



CONCEPT PLAN SUFFICIENCY CHECKLIST
Revised September, 2013

Project Name: GATLIN-CALABRIA RETAIL

Project Number: P _____ New Submittal _____ or Resubmittal _____ (Check One)

Applicant should submit the concept plan package to Planning & Zoning Department with all items listed below to initiate the review process. Other drawings or information may be required, if deemed necessary, upon review of the submittal for the Site Plan Review Committee Meeting.

The Applicant should complete the Project Information, Applicant Checklist and Applicant Certification. Use the following to complete the checklist: ✓ = *Provided* X = *Incomplete or Missing* NA = *Not Applicable*

Applicant Checklist	Description of Item Provided	Sufficient		
		P&Z	Eng.	Utility
✓	Sufficiency Checklist: One original completed and signed by applicant.			
✓	2 CD's with all application materials			
✓	Cover Letter: Sixteen copies of a typed letter explaining the purpose and history of the application.			
NA	Written Response to Comments: Sixteen copies. For resubmittals only.			
✓	Completed Application: Sixteen copies. Use black ink or type to fill out completely and legibly.			
✓	Owner's Authorization: Sixteen copies of authorization on Owner's letterhead.			
✓	Application Fees: Refer to each department's fee schedule.			
	Proof of Ownership:			
✓	Three copies of the recorded deed(s) for each parcel with the exact same name for each parcel <u>or...</u> ...Unity of Title			
	PUD/MPUD Document and Concept Plan (Sections 158.170 – 158.175 of the Zoning Code):			
NA	Sixteen sets of 11" x 17" concept plans			
NA	Show traffic access points			
NA	Show drainage discharge locations			
NA	Show proposed water and sewer connection points			
NA	Evidence of unified control and binding PUD agreement			
NA	Density statement			
NA	Proposed zoning district regulations			
	LMD Rezoning and Concept Plan (Section 158.155(M) of the Zoning Code):			
✓	Sixteen sets of 11" x 17" concept plans			
✓	Show traffic access points			
✓	Show drainage discharge locations			
✓	Show proposed water and sewer connection points			
✓	Evidence of unified control and development agreement			
✓	Preliminary building elevations			
✓	Landscape Plan			
	SEU Concept Plan:			
✓	Sixteen sets of 11" x 17" plans – either approved site plan or proposed concept plan			



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Applicant Certification

I, Jose Chaves (Print or type name), do hereby certify that the information checked above has been provided to the City of Port St Lucie for the subject project. I understand that the checklist is used to determine if the submittal is complete so that the project can be added to the Site Plan Review Agenda. I further understand that review of the submittal contents will not be made at this time and that a sufficient submittal does not exempt a project from being tabled or denied at the Site Plan Review Committee.

(Signature of Applicant)

(Date)

Planning and Zoning Department Representative

I, (Print name), as a representative of the Planning and Zoning Department, find that this submittal is Sufficient / Non-Sufficient based upon my review on (date). Additional Comments:

(Signature of Planning and Zoning Department Representative)

(Date)

Engineering Department Representative

I, (Clearly print or type name), as a representative of the Engineering Department, find that this submittal is Sufficient / Non-Sufficient based upon my review on (date). Additional Comments:

(Signature of Engineering Department Representative)

(Date)

Utilities System Department

I, (Clearly print or type name), as a representative of the Utilities System Department, find that this submittal is Sufficient / Non-Sufficient based upon my review on (date). Additional Comments:

(Signature of Utility System Department Representative)

(Date)