail Plans may be submitted together or separately. If the Site Plan and Detail Plans are submitted together, the applicant appears before the Site Plan Review Committee (SPRC) at least once. If the Site Plans and Detail Plans are submitted separately, the applicant must attend at least two SPRC meetings, one for the Site Plan and one for the Detail Plans. The Planning Board or the City Council does not review the Detail Plans. The Detail Plans must be approved by the SPRC prior to receiving a Building Permit.

Design Standards: All development other than single-family, or development located in St. Lucie West, Tradition or Southern Grove is required to adhere to the standards articulated in the Citywide Design Standards on the Planning & Zoning Department web page at <http://www.cityofpsl.com/home/showdocument?id=1220>.

SITE PLAN

A. Minimum Initial Submission Requirements

Submit Site Plan to Planning & Zoning Department.

Items 1-7 must be submitted in order to initiate the Site Plan review process. If any items are incomplete or missing, the application and accompanied material will be returned to the applicant. **Also, a cover letter explaining the purpose and history of the application must be included.**

- 1. **Completed Application:** See Attached Form - Use black ink. Fill out completely with owner's signature and name (printed or typed). The owner whose name is on the application shall authorize the agent in a separate document (letterhead).
- 2. **Application Fee:** Contact Planner of the Day at 772-871-5213 for the fee.
- 3. **Proof of Ownership:**
For Paper Submittals - Executed and Recorded Deed - 2 copies
For multiple parcels, the deeds must have the exact same name for each parcel or the property must have a Unity of Title. If a Unity of Title is required, our Legal Department will contact you regarding execution of the required documents.
- 4. **Site Plan Drawings: ****
- 5. **Boundary and Topographic Survey: **** Minimum ½ foot contours or spot elevations with the location of wet areas and the general type and location of existing vegetation. Plans are to have a Surveyor's signature and seal.
- 6. **Conceptual Floor Plans: **** For multi-use buildings, identify usage on Floor Plan
- 7. **Architectural elevations and List of Related Design Elements: **** Applicant shall submit the required drawings articulated in the *Citywide Design Standards* (unless development is single-family residential or located in St. Lucie West, Tradition or Southern Grove).
- 8. **Public Art Requirement Checklist.**

**Paper Submittals: 14 sets of blackline plans – 24" x 36" – folded to 9" x 12"
Must include 2 CDs or 2 USB Flash Drives

Online Submittals: All documents should be submitted in PDF Format.
Planning & Zoning requires 1 complete hardcopy set of online submittal

File names on electronic submittals shall use the Electronic File Naming Structure which can be found at the end of this packet or on line at:

<http://www.cityofpsl.com/public-works/commercial-review-and-permitting.html>

B. Format Requirements

All drawings shall have the following format:

- 1. Sheets shall be Blackline, 24" x 36", and shall be properly folded (9" x 12"), collated, stapled, and numbered (e.g., page 1/4, 4/4).
- 2. The scale shall be either 1" = 10', 20', 30', or 40' for all drawings except conceptual drawings, architectural drawings, and cover sheets. For unusual projects, the scale may be modified with the approval of the Planning & Zoning Department. All plans shall be oriented so that north is at the top of the sheet.
- 3. All other submissions shall be of legal or letter size. Paperclips are to be vinyl-coated or plastic.
- 4. All hardcopy submittals shall include an electronic copy in PDF format (See "A" Submission Requirements)

C. General Information

All of the following information shall be on the Site Plan:

- 1. Name of project and name of developer. Name, address, and phone number of the architectural or engineering firm providing the plans.
- 2. Size of project site in acres and square feet.
- 3. Legal description, property boundary lines, linear dimensions of site, and proposed lot lines (if applicable), and phase boundaries (if applicable).
- 4. Vicinity or Location Map. Show the relationship of proposed development to surrounding streets and thoroughfares. Scale shall not be less than 1" = 600'.
- 5. Date, north arrow, and scale on all pages.
- 6. Zoning and future land use designations for site.
- 7. Adjacent Sites: Indicate lot and block numbers, zoning, and future land use designations for adjacent properties on all sides. Include properties located across from a public or private right-of-way.

D. Buildings and Structures

- 1. Illustrate, dimension, and identify all building areas, accessory structures, and special use areas (if applicable) either numerically or alphabetically. Indicate finished floor elevations for buildings. Locate doors. Show potential freestanding sign location & dimension distance from sign to property line.
- 2. Indicate if alcoholic beverage licenses will be applied for. If so, what type?
- 3. Indicate the number of stories and height of building(s).

- 4. **Residential Multi-Family:** Number of dwelling units, density, number of bedrooms, and square footage for each dwelling unit type.
- 5. **Non-residential:** Square footage of proposed development (gross square footage and square footage by type of use – warehousing, office, etc.). Show percentage of each use to the overall gross area.
- 6. Illustrate the location of all neighboring structures within 100 feet of the subject property (adjacent to site and across any public or private right-of-way.)
- 7. Illustrate, dimension, and identify all existing and proposed building restriction lines (i.e., easements, right-of-way, building setbacks, minimum spacing between buildings, etc.).
- 8. **Indicate** the impervious surface area (acreage and SF) of site in terms of buildings, pavement and sidewalks, and the corresponding percentage of these features as compared to the area of entire site. Also, indicate the pervious surface area (acreage and SF) and corresponding percentage as compared to the area of the entire site. See table below.

SITE DATA	ACRES	SF	PERCENTAGE %
Gross Site Area	1.148	50,000 SF	100%
Impervious Area	0.574	25,000 SF	50%
Building Coverage (Total)	0.344	15,000 SF	30%
Pavement & Sidewalk Coverage	0.230	10,000 SF	20%
Pervious Area	0.574	25,000 SF	50%

E. Streets, Sidewalks, Driveways, Parking, Loading and Outdoor Lighting

- 1. Show calculations for required number of parking, loading, handicap spaces and include basis for calculations (i.e., 1 space/200 SF). Show total number of parking, loading, and handicap spaces provided.
- 2. Indicate directional pavement markings, fire lanes (if applicable), and traffic safety signs.
- 3. Illustrate and dimension all parking and loading spaces, handicap spaces, access areas, and sidewalks. Identify the total number of parking and loading spaces in each row or area. Parking spaces that are 9.5 feet in width require double striping. Indicate handicap sign on plan in front of handicap space and show sign graphics detail (See Attachment).
- 4. Illustrate and dimension proposed streets, easements, alleys, right-of-way(s), driveways, median cuts, and sidewalks in conjunction with illustrating the location of existing streets, easements, alleys, right-of-way(s), driveways, median cuts, and walkways on adjacent developments.
- 5. Indicate the distance between nearest driveway(s) and intersection(s) measured from the centerline of the proposed driveway(s) to the property line adjacent to the intersecting street(s) and/or distance from centerline of driveway to centerline of driveway.
- 6. Identify location and type of transportation improvements on public or dedicated right-of-way(s) such as left turn lanes, deceleration lanes, and traffic control devices.
- 7. Show a bike rack for each building within 25 feet of the main entrance.
- 8. Show curbing or curb stops along landscape areas.

- ___ 9. Outdoor Lighting. Show location and height of light poles and fixtures. Include description of fixtures, which may include, but not limited to, catalog cuts by manufacturers and drawings,
- ___ 10. Traffic Impact Analysis. For all developments with greater than 1,000 trips per day, or as determined by the Public Works Department.

F. Solid & Hazardous Waste

- ___ 1. Location and type of all facilities for solid and liquid waste disposal. Show wall or fence around garbage and recycling dumpsters as required by the Zoning Code, Section 158.232(B). A detailed drawing shall show the double dumpster enclosure for garbage and recycling dumpsters. See Zoning Code, Section 158.232, for additional information. Dumpsters shall not face road frontages or adjacent properties. Check with refuse collector for accessible locations.
- ___ 2. If hazardous wastes are to be stored or utilized at the site, a Hazardous Materials Management Plan shall be submitted and approved by the City Council. Provide statement on plan that hazardous waste disposal shall comply with all Federal, State, and Local regulations.

G. Recreation, Common Area(s), Conservation and Open Space

- ___ 1. Indicate type, number, size of recreation facility, and acreage of recreation area (where applicable).
- ___ 2. **Private Common Areas:** If private common facilities (i.e., recreation areas, structures, private streets, common open space, etc.) are to be provided for the development, the developer shall include statements as to how such areas or structures are to be provided and maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, homeowners associations, survey arrangements, or other legal instruments providing adequate guarantee to the City that such common facilities will not become a future liability for the City.
- ___ 3. **Tree Protection:** For projects less than 2 acres in size, or for projects 2 acres or greater that do not have native upland habitat, a tree location survey is required per the Landscape Code, Section 154.16(B). If protected trees are present a mitigation plan is required. Some projects (less than 2 acres in size) in St. Lucie West are subject to the upland preserve requirements in the following section instead of this section.
- ___ 4. **Upland Preserve:** For projects 2 acres or greater in size, at least 25% of the upland preserve area shall be retained on-site or mitigated for off-site. Indicate the amount of upland preserve area that will be retained and/or mitigated for in terms of acreage and percentage of the gross and net upland preserve area. If upland preserve is retained on site, illustrate the area (if applicable). These projects are not subject to the tree protection and mitigation requirements of the Landscape Code.
- ___ 5. **Endangered Species:** If the project site is located in an area likely to have any endangered, threatened, or rare species, or species of regional concern (as defined on the lists of the US Fish and Wildlife Service, Florida Fish & Wildlife Conservation Commission, Florida Committee on Rare and Endangered Plants and Animals, and the Florida Department of Agriculture, the developer will be required to conduct a complete survey of the site to determine the existence of other species and to provide a management plan that meets local, state, and federal requirements. No development permits shall be issued until such plan has been approved by all applicable agencies.

- **6. Natural Features:** Indicate the location of any natural features such as lakes, streams, wetlands, etc.

H. Drainage System (on Site Plan)

Drainage System information may be required to be on a separate sheet if the Site Plan becomes too congested with information.

- **1.** Indicate the location of all drainage retention/detention areas, swales, exfiltration pipes, direction of surface flow, and provide a statement on drainage outfall.

I. Utilities: Water, Sewer, Electric, and Other (on Site Plan)

Utility System information may be required to be on a separate sheet if the Site Plan becomes too congested with information.

- **1.** Show approximate location of off-site and on-site proposed extensions of water and/or sewer lines, including proposed location to tie into the project.
- **2.** Indicate location and size of gas, power, telephone, cable, and other utility lines, including water and wastewater.
- **3.** Indicate location of existing and proposed well and/or septic and drainfield system on subject property and adjacent properties, including proposed location to tie into the project, if applicable.
- **4.** Show nearest fire hydrant within 1,000 feet of property.
- **5. Wellfield Protection Ordinance** restricts certain uses and development located within 1,000 feet of a public water supply well. Provide verification that the project is not within the zone of protection, either by a statement on the plan or by separate written verification.
- **6.** Show location of FPL boxes. (Not to be located at project entrance or in the front of a building.)

DETAIL PLANS AND DRAWINGS

The Detail Plans may be submitted at the same time as the Site Plan Application and other required preliminary material or they may be submitted to the Site Plan Review Committee (SPRC) at a later date. However, all of the Detail Plans must be submitted together to the SPRC for review. Also, the Detail Plans must be approved by the SPRC prior to receiving a building permit.

A. Minimum Submission Requirements

Submit Detail Plans to the Planning & Zoning Department. Items 1-5 must be submitted together in order to initiate the Detail Plan review process. If there are any items incomplete or missing, the material will be returned to the applicant.

— **1. Landscape Plans and Irrigation Plans****

Landscape Plans shall be signed and sealed by a Florida Registered Landscape Architect (with registration number). To receive a Certificate of Occupancy (CO), the Landscape Architect is required to submit a Letter of Compliance stating that the landscape material has been installed in accordance with the plan. Irrigation Plans shall be prepared by, or under, the landscape architects authority.

— **2. Clearing Plans** For projects having 1 acre or more. **

— **3. Paving and Drainage Construction Plans****

Signed and sealed by a Florida Registered Engineer (with registration number).

- a) For projects disturbing one acre or more applicant must provide a Storm Water Pollution Prevention Plan (SWPPP). The SWPPP must include all the information required on the FDEP guidance template found at:
<http://www.dep.state.fl.us/water/stormwater/npdes/swpp.htm>

— **4. Utility Systems Construction Plans****

Signed and sealed by a Florida Registered Engineer (with registration number).

- **a)** For projects located within the PSLUSD Service Area, a completed and signed Utility Project Information Form must be submitted to the PSLUSD prior to the approval of the water and wastewater plans by the SPRC, and all applicable fees.

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APPLICATION FOR SITE PLAN REVIEW

CITY OF PORT ST. LUCIE
PLANNING & ZONING
DEPARTMENT (772) 871-5213

P&Z File No. _____
Fees (Nonrefundable) \$ _____ Arch.: \$ _____
Receipt #: _____

PROJECT NAME: Discount Tire - Port St. Lucie

LEGAL DESCRIPTION: St. Lucie Gardens 01 37 40 BLK 4 that part of Lot 10 LYG E of US#1 - less N 473 ft less E 54 ft and less S 40 ft

LOCATION OF PROJECT SITE: 10180 S US Highway 1, Port St. Lucie, FL 34952

PROPERTY TAX I.D. NUMBER: 3114-501-3810-100-1

STATEMENT DESCRIBING THE CHARACTER AND INTENDED USE OF THE DEVELOPMENT: We are proposing to demolish the existing building a put a new structure to support the construction of the new Discount Tire Store. Also, we are proposing to maintain the existing stormwater system while reducing the amount of impervious areas on site.

IS THIS AFFORDABLE HOUSING INVOLVING FEDERAL, STATE OR LOCAL AFFORDABLE HOUSING FUNDS? N/A

GROSS SQ. FT. OF STRUCTURE (S): 6,784 +/- SF

NUMBER OF DWELLING UNITS & DENSITY FOR MULTI-FAMILY PROJECTS: N/A

UTILITY SUPPLIER: Port St. Lucie Utility Systems

GROSS ACREAGE & SQ. FT. OF SITE: 67,853 SF (1.56 AC) ESTIMATED NO. EMPLOYEES: _____

FUTURE LAND USE DESIGNATION: General Commercial ZONING DISTRICT: General Commercial

OWNER(S) OF PROPERTY: Dale & Gail Coyne
Name, Address, Telephone & Email: 2920 SE Dune Drive Suite 340, Stuart, FL 34996
815-341-5454
dalecoyne@aol.com

APPLICANT OR AGENT OF OWNER: Halle Properties, LLC - Matthew Johnson
Name, Address, Telephone & Email: 20225 N. Scottsdale Road, Scottsdale, AZ 85255
480-606-6000
matthew.johnson@discounttire.com

PROJECT ARCHITECT/ENGINEER: H&T Consultants, Inc - Stanley Hill, P.E. No. 51207
(Firm, Engineer of Record, Florida Registration No., Contact Person, Address, Telephone & Email: 9310 Old Kings Road S Suite 1001, Jacksonville FL, 32257
904-419-1001
stanleyhill@bellsouth.net

I hereby authorize the above listed agent to represent me. I grant the planning department permission to access the property for inspection.

I fully understand that prior to the issuance of a building permit and the commencement of any development, all plans and detail plans must be reviewed and approved by the City pursuant to Sections 158.237 through 158.245, inclusive, of the zoning ordinance.

***When a corporation submits an application, it must be signed by an officer of the corporation.** Corporation signatures must be accompanied with an approved resolution authorizing the individual to sign such applications.

NOTE: Signature on this application acknowledges that a certificate of concurrency for adequate public facilities as needed to service this project has not yet been determined. Adequacy of public facility services is not guaranteed at this stage in the development review process. Adequacy for public facilities is determined through certification of concurrency and the issuance of final local development orders as may be necessary for this project to be determined based on the application material submitted

 _____
OWNER'S SIGNATURE Matthew Johnson Agent 4.14.2021
HAND PRINT NAME TITLE DATE