



THE SUNRISE CITY

FORT PIERCE
PLANNING DEPARTMENT
Florida

TO: Technical Review Committee

THROUGH: Kevin Freeman, Planning Director

FROM: Ryan Altizer, Planner

RE: **Rezoning- 22-06000005**
805 Virginia Ave

BOARD DATE: October 20, 2022

Rezoning at 805 Virginia Ave

The above referenced project is being submitted for your review and comments. The applicant is requesting a Rezoning for 805 Virginia Ave.

Please send all comments to raltizer@cityoffortpierce.com, planning@cityoffortpierce.com and/or through interoffice mail to the Planning Department

If you have comments, please respond prior to Tuesday, October 18, 2022. If you have any questions, please contact the Planning Department at 772-467-3737.

Thank you



Application for Zoning Atlas Map Amendment

Application submission shall include the following:

- **TRC** (*Initial Submission): One (1) original and (8) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.
- **Planning Board**: One (1) original and (16) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.
- **City Commission**: One (1) original and (11) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.

In addition to a complete application, packets shall include:

- Warranty Deed & Legal Description
- St. Lucie County Property Record Card
- Statement of why there is a need for the proposed future land use map amendment and how the amendment will result in an orderly and logical development pattern; statements how amendment(s) are consistent with Comprehensive Plan; how future land use designation is compatible with future land use designations and existing land uses surrounding the amended lands; identify future land use designations and existing land uses within a ½ mile of the subject property that have the same or greater type of proposed future land use designation; data and analysis to support conclusions.
- Current Survey
- Environmental Study
- Traffic Impact Report
- *** Capacity Analysis-Separate Form
- Drainage Analysis
- Historical Report
- 1 CD of all documents submitted in PDF
- Other USB Thumb Drive

1. Property Address/Location: 805 Virginia Ave, Ft Pierce, FL 34982
2. Property Tax ID(s): 2422-602-0001-000-7
3. Total Acreage: 2.55
4. Existing Future Land Use Designation: RH - Residential High Density
5. Existing Zoning Classification: R-5
6. Proposed Zoning Classification: C-3
7. Other applications being submitted concurrent with this application, if any: none

- 8. Describe the existing uses, improvements and structures on the amendment lands: No improvements are being proposed for the site or structures. Existing use is office and commercial space.
- 9. Are there any identified or possible historical structures on the amendment lands? No historical onsite.
- 10. The reason for making this request: The existing Zoning of R-5 does not generally correspond with the current or intended future use of the plaza or spaces therein, as the residential portion of the community remains south of.

11. CAPACITY ANALYSIS

I. Site Data:

	Existing Use	Future Land Use	Zoning
North	COMMERCIAL & MULTI FAMILY RES	GC	C-3 & R-4
South	RESIDENTIAL	OP	R-2
East	COMMERCIAL	GC	C-3
West	COMMERICAL AND RESIDENTIAL	RH, RM, RL & OP	R-4, R-2, C-1

	Future Land Use	Zoning Classification	Maximum Intensity Residential: Dwelling Units per Acre Other: Square Footage	Total Acreage	Flood Zone
Current	RH	R-5	12-18 du/ac	2.55	X
Proposed	No Change	C-3	9,000 sf	2.55	N/A

II. Public Facilities Information:

A. Potable Water:	
Average Use	Residential: 100 gallons per day per person (du x 2.6 = persons x 100 gpd = demand) Other: 0.125 gallons per day per square foot
Demand Analysis	Maximum Current Zoning R-5 w/ 18du/ac Max Demand = 4,680 gpd
Current Zoning	Total gallons per day R-5 = 18du/ac x 2.6= 46.8 x 100gpd = 4,680 gpd
Proposed Zoning	Total gallons per day C-3 = 1,125 gpd
Change in Demand	Total gallons per day Less 3,555 gpd with Change in Zoning to C-3

B. Wastewater:	
Average Use	Residential: 100 gallons per day per person (du x 2.6= persons x 100 gpd = demand) Other: 0.1 gallons per day per square foot
Demand Analysis	Maximum w/ Current Zoning R-5 = 468 Max Demand @ 18du/ac
Current Zoning	Total gallons per day 468 gpd (18du/ac x 2.6 = 4.68 persons x 100 gpd = 468 gpd)
Proposed Zoning	Total gallons per day 900 gpd (9000sf x 0.1 gpd = 900 gpd)
Change in Demand	Total gallons per day 900 gpd (C-3) - 468 gpd (R-5) = 432 gpd Increase

C. Parks and Recreation (Residential Classifications Only):				
18du/ac x 2.6 = 46.8 + 44,277 = 44,273.8/LOS = (Du x 2.6 = persons + 44,277 = population /LOS)				
Park Type	LOS	Existing Population Park Demand	Proposed Population Park Demand	Change in Demand
Regional	20 acres per 1,000 people	2,213.69	N/A	2,213.69
Urban District	5 acres per 1,000 people	8,854.76	N/A	8,854.76
Community	2.5 acres per 1,000 people	17,709.52	N/A	17,709.52
Neighborhood	1.36 acres per 1,000 people	32,554.27	N/A	32,554.27

D. Public Schools (Residential Classifications Only):		
Single Family: (du x 0.405 = students/70% K-8/30% High)		
Multi-family: (du x 0.207 = students/70% K-8/30% High)		
	K-8	High
School Name	St Lucie Elementary (K-5) & Dan McCarty Middle	Dale Cassens High School
City	Ft Pierce	Ft Pierce
Distance	0.6 Miles & 0.8 Miles	0.6 Miles
Current Zoning Enrollment Demand	St Lucie County School District	St Lucie County School District
Proposed Zoning Enrollment Demand	N/A	N/A
Change in Demand	No Further Demand	No Further Demand

E. Solid Waste:	
2 yard serves 15 units, 4 yard serves 30 units, 6 yard serves 45 units, 8 yard serves 60 units	
Demand Analysis	Maximum
Current Zoning	2.55ac x 18du/ac = 45 = 6 Yards
Proposed Zoning	.007 lbs/sf/day (Non-Res) x 27,000sf = 189 lb ref. City of Stuart Comp Plan Policy A6.3
Change in Demand	Contemplates a reduction in solid waste.

F. Stormwater:
 Potential increase in volume discharged due to increased impervious coverage, reduced groundwater seepage or loss of surface water storage impacting Adopted LOS of 25-year 3-day storm Pre vs. Post Runoff (Storm sewers to convey 5 year- 1 day storm event; Canals to convey 3 year – 1 day storm event)

Impact	No change to current Storm water management on-site or off-site. No construction proposed or scheduled to parking, roadways, or existing structures. All outfall will remain as prior.
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III. Transportation Analysis

G. Traffic		
Most recent ITE Code for use; HCM Roadway Capacity		
	AADT	AM/PM Peak Hour Trips
Demand Analysis	Maximum	Maximum
Current Zoning	R-5	
Proposed Zoning	C-3	ITE Land Use 814 (Variety Store)
Change in Demand	Trips	Trips 122/200
Impact to Capacity	No impact to trip generation rates anticipated.	

12. Name of Owner(s): 805 Office Plaza, LLC (Fred Bilowit)
 Mailing Address: 5801 Congress Avenue
 City West Palm Beach State FL Zip 33487
 Phone # 561-860-9402
 E-mail: stevena@wbsproperties.com

13. Name of Applicant: Fred Bilowit
 Mailing Address: 5801 Congress Avenue
 City West Palm Beach State FL Zip 33487
 Phone # 561-860-9402 Fax # _____
 E-mail: Stevena@wbsproperties.com

14. Name of Representative: Bradley J. Currie, AICP (Authorized Agent Representing Applicant)
 Mailing Address: 10250 SW Village Parkway Suite 201
 City Port St Lucie State FL Zip 34987
 Phone # 772-462-2455 Fax # 772-408-4208
 E-mail: Bradcurrie@edc-inc.com

15. Applicant Acknowledgements (Owner’s signature must be notarized)

I certify that: (Check One)

I (we) do hereby certify that I (we) own in fee simple the above referenced described property for which a change in Zoning Classification is requested.

I (we) are not the owner of the above described property; however, the owners signature below authorizes the applicants the authority to act as agent for the owner(s) of record.


 Applicant's Signature

09/21/2022
 Date

10250 Village Parkway Suite 201 Port St Lucie

Florida

34987

Address

State

Zip

772-462-2455

772-408-4208

bradcurrie@edc-inc.com

Phone

Fax

E-mail Address

16. Property Owners Acknowledgements: - This application will not be considered complete without the signature of all property owners of record, which shall serve as an acknowledgement of the submission of this application for a change in zoning classification. The property owner's signature below shall also authorize the Applicant (if other than the property owner) and/or Agent to act in his/her behalf for the purposes of seeking this change to the City' Land Development Regulations for the property described herein.

Bradley J Currie, AICP Authorized Agent Acting on behalf of Owner 772-462-2455

Property Owner's Name (Please Print)

Phone

10250 Village Parkway Suite 201- Port St Lucie

Florida

34987

Address

State

Zip

Property Owner's Signature

Date

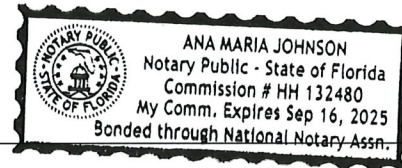
09/21/2022

STATE OF FLORIDA)
ST LUCIE COUNTY)

The foregoing instrument was acknowledged before me this 21st day of Sept., 2022, by Bradley J. Currie who is personally known to me or has produced as ident

Signature of Notary

(seal)



OFFICE USE:
DATE RECEIVED: Signed:
File Number: Check No: Receipt No:
TRC Review: Planning Board Review: City Commission:
Ordinance No: Date Approved:

WBS Properties
5801 Congress Avenue
West Palm Beach, FL 33487

AGENT CONSENT FORM

Project Name: 805 Virginia Avenue – Ft Pierce, FL

Parcel ID: 2422-602-0001-000-7

BEFORE ME THIS DAY PERSONALLY APPEARED Fred Bilowit, WHO BEING DULY SWORN, DEPOSES AND SAYS THE FOLLOWING:

I hereby give CONSENT to Engineering Design & Construction, Inc. to act on my behalf, to submit or have submitted applications and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining all City, County and State permits for completion of the project indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application for the proposed use of a commercial development.

FURTHER AFFIANT SAYETH NOT.

The foregoing instrument was acknowledged before me this 20th day of September, 2022, by Fred Bilowit (Name of Person Acknowledging) who is personally known to me or who has produced _____ (type of identification) as identification and who did (did not) take an oath.

[Signature]
Notary Signature

Phillip J. Cannon
Printed Name of Notary



May 18, 2024
My commission expires

[Signature]
Owner's Signature

Fred Bilowit
Owner's Name

5801 Congress Ave
Street Address

Boca Raton, FL 33487
City, State, Zip

561-860-9402
Telephone / Email

JOANNE HOLMAN, CLERK OF THE CIRCUIT COURT - SAINT LUCIE COUNTY
File Number: 2161640 OR BOOK 1662 PAGE 1558
Recorded:02/21/03 10:02

* Doc Assump: \$ 0.00
* Doc Tax : \$ 14,000.00
* Int Tax : \$ 0.00

Prepared By and return to:
David N. Sowerby, Esquire
MELVILLE & SOWERBY, P.L.
2940 South 25th Street
Fort Pierce, Florida 34981-5605
✓ Courthouse Box #63

PARCEL I.D. NO. 2422-602-0001-000/7

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WARRANTY DEED

This Indenture made and executed this 19th day of February, 2003, is by and between **JAMES F. GRIMES, a married man**, (hereinafter "Grantor"), and **805 OFFICE PLAZA, L.L.C.**, a Delaware limited liability company, whose post office address is 5801 N. Congress Avenue, Boca Raton, FL 33487 (hereinafter "Grantee").

WITNESSETH: That the Grantor, for and in consideration of the sum of \$10.00 and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee and Grantee's heirs and assigns forever, the following described land, situate, lying and being in the County of St. Lucie, State of Florida, to wit:

Lot 1, MARAVILLA GARDENS UNIT ONE, according to the plat thereof, recorded in Plat Book 6, Page 55 of the Public Records of St. Lucie County, Florida, LESS the West 10 feet thereof; FURTEHR LESS the North 20 feet as in Official Records Book 584, Page 1198, and Road Right-of-Way in Official Records Book 933, Page 846, of the Public Records of St. Lucie County, Florida.

Subject to restrictions, reservations and easements of record, if any, which are not reimposed hereby, and real estate taxes subsequent to December 31, 2002.

NOTE: The herein described property is not the homestead of the Grantor, nor contiguous thereto. The Grantor's homestead is: 3202 N. Indian River Drive, Ft. Pierce, Florida 34946.

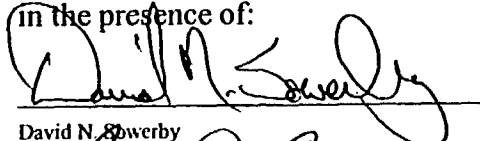
and the Grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

OR BOOK 1662 PAGE 1559

[Space Above This Line For Recording Data]

In Witness Whereof, the Grantor has hereunto set their hands and seals the day and year first above written.

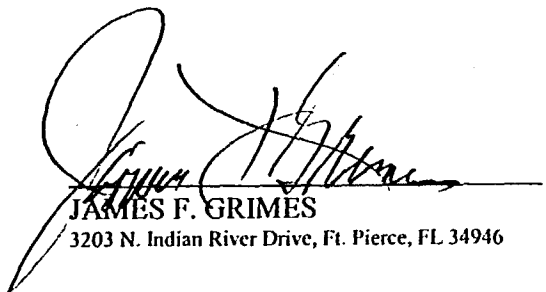
Signed, Sealed and Delivered
in the presence of:



David N. Bowerby



Nancy J. Endrulas

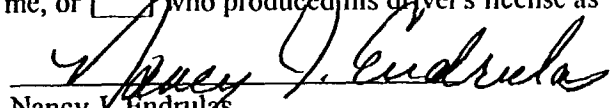


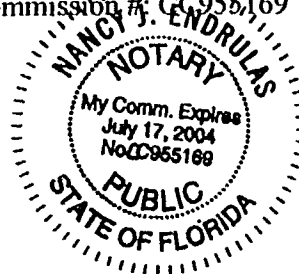
JAMES F. GRIMES

3203 N. Indian River Drive, Ft. Pierce, FL 34946

STATE OF FLORIDA
COUNTY OF ST. LUCIE

The foregoing instrument was acknowledged before me, this 19th day of February, 2003, by JAMES F. GRIMES, [] who is personally known to me, or [] who produced his driver's license as identification.


Nancy J. Endrulas
Notary Public, State of Florida
My Commission Expires: 07/17/04
Commission #: CC955169



PROJECT NARRATIVE & COVER LETTER
805 Virginia Avenue
 Rezoning Map Amendment Application
 September 21, 2022

REQUEST

On behalf of the Petitioner, Engineering Design & Construction, Inc. would like to request approval to Rezone a property located at 805 Virginia Avenue in Fort Pierce, FL. The property is situated west of US Highway One, is north facing, on the south side of Virginia Avenue, consisting of three pre-existing structures, each building is approximately 9,000-sf, with a total area of approximately 2.55-ac.

The property is currently zoned Residential (R-5) with a Future Land Use designation of High Density Residential (RH). At this time, we are proposing a Rezone to Commercial (C-3). No site improvements or construction are proposed. The current Zoning of R-5 does not generally correspond with the current or intended Future Land Use of the plaza or spaces therein, as the existing and residential community is dedicated to land south and around the area proposed for rezone and is hitherto zoned accordingly.

SITE CHARACTERISTICS & PROJECT HISTORY

Subject parcel & acreage is identified in the table below:

Parcel ID	Parcel Address	Acreage	Current FLU	Current Zoning
2422-602-0001-000-7	805 Virginia Ave	2.55	RH	R-5
TOTAL ACRES:		2.55		

To the north of the subject parcel lies Virginia Avenue, which is within the jurisdiction the City of Fort Pierce. This roadway is a main thoroughfare for travel and creates easy access for those utilizing the services offered by the above referenced parcel proposed for rezone. To the south of the parcel lies Plymouth Avenue, S. 8th Street, and Garden Avenue, home to multiple residential parcels, currently zoned Residential (R-2) with an underlying Future Land Use of Low Density Residential (RL).

To the west of the subject parcel lies Oleander Blvd, and two contiguous parcels. One parcel is zoned Residential (R-2) with a Future Land Use of Low Density Residential (RL). One parcel is Zoned Residential (R-5) with a Future Land Use of High Density Residential (RH).

To the east of the subject parcel is a large developed plaza with a Zoning of Commercial (C-3) and a Future Land Use of General Commercial (GC). Separating the Large commercial parcel and the residential to the west is a retention canal running north and south.

Included in this submittal, please find the required Rezoning Map Amendment Application and supplemental requirements along with additional supporting material. Any other supplemental items for support can and will be provided upon request.

As per an attached email here, received by the Senior Planner, Vennis Gilmore, dated 7/18/2022, the Application is void of the following items as they were deemed unnecessary given the pre-existing nature of the site and the pre-existing occupancy therein:

- Environmental Study (Zoning change proposes reduction to waste creation)
- Traffic Impact Report (ITE Trip Generator has been provided however)
- Drainage Analysis (No change to parking lot or drainage)
- Historical Report (No construction)
- NO CD – No longer required (USB will be provided)
- NO FLUMA is taking place

Based on the above and attached information, the applicant respectfully requests approval of this application.

Z:\EDC-2022\22-251 - WBS Properties - 805 Virginia Avenue\ENGINEERING\Documents\Submittal Documents\Justification Statement\2022-09-21_805_Virginia_RZ_Just Stmt_22-251.docx

**805 VIRGINIA AVENUE
FT PIERCE, FL 34982**

LEGAL DESCRIPTION

PCN 2422-602-0001-000-7

MARAVILLA GARDENS S/D-UNIT 1- LOT 1-LESS N 20 FT AS IN OR 584-1198- (OR 1662-1558)



Saint Lucie County Property Appraiser
 -Michelle Franklin CFA

Report generated: Wednesday, April 13, 2022

Parcel Report



Parcel

PARCELNO: 2422-602-0001-000-7
Property ID: 30067
Owner1: 805 Office Plaza LLC
SiteAddress: 805 VIRGINIA AVE

Owner

Owner1: 805 Office Plaza LLC
Owner2:
Owner3:
MailingAddress: 5801 N Congress Ave Boca Raton, FL 33487-3603

Overview

PrimaryLandUse: 1700 - OFCE BLDG
DistrictGroup: 0022 - Fort Pierce
Subdivision: Maravilla Gardens Subdivision Unit 1
Just/Market Value: \$1,968,100
FinishedArea: 27,000
Acres: 2.547
TotalArea: 110,963

Legal Description

LegalDescription: MARAVILLA GARDENS S/D-UNIT 1- LOT 1-LESS N 20 FT AS IN OR 584-1198- (OR 1662-1558)

Value History

Year	Just/Market Value	Building Value	Land Value	SFYI Value	Assessed Value	Exemption Amount	County Taxable	Save Our Home OR 10% Cap Differential	Ag Credi
2021	\$1,968,100	\$1,403,400	\$499,300	\$65,400	\$1,429,450	\$0	\$1,429,450	\$538,650	\$0
2020	\$1,299,500	\$733,800	\$499,300	\$66,400	\$1,299,500	\$0	\$1,299,500	\$0	\$0
2019	\$1,208,600	\$642,000	\$499,300	\$67,300	\$1,208,600	\$0	\$1,208,600	\$0	\$0
2018	\$1,318,095	\$746,495	\$499,300	\$72,300	\$1,318,095	\$0	\$1,318,095	\$0	\$0

Tax Links

- [SLC Tax Collector's Office taxes for this parcel](#)
- [Download TRIM notice for this parcel](#)

Special Assessments

Description	Start Year	Units	Amount
Fort Pierce Stormwater Charge	1999	50.1	\$3,456.90

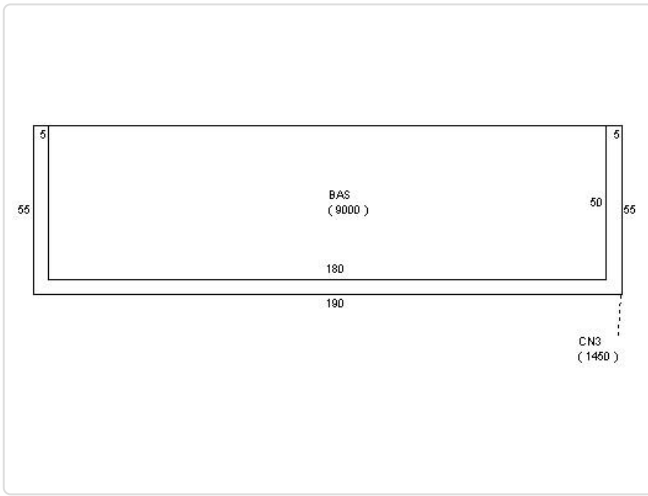
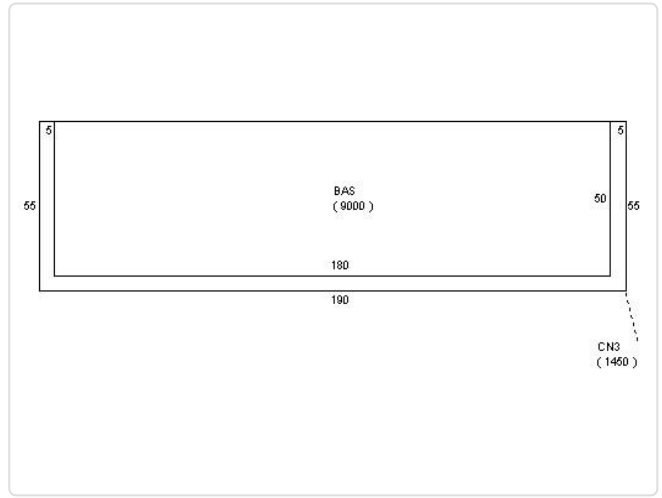
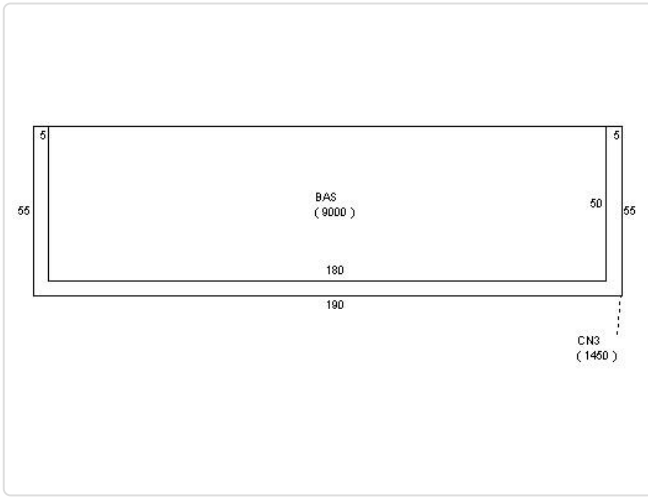
Improvements

Building Sequence:	1
Bedrooms:	0
Bathrooms:	0
Building Type:	LROF - LOW RISE OFFICE-1 STORY
Story Height:	1 Story
No of Living Units:	
Total Finished Area:	9,000
Gross Sketched Area:	10,450
Year Built:	1985
Effective Year:	1985
Primary Roof Cover:	Dim Shingle
Primary Roof Structure:	Wood Truss
Primary Wall:	Wood no Sh
A/C %:	100

Building Sequence:	2
Bedrooms:	0
Bathrooms:	0
Building Type:	LROF - LOW RISE OFFICE-1 STORY
Story Height:	1 Story
No of Living Units:	
Total Finished Area:	9,000
Gross Sketched Area:	10,450
Year Built:	1985
Effective Year:	1985
Primary Roof Cover:	Dim Shingle
Primary Roof Structure:	Wood Truss
Primary Wall:	Wood no Sh
A/C %:	100

Building Sequence:	3
Bedrooms:	0
Bathrooms:	0
Building Type:	LROF - LOW RISE OFFICE-1 STORY
Story Height:	1 Story
No of Living Units:	
Total Finished Area:	9,000
Gross Sketched Area:	10,450
Year Built:	1985
Effective Year:	1985
Primary Roof Cover:	Dim Shingle
Primary Roof Structure:	Wood Truss
Primary Wall:	Wood no Sh
A/C %:	100

Building Sketches



Sub Area

Building Sequence	Sketch Area Code	Description	Finished Area	Gross Area
1	CN3	CANOPY	0	1,450
1	BAS	BASE AREA	9,000	9,000
2	CN3	CANOPY	0	1,450
2	BAS	BASE AREA	9,000	9,000
3	CN3	CANOPY	0	1,450
3	BAS	BASE AREA	9,000	9,000

SFYI

Description	Units	Year Built
CEMENT CURB	610	1985
CONCRETE LOW	43,500	1975
COMMERCIAL LIGHT- SINGLE	3	1975

Land Lines

Line Number	Units	Unit Type
1	110,963	SqFt

Permits

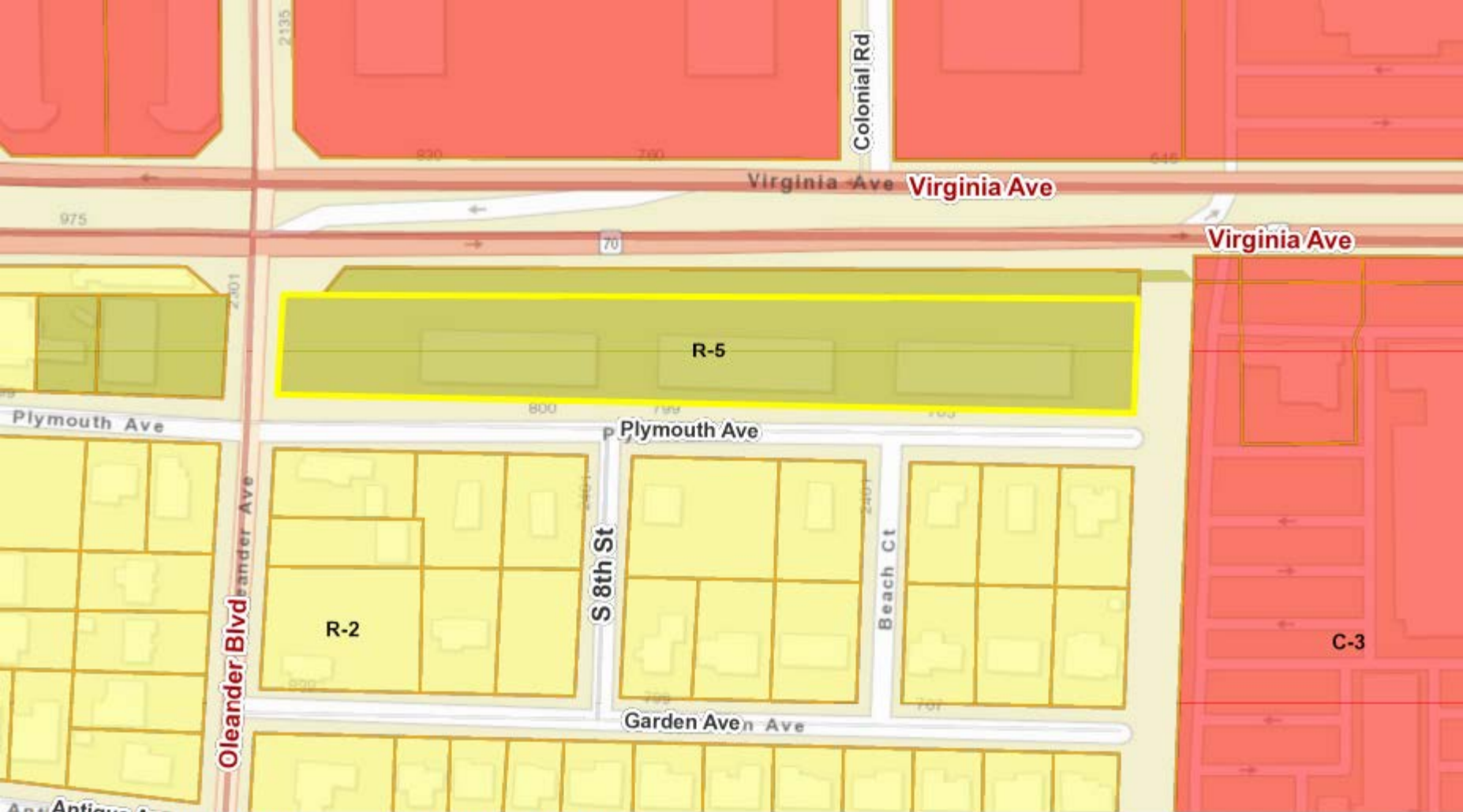
Permit Number	Issue Date	Description
BP21-3108	05/25/2021	Air Conditioning Only
BP20-2163	07/16/2020	Air Conditioning Only
BP20-2164	07/16/2020	Air Conditioning Only
BP20-1966	07/06/2020	Air Conditioning Only
BP20-1952	07/06/2020	Air Conditioning Only
BP19-3708	12/10/2019	Plumbing
BP17-3739	01/16/2019	Roof
BP17-3739	12/27/2017	Roof
BP17-0924	04/03/2017	Electric
BP15-3305	12/04/2016	
BP16-2101	10/31/2016	Re Roof Permit
BP15-3305	01/06/2016	Alterations/Remodeling
BP12-0569	03/26/2012	Air Conditioning Only
BP11-1043	06/03/2011	Electric
0800001725	11/06/2008	Roof
0800001724	11/06/2008	Roof
0800001726	11/06/2008	Roof
CR2006146	01/03/2007	Alterations/Remodeling
TENT200625	11/14/2006	Unknown
CR200477	10/19/2004	Alterations/Remodeling
MC2004209	07/15/2004	Air Conditioning Only
MC200457	02/26/2004	Air Conditioning Only
MC2003314	08/25/2003	Air Conditioning Only
RF2003252	08/13/2003	Roof
MC2003297	08/06/2003	Air Conditioning Only
MC2003277	07/23/2003	Air Conditioning Only
RF2003253	07/23/2003	Roof
MC2003265	07/21/2003	Air Conditioning Only
RF2003-254	06/26/2003	Roof
F99-000281	03/15/1999	Roof
F97-000392	04/25/1997	Roof
F94-000964	08/10/1994	Alterations/Remodeling
F92-000476	04/30/1992	Alterations/Remodeling
F91000894A	08/09/1991	Alterations/Remodeling
F91000894	07/12/1991	Alterations/Remodeling
F89000887D	08/01/1989	Additions to existing construction

Sales History

Sale Date	Sale Price	Sale Code	Deed Type	Grantor	Book Page	View Document
02/18/2003	\$2,000,000	XX00	WD	Grimes James F	1662-1558	Clerk of Courts
12/09/1991	\$100	XX01	QC	James F Grimes	767-1782	Clerk of Courts
06/01/1988	\$2,075,000	XX00	CV		589-269	Clerk of Courts
08/01/1984	\$335,000	XX00	CV		440-647	Clerk of Courts
08/01/1977	\$0	XX01	CV		274-463	Clerk of Courts

Photos





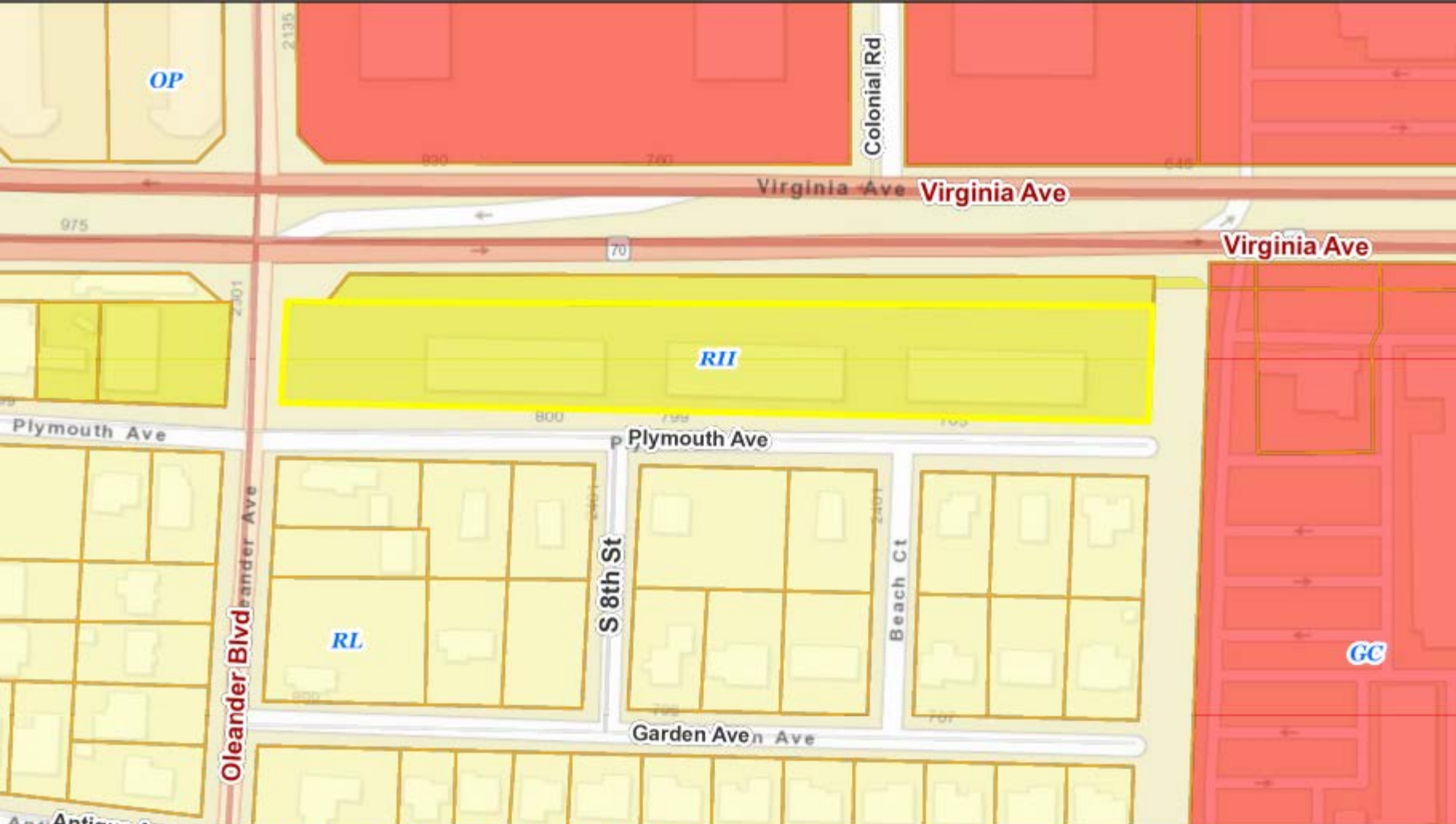
PCN 2422-602-0001-000-7

CITY OF FT PIERCE

805 VIRGINIA AVENUE

ZONING MAP (R-5)





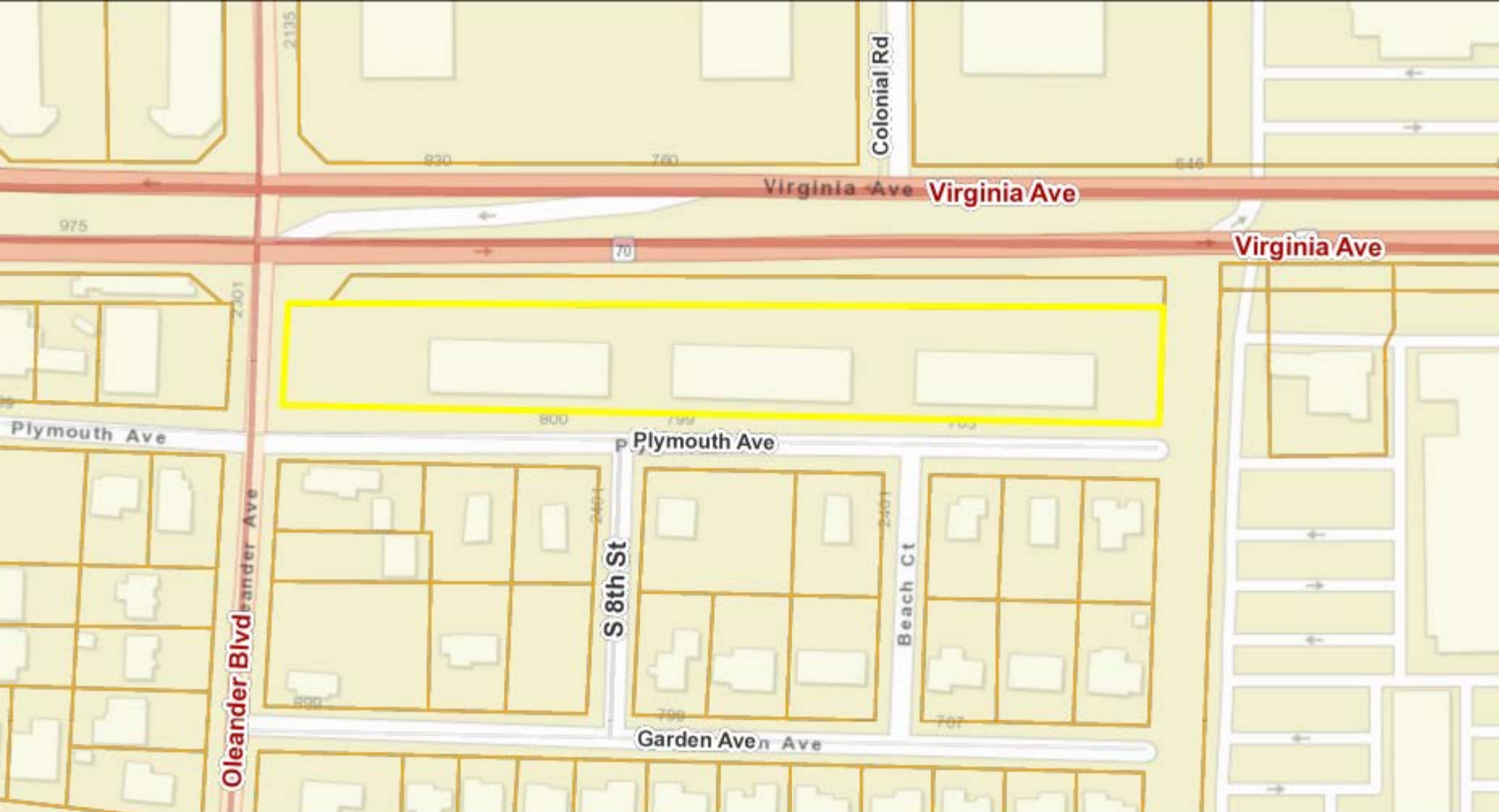
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CITY OF FT PIERCE

805 VIRGINIA AVENUE

FUTURE LAND USE (RH)





PCN 2422-602-0001-000-7

CITY OF FT PIERCE

805 VIRGINIA AVENUE

ST LUCIE COUNTY PROPERTY APPRAISER MAP



Variety Store (814)

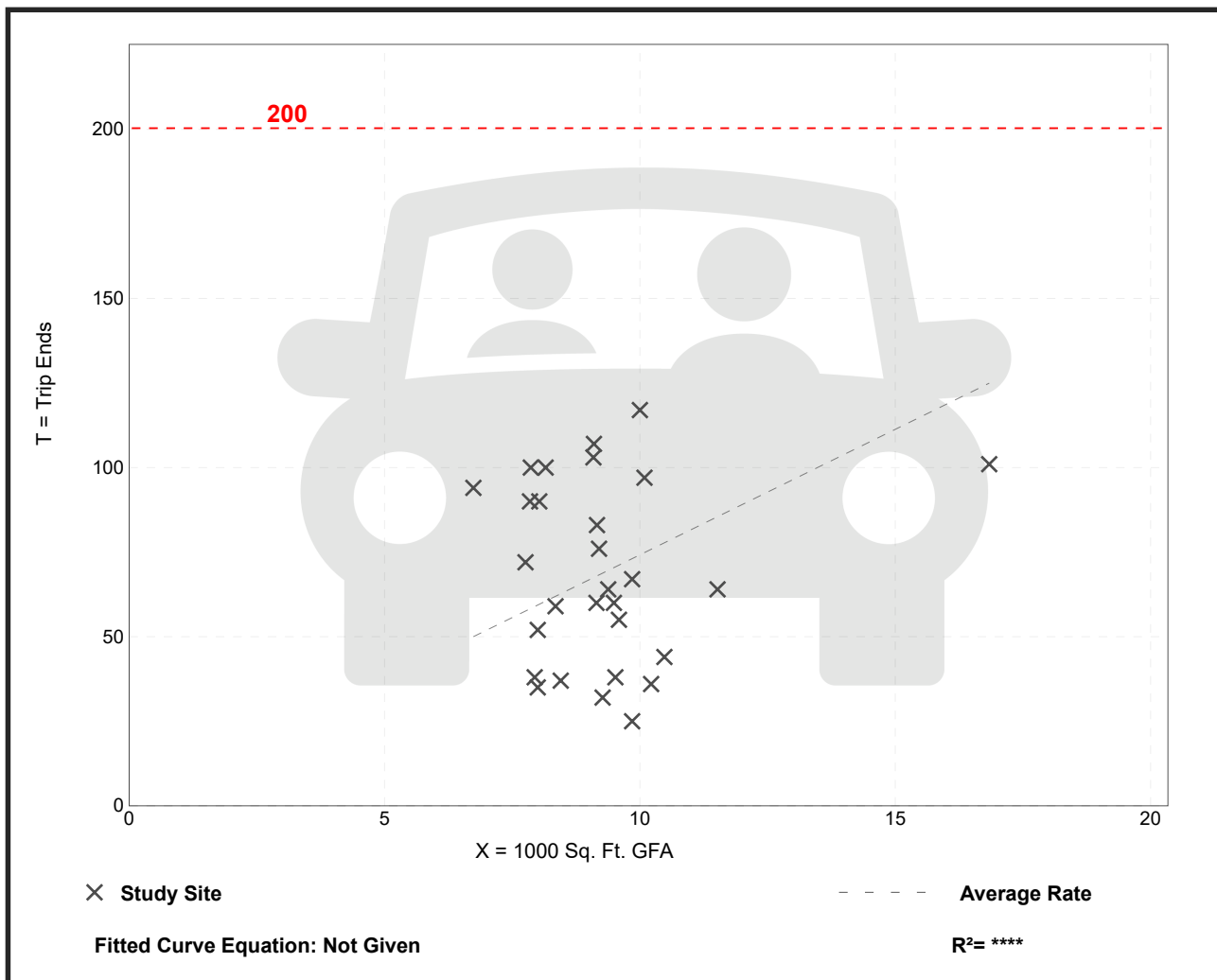
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
 On a: Weekday,
 PM Peak Hour of Generator

Setting/Location: General Urban/Suburban
 Number of Studies: 29
 Avg. 1000 Sq. Ft. GFA: 9
 Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
7.42	2.54 - 13.95	3.19

Data Plot and Equation



Ana Johnson

From: Vennis Gilmore <vgilmore@cityoffortpierce.com>
Sent: Monday, July 18, 2022 10:44 AM
To: Ana Johnson; Planning Department
Subject: RE: 805 Virginia Ave - Application Question.

Req'd: Survey w/ legal descr.

Good Morning

We would require the survey for the proper legal description to be added to the Ordinance. All other documents are not needed. Please omit the requirement for a CD (this is outdated and needs to be changed).

Please see our new In-Take/Application Submittal Process below:

An intake meeting is required for all application submittals and the meeting must be scheduled at least one week in advance. To schedule the intake meeting please submit an e-mail with the application and supporting documents as a PDF attachment or a link. Send e-mail to planning_dl@cityoffortpierce.com.

At the intake meeting, it will be determined if the submitted materials meet all the requirements necessary for the department to accept. If the application is missing items, an explanation will be given regarding what is missing and how to correct it. All applications must pass sufficiency review by 5:00 PM on the last Friday of each month to advance to the next month's Technical Review Committee meeting. The deadline to submit all application fees and hard copies for the project is two business days after the sufficiency deadline. Applications cannot move forward to the Technical Review Committee until all fees are paid and hard copies are given.

Please do not prepare any checks or fees until the department has created and produced an invoice. To view fees, click on the public notice fees and fee schedule links below. All hard copies can be mailed to 100 N. US Highway 1, Ft. Pierce, FL 34950, Attention: Planning Department, or schedule an appointment with your assigned planner to drop off at City Hall. Lastly, fees can either be paid electronically or by check. If you would like to pay electronically provide the name exactly as it appears on your credit card and an email address to send the invoice link to. Checks can either be mailed or dropped off with the hard copies of the submittal.

The application submittal must include PDF documents on a CD or USB Drive.

Applications following the Technical Review Committee meeting must be found in complete compliance three (3) weeks prior to the Planning Board meeting for any development project not requiring an Ordinance (Site Plan and Conditional Uses). For those that do require City Attorney review, the application must be complete five (5) weeks prior to Planning Board review.

Please contact us at 772-467-3737 or email planning_dl@cityoffortpierce.com if you have any questions or need assistance.

All of the above can be found at: <https://www.cityoffortpierce.com/971/In-TakeApplication-Submittal-for-Technic>