

SUBDIVISION PLAT APPLICATION

ONLY COMPLETE SUBMISSIONS WILL BE PROCESSED

CITY OF PORT ST. LUCIE
PLANNING & ZONING DEPARTMENT
(772)871-5212 FAX: (772)871-5124

P&Z File No. _____
Fee (Nonrefundable)\$ _____
Receipt # _____

.....
PRIMARY CONTACT EMAIL ADDRESS: _____

PROJECT NAME: _____

LEGAL DESCRIPTION: ALL OF TRACT B, ACCORDING TO SOUTHERN GROVE REPLAT NO. 30, AS RECORDED IN PLAT BOOK 87, PAGES 17 THROUGH 19, PUBLIC RECORDS OF ST.LUCIE COUNTY, FLORIDA

LOCATION OF PROJECT SITE: _____

PROPERTY TAX I.D. NUMBER: _____

CIRCLE ONE: **PRELIMINARY** **FINAL** **PRELIMINARY & FINAL**

PROPOSED USE: _____

GROSS SQ. FT. OF STRUCTURE(S): _____

NUMBER OF DWELLING UNITS & DENSITY
FOR MULTI-FAMILY PROJECTS: _____

UTILITIES & SUPPLIER: _____

GROSS ACREAGE & SQ. FT. OF SITE: _____

FUTURE LAND USE DESIGNATION: _____ ZONING DISTRICT: _____

OWNER(S) OF PROPERTY:
NAME, ADDRESS, TELEPHONE & FAX NO. _____

APPLICANT OR AGENT OF OWNER:
NAME, ADDRESS, TELEPHONE & FAX NO. _____

PROJECT ARCHITECT/ENGINEER:
(FIRM, ENGINEER OF RECORD) _____

FLORIDA REGISTRATION NO., CONTACT
PERSON, ADDRESS, PHONE & FAX No.) _____

.....
- 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 SUBDIVISION REGULATIONS CHAPTER 156.

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 William Handler Managing Member 1/20/2021
HAND PRINT NAME TITLE DATE



SUBDIVISION PLAT SUFFICIENCY CHECKLIST

Revised December, 2013

Project Name: Belterra GHO Homes at Southern Groves Phase 1

Project Number: P 21-015 New Submittal X or Resubmittal _____ (Check One)

Applicant should submit the subdivision plat package to Planning & Zoning Department with all items listed below to initiate the review process. All items listed in Section 156.057 of the City's Subdivision Regulations need to be addressed in the submittal. Construction plans are required for all preliminary or preliminary/final plats that include required infrastructure improvements. 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.			
NA	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 Fee: 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 or...			
	...Unity of Title			
	Proof of paid taxes			
	Is this property located in an S.A.D.? (If yes, list.)			
	Subdivision Plats:			
NA	Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Complete, legible and sufficient detail. (review may determine that submittal does not comply)			
	Master index or key map on each plat sheet showing how plat sheets relate.			
	Projects ≥ two acres - aerial map with type & location of vegetation per the FLUCCS System.			
	Boundary and Topographic Survey:			
NA	Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Complete, legible and sufficient detail. (Review may determine that submittal does not comply)			
	Contours or spot elevations (1/2 foot minimum).			
	Vertical datum is NAVD			
	Current Florida Registered Surveyor's signature and seal.			
	Construction/Detail Plans:			
NA	Sixteen sets of 24" x 36" blacklines that are folded to 9" x 12", collated, stapled and numbered.			
	Complete, legible and with sufficient details			
NA	Resubmittals - completed revision blocks with a reference number or "cloud".			
	Provide an overall plan view for projects that require more than one sheet to illustrate the plan view.			
	For projects that require more than one sheet to show the plan view, provide a master index or key map on each plan sheet showing how plan sheets relate.			



SUBDIVISION PLAT SUFFICIENCY CHECKLIST
Revised September, 2013

Project Name: Belterra GHO Homes at Southern Groves Phase 1

Project Number: P 21-015 New Submittal X or Resubmittal _____ (Check One)

Construction Plans are required for all preliminary and preliminary/final plats that include required infrastructure improvements.

Applicant Checklist	Description of Item Provided	Sufficient		
		P&Z	Eng.	Utility
	Clearing Plan: For projects with one or more acres provide an aerial overlay of the area to be cleared. Plans should be signed and sealed by a Florida Registered Engineer.			
NA	Listed Species Survey: See Chapter 157 of the City Code.			
	Erosion Sediment Control/Stormwater Pollution Prevention Plan: Signed and sealed by a Florida Registered Engineer.			
	Paving and Drainage Plan: Signed and sealed by a Florida Registered Engineer.			
NA	Signed and sealed traffic study (two copies), if required.			
	Signed and sealed drainage calculations.			
NA	Off-site roadway improvements, if required.			
NA	Off-site drainage improvements, if required.			
	Water and Sewer Plan: Signed and sealed by a Florida Registered Engineer.			
	All utility lines shown on the profile sheets			
	Locations of street lights shown on utility sheets.			
	Landscape Plan (include street trees, residential lots and common areas): Signed and sealed by a Florida Registered Landscape Architect.			
	Provide utility separation language.			
	Show existing and proposed utilities.			
	Provide note and show that landscaping meets FDOT clear zone and sight distance criteria.			
	Irrigation Plans			
	Street Lighting Plan: See Section 156.117 of the City Code.			



SUBDIVISION PLAT SUFFICIENCY CHECKLIST
Revised September, 2013

Project Name: Belterra GHO Homes at Southern Groves Phase 1

Project Number: P 21-015 New Submittal X or Resubmittal (Check One)

Applicant Certification

I, William Handler (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) [Handwritten signature]

11/20/2021 (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)

City of Port St Lucie

Site Plan Review - Electronic Submittal File Names

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.

<i>Document Submitted</i>	<i>File Format</i>	<i>File Name</i>
Aerial	PDF	Aerial.pdf
Annexation	PDF	Annexation.pdf
Application	PDF	Application.pdf
Boundary Survey	PDF and DWG	BoundarySurvey.pdf BoundarySurvey.dwg
Citywide Design Standards	PDF	CitywideDesignStandards.pdf
Clearing Plan	PDF	Clearing.pdf
Conceptual Building Elevations	PDF	ConceptualBuildingElevations.pdf
Conceptual Floor Plan	PDF	ConceptualFloor.pdf
Conceptual Site Plan	PDF	ConceptualSite.pdf
Construction Plan ⁽¹⁾	PDF	Construction.pdf
Cover Letter	PDF	CoverLetter.pdf
Development of Regional Impact (DRI)	PDF	DRI.pdf
DRI Notice of Proposed Change	PDF	DRINOPC.pdf
DRI Substantial Deviation	PDF	DRISD.pdf
Drainage/Stormwater Plan	PDF	Drainage.pdf
Erosion and Sediment Control Plan	PDF	ErosionAndSedimentControl.pdf
Final Plat	PDF	Plat.pdf
Irrigation Plan	PDF	Irrigation.pdf
Landscape Plan	PDF	Landscape.pdf
Legal Description	PDF	Legal.pdf
Legal Description and Sketch	PDF	LegalAndSketch.pdf
Limited Mixed District Rezoning	PDF	LMDRezoning.pdf
Listed Species Survey	PDF	ListedSpeciesSurvey.pdf
Mass Grading Plan	PDF	MassGrading.pdf
Master Planned Urban Development	PDF	MPUD.pdf
Owner Authorization	PDF	OwnerAuthorization.pdf
Paving and Drainage Plan	PDF	Paving.pdf
Permit (FDOT, SFWMD, USACOE, etc.)	PDF	PermitAgency.pdf ⁽²⁾
Planned Urban Development	PDF	PUD.pdf
Preliminary Plat	PDF	PreliminaryPlat.pdf
Proof of Ownership	PDF	ProofOfOwnership.pdf
Public Art Checklist	PDF	PublicArtChecklist.pdf
Response to Comments	PDF	ResponseToComments.X.pdf ⁽³⁾
Site Plan	PDF and DWG	SitePlan.pdf SitePlan.dwg
Special Exception Use	PDF	SEU.pdf
Street Lighting Plan	PDF	StreetLighting.pdf
Sufficiency Checklist	PDF	SufficiencyChecklist.pdf
Topographic Survey	PDF	TopographicSurvey.PDF
Traffic Report/Study/Analysis	PDF	Traffic.pdf
Tree Survey	PDF	Tree.pdf
Water and Sewer Plan	PDF	Utility.pdf

(1) Construction Plan includes all appropriate plans such as clearing, paving and drainage, water, sewer, landscaping, irrigation, etc. in the plan set. Each plan sheet does not need to be named separately.

(2) Name should include the permitting agency, for example the SFWMD permit would be named PermitSFWMD.pdf.

(3) X is the response number: first response=1, second response=2, etc.

RECORDING FEES FOR PLATS

BASE FEE: 1ST PAGE OF 1ST SET \$30.00
EACH ADDITIONAL PAGE OF 1ST SET \$15.00

EXAMPLE: 1ST SET INCLUDES 5 PAGES

1ST PAGE \$30.00
4 PAGES @ \$15 EA. \$60.00

\$90.00 TOTAL FOR 1ST
SET

THERE IS NO CHARGE FOR THE NEXT TWO SETS.

EACH ADDITIONAL SET AFTER THE FIRST THREE IS CHARGED AT \$2 PER PAGE

EXAMPLE: IF YOU HAVE 5 SETS OF 5 PAGES, THE COST IS:

\$ 30.00 FOR 1ST PAGE OF THE 1ST SET
\$ 60.00 FOR REMAINING 4 PAGES OF 1ST SET
0.00 FOR NEXT TWO SETS
\$ 20.00 FOR 4TH AND 5TH SETS (\$2.00 X 10 PAGES)
\$110.00 TOTAL

FOR 8 ½" X 11" PAGES:

FIRST PAGE: \$6.00
ALL OTHERS: \$4.50

BUSINESS CHECKS ONLY. NO CASH OR PERSONAL CHECKS. CAN BE BY MONEY ORDER OR CERTIFIED CHECK.

CHECK PAYABLE TO: "CLERK OF COURT"

MYLARS: COUNTY - 2
P&Z - 1
APPLICANT - 1

DISK: AUTOCAD VERSION 2004
ENGINEERING - 1-PETE KRAWETZ
GIS DEPT. - 1-EVAN DEMUSZ
UTILITY DEPT. - 1-JESÚS MEREJO