



CITY OF FORT PIERCE COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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

Planning Department Procedures for Development Review

Step 1: Pre-Application Meeting:

Prior to submitting any application to the Planning Department for any Site Plan, Minor Amendment, Plats, Subdivision, Variance, Rezoning/Future Land Use Amendment, Comprehensive Plan Amendments, Text Amendments, or Abandonment's, a Pre-Application meeting is required with Planning Staff. This meeting is designed to provide feedback on development proposals which will help expedite the review process. Although no specific documentation is required for the meeting, providing a survey or conceptual site plan, if applicable, will assist in generating valuable feedback.

Conditional Use applications with no new construction, Special Exceptions, and Waiver of Distance applications do not require a Pre-Application meeting. These applications can be submitted to the Planning Specialist via appointment.

Pre-Application meetings are held on Tuesday Afternoons from 1PM-5PM with the exception of the 2nd Tuesday of every month. Thirty minute blocks will be allocated for meetings unless otherwise required.

Pre-Application packets can be downloaded and printed from the [Planning Department website](#). These packets must be brought to the Pre-Application meeting so Planning Staff can explain the overall process.

Step 2: Intake Meeting:

Before plans/applications are submitted to the City for review, the applicant or representative must contact a Planning Staff member to set up an appointment for a formal intake meeting. The purpose of this meeting is to go over the plans and application to ensure that all required documentation is accounted for prior to distributing plans to various departments at the TRC meeting. Plans cannot be dropped of by courier or mail, no exceptions. Plans must be submitted by an authorized representative or by the applicant.

Once Planning Staff determines that the application is complete, plans will be distributed at the TRC meeting. Incomplete applications will not be accepted or distributed.

Step 3: Technical Review Committee Meeting (TRC):

Plans will be distributed at the TRC meeting which is held on the 3rd Thursday of every month at 10:00 AM in City Commission Chambers in City Hall. Intake meetings must occur no later than

12:00 PM Wednesday, the day before the TRC meeting in order for plans to be distributed. Plans that are dropped off after this deadline will be distributed at the next TRC meeting.

The TRC is comprised of various departments that will review the project and provide comments. Each Department will have 30 days to review the project from the date of plan distribution. At the next TRC meeting, comments will be provided to the applicant. The applicant has 2 weeks to make any changes or modifications to plans and resubmit to the Planning Department in order to make the next TRC agenda. Failure to resubmit plans within the two week deadline will postpone consideration until the next TRC meeting. Once all TRC members provide approvals, the project can be considered for Planning Board.

Step 4: Planning Board:

Certain applications require Planning Board consideration. The Planning Board meets on the 2nd Tuesday of every month. Prior to being placed on the Planning Board agenda, all department approvals are needed at least three weeks prior to the meeting. In addition, the Planning Board agenda will be finalized 3 weeks prior to the meeting.

17 Planning Board packets must be submitted to the Planning Department no later than 8 business days prior to the Planning Board meeting. Planning Board packets must collated and assembled in the following order:

1. Site Plan
2. Survey
3. Storm Drainage Plan
4. Landscape Plan
5. Lighting Plan
6. Elevations
7. 1 CD with Plans in PDF Format

Step 5: City Commission:

The City Commission will provide final approval for development applications. The City Commission meetings are held on the 1st and 3rd Mondays of every month. The Planning Department will send notification to the City Clerk's office to have the development application scheduled for City Commission consideration once it is determined that all conditions or plan modifications have been made based on the Planning Board's decision.

If a Public Hearing is required, at least 15 days of advertising is required. The day of the City Commission meeting and the day that the advertisement is started do not count toward the 15-day requirement. In addition, 3 business days are needed by the publisher to place the advertisement in the paper. Therefore a minimum of 18 days are needed to schedule a public hearing agenda item.

Applications that are not considered public hearings can be scheduled by Planning Staff no later than 7 business days prior to the meeting.

12 City Commission Packets must be submitted to the Planning Department no later than 10 business days prior to the City Commission meeting. All packets must be collated and assembled as previously described.

Board of Adjustment:

The board convenes on 4th Thursday of every month. The Board of Adjustment meeting is considered at Public Hearing and requires the same advertisement requirements as City Commission meetings.

Variances - The Board of Adjustment can grant variances from the regulations governing height, area, size of structures, size of yards and open spaces.

Prior to submitting any application for a Variance, a Pre-Application meeting is required with Planning Staff. A total of 10 packets are required for the board meeting. Variance applications can be processed prior or concurrent with Site Plan review, if necessary.

Special Exceptions - The Board of Adjustment is authorized to permit the enlargement or alteration of a nonconforming structure, except any sign, as a special exception upon application, notice and hearing as provided in sections 22-141(a), 22-142(11), and 22-143, and upon finding and determining the criteria in Section 22-102.1.

Prior to submitting any application for a Special Exception, a Pre-Application meeting is required with Planning Staff. A total of 10 packets are required for the board meeting. Variance applications can be processed prior or concurrent with Site Plan review, if necessary.

Plan Resubmittals:

Plans that require modifications or adjustments will need to be resubmitted to the Planning Department for review. Before any plans are dropped off to the department, an appointment must be made with the project manager. Plans cannot be accepted via mail or without an appointment. Please contact the project manager to determine the correct number of copies required for any resubmittal.