



# CITY OF FORT PIERCE COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

COMPREHENSIVE PLANNING ♦ DEVELOPMENT REVIEW  
HISTORIC PRESERVATION ♦ URBAN DESIGN ♦ URBAN FORESTRY ♦ ZONING

## APPLICATION FOR DESIGN REVIEW

Project Name: \_\_\_\_\_

1. Project description for which design review approval is requested. \_\_\_\_\_

2. Property Tax I.D. #: \_\_\_\_\_

3. Property Address: \_\_\_\_\_

4. Zoning district \_\_\_\_\_ 5. Future Land Use \_\_\_\_\_ 6. Total Acreage \_\_\_\_\_

7. Name of Owner(s): \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Mailing Address: (street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (zip) \_\_\_\_\_

Phone # \_\_\_\_\_

8. Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Mailing Address: (street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (zip) \_\_\_\_\_

Phone # \_\_\_\_\_

9. Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Mailing Address: (street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (zip) \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail: \_\_\_\_\_

**A complete Administrative Review packet is required upon application submittal.**

<b>To be completed by the City</b>	
Date Received _____	By _____
Fee: _____	Receipt# _____

**DESIGN REVIEW APPLICATION CHECKLIST**  
(City Code of Ordinances 22-59)

**All required application information must be provided at time of submittal.  
Incomplete submittals will put projects on hold until all materials are received.  
Packets must be folded to 8 ½ x 11 and collated.**

**1. General:**

- 1 Application packet for Administrative Review
- 17 Application packet copies for Planning Board, to be collated with Site Plan packet
- 12 Application packet copies for City Commission, to be collated with Site Plan packet
- Application Fee: To be determined by amendment to Section 22-142 Filing Fees

**2. Submittal for Administrative Review:**

1. A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees meeting the tree protection regulations of Sec. 22-194, location of bordering streets and, if applicable, wetlands and beaches.
2. A Site Analysis Study to include a discussion of specimen trees and other natural vegetation, access, significant topography, wetlands, buffers, setbacks, views, orientation, the surrounding built environment and other site features that may influence design elements.
3. A draft written narrative describing the design intent of the project, its goals and objectives and how it reflects the Site Analysis Study results.
4. Context photographs of neighboring uses and architectural styles.
5. Photographs and/or drawings of architectural buildings or objects that serve as a precedent for the proposed building design. Models should be taken from local exemplary buildings, either existing or demolished. Documentation of such buildings is available in the City's Planning Department.
6. Photographs of all existing structures located on the property. If existing structures on the property are more than fifty years of age, documentation of these structures with data from the Florida Master Site File form is also required.
7. Conceptual site plan (to scale) showing proposed location of all buildings, structures, parking areas, signs and landscaping.
8. Landscape plan, at the same scale as the site plan. The planning director or designee may request enlarged plans of detailed planting areas. Planting schedule with sizes of proposed plantings must be included.
9. Accurate color rendering of proposed signs showing dimensions, type of lettering, materials and actual color samples that demonstrates cohesiveness with the project design.
10. Exterior elevations showing architectural character, external architectural features and streetscape of the proposed development, including materials, colors, shadow lines and landscaping. The street elevation shall encompass the entire proposed project and generally identify the major elements of the adjacent two properties on either side of the site. If the adjacent properties are vacant or underutilized, a diagram shall be provided that identifies the mass and form that is allowable under current zoning. If the street

elevation must be drawn at such a scale as to render architectural details of the building unreadable, drawings of individual buildings at a larger scale should be provided as well.

**2. Submittal for Final Review:**

1. A Written Narrative describing how the project conforms to Administrative Approval and Design Review Guidelines of this section.
2. A final site plan meeting the requirements of Section 22-58.
3. A final site lighting plan that meets the requirements of Section 22-58(d)(8).
4. A final landscape plan that meets the requirements of Article XII, Landscaping and Trees.
5. Final floor plans and elevation drawings (1/8"=1'-0" minimum scale), as detailed under Administrative Approval, showing exterior building materials and colors with architectural sections and details to adequately describe the project.
6. A color board (11"x17" maximum) containing actual color samples of all exterior finishes, keyed to the elevations, and indicating the manufacturer's name and color designation.