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CITY OF NORTH PORT

# Development Review Procedures



## Staff Development Review of Construction Projects

Revised September 2, 2015

### CITY MISSION STATEMENT

The City of North Port will provide health, safety, and welfare services to our residents, which would not be provided or could not be provided efficiently or equally without the intervention of government at the local level.



### CITY OF NORTH PORT

4970 City Hall Boulevard, North Port, Florida 34286-4100  
(941) 429-7000

[www.cityofnorthport.com](http://www.cityofnorthport.com)

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**STAFF DEVELOPMENT REVIEW CONTACT INFORMATION:**

<u>Department/Division</u>	<u>Title</u>	<u>Contact Number</u>
<b>Neighborhood Development Services</b>		
Planning Division	<b>Development Technician</b>	<b>(941) 429-7156</b> (941) 429-7018
	Planner (assigned per project)	(941) 429-7156
Building Division	Arborist	(941) 429-7055
	Inspector, Building Div. Manager	(941) 429-7042
	Zoning Plans Examiner	(941) 429-7023
<b>Finance</b>	Land Management Specialist	(941) 429-7106
<b>Fire Rescue</b>	Fire Marshal	(941) 240-8150
	Emergency Management Coordinator	(941) 240-8150
<b>Public Works</b>		
Engineering Division	Capital Improvements/Project Engineer	(941) 240-8320
	Stormwater and Environmental Manager	(941) 240-8321
Solid Waste Division	Solid Waste Supervisor	(941) 240-8074
Utilities Division	Utility Engineer	(941) 240-8050
	Construction Coordinator	(941) 240-8000
<b>School Board of Sarasota County</b> <i>(residential projects only)</i>	Planning Analyst	(941) 927-9000

See the Unified Land Development Code (ULDC) online at:  
<http://www.municode.com/resources/gateway.asp?pid=13930&sid=9>

To review the status of any project in the Staff Development Review process in the City of North Port, go to our Click2Gov. Site at:  
<https://htec2g.cityofnorthport.com/Click2GovPZ/Index.jsp>

# CITY OF NORTH PORT DEVELOPMENT APPLICATIONS

*\* Goes before Planning & Zoning Advisory Board (PZAB) & Commission*

*▲ May go to Zoning Board of Appeals (ZBA) or PZAB & Commission*

## PETITION TYPE DESCRIPTIONS

### **\*SPECIAL EXCEPTION (SPX): [FORMERLY CONDITIONAL USE PERMIT – (CUP)]**

Special Exception permits allow a use that would not be permitted generally or without restriction throughout a zoning district but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety welfare, morals, order, comfort, convenience, appearance, prosperity or the general welfare in the zoning district.

### **\*DEVELOPMENT MASTER PLAN (DMP): [FORMERLY DEVELOPMENT CONCEPT PLAN – (DCP)]**

Plan required for all properties located in a Planned Community Development (PCD), Commercial General (CG), Residential Multifamily (RMF), Neighborhood Commercial District-Low Intensity (NC-LI), Neighborhood Commercial District – High Intensity (NC-HI), Light Industrial and Warehouse District (ILW), Office, Professional and Industrial (OPI) and Conservation District zoning (CD). This plan outlines development standards for building location, open space, ground coverage, building height, lighting, signage, landscaping, and other physical design elements. This is also the term used to describe Map H in the Development of Regional Impact Application.

### **SUBDIVISION PLANS – CONSTRUCTION PLANS (SCP):**

Construction plans associated with the division of a parcel of land into three or more contiguous lots or parcels for the purpose of transfer of ownership of land. If a new street is created, or a drive that permits access to more than one parcel is created, a subdivision plan is required.

### **INFRASTRUCTURE REVIEW PLANS (INF):**

A plan which shows the location and construction specifications for roadways, sidewalks, walkways, street trees, landscaping in common areas, lighting, water and sewer, stormwater, bus shelters, etc.

### **\*FINAL PLAT (PLF):**

A document prepared by a Registered State of Florida Land Surveyor pursuant to Florida Statutes, Chapter 177, for the recording of any division of land or the recording of easements and right-of-way.

### **MAJOR SITE AND DEVELOPMENT PLAN (MAS):**

The plan submitted for all proposed non-residential or multi-family developments in the City, excluding subdivisions and individual single-family or duplex residential construction.

### **\*STREET VACATION (STV):**

A petition requesting the City to release ownership of a street right-of-way to a private entity, other government entity or to the City of North Port for another land use. Whenever a street or a portion of the street is vacated, half of the right-of-way goes to each abutting property.

## PETITION TYPE DESCRIPTIONS (CONT.)

### \*VACATION OF PLATTED LOT LINES AND EASEMENTS (PLV):

An application to the City to allow the elimination of platted lot lines and easements in order to create a single unencumbered site.

### \*VILLAGE DISTRICT PATTERN BOOK (VDPB):

A master plan for a Village zoning district. The pattern book includes standards for all future pattern plans and shows the overall layout of villages within the district.

### \*INDEX MAP:

The map that shows the overall layout of the villages, town centers, village centers, greenways, blueways, buffer preserves, parks, major road and pedestrian corridors, and shall also include the general or specific locations for schools, police, fire and other public infrastructure.

### \*VILLAGE DISTRICT PATTERN PLAN (VDPP):

The specific design and layout of a village or portion presented in accordance with an adopted village district pattern book and index map.

### ΔVARIANCE (VAR):

To vary a required height, size, yard, sign or parking requirement or an application which is approved by the City Commission to allow the waiver of a subdivision or landscape regulation for a specific project.

### OTHER PETITION TYPES:

Other petitions are Annexations (ANX), Developments of Regional Impact (DRI), Comprehensive Plan Amendments (CPA), Rezoning (REZ) and Text Amendments (TXT). These petitions are not described in this manual as they are occasional, specialized reviews; however, they will follow the same process or an expanded process which includes the **administrative staff**.

For more information concerning petitions not requiring automatic interdepartmental staff review, contact the Neighborhood Development Services Department, Planning Division at 941-429-7156.

\* *Goes before Planning & Zoning Advisory Board (PZAB) & Commission*

Δ *May go to Zoning Board of Appeals (ZBA) or PZAB & Commission*

# STAFF DEVELOPMENT REVIEW PROCESS (SDR)

## REVIEW PROCESS OVERVIEW

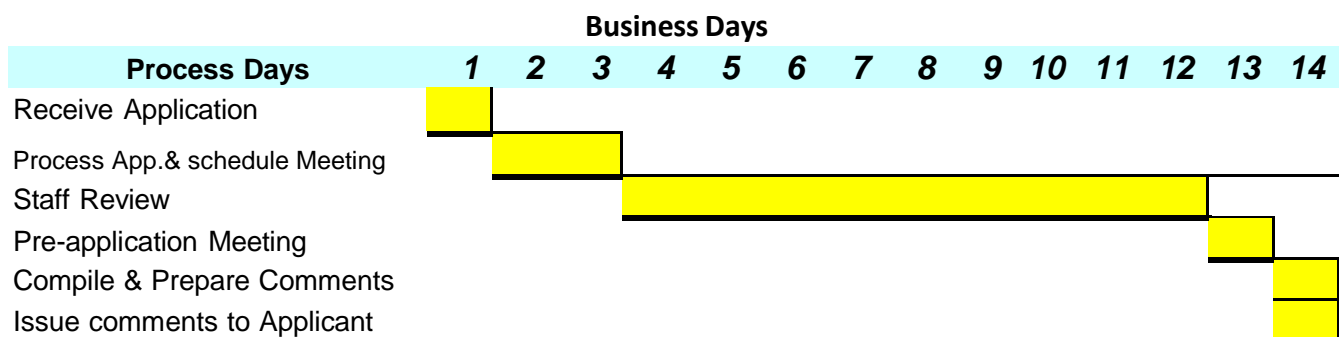
City staff has the responsibility to review projects to ensure the development meets local, State and Federal rules and regulations. Each project application received by the City is assigned a project planner. The planner will provide general project information and assist with the petition review. If assistance is needed for specific areas, the project planner will provide names of staff reviewers to contact. All forms and applications are found on the city’s website [www.cityofnorthport.com](http://www.cityofnorthport.com) or may be requested from the Neighborhood Development Services, Planning Technicians.

## PRE-APPLICATION REQUIRED

A “**REQUEST FOR PRE-APPLICATION MEETING FORM**” must be submitted with supporting documents and a CD or thumb drive containing the entire submittal. Once the city receives the pre-application form with supporting documents, the Development Technician will schedule the pre-application meeting. The City requires the applicant to attend the pre-application meeting. Pre-application meetings are scheduled on Tuesdays at 9:00 am at City Hall. If the applicant is unable to attend the pre-application meeting, the petition will be re-scheduled for the next staff development review meeting. Staff members will provide information, clarify requirements and answer any questions the applicant may have. The applicant is welcome to contact staff members to schedule further individual meetings. To receive the most input from staff at the pre-application meeting, the applicant should prepare and submit the following information, if available:

- Aerial photo of the project location
- Preliminary plans for the development
- Site-specific topographic survey data
- A narrative description of the proposed development or activity, including PID number
- Any existing, professionally-performed environmental assessment surveys for wetlands and wildlife
- Any existing permit for a master storm-water system
- A desired timeframe for construction or start of activity
- Any neighborhood issues that may arise from the proposed development or activity

**Development Review Steps for a Pre-application Review**

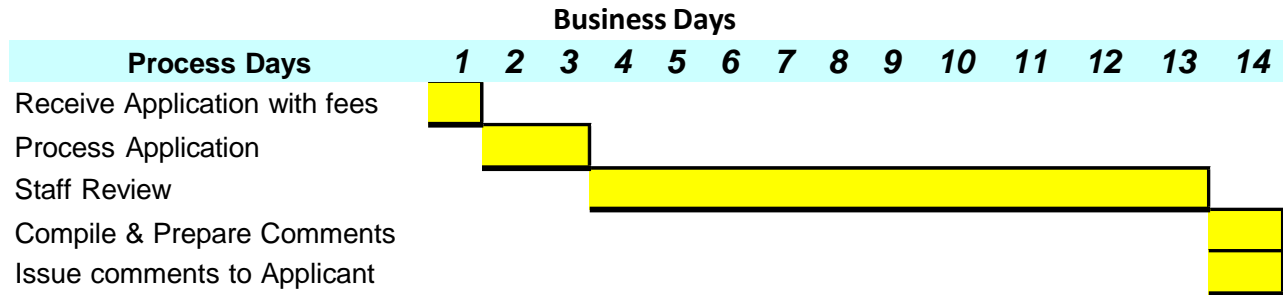


*Approximate Time Line*

## STAFF DEVELOPMENT REVIEW (SDR)

When reviewing any project proposed for development in the City, staff reviews the project to ensure the property is developed in conformance with Federal and State standards, statutes and local ordinances, codes and regulations.

### Development Review Steps for a Formal Submittal



*Approximate Time Line*

## SUBMIT FORMAL APPLICATION

The applicant decides the timing for the submittal of the formal application. The submittal must include the number of collated packets as indicated on the application checklist and submitted with the **Formal Submittal Application** & required documents. The plans must be signed and sealed by a licensed Florida engineer and a CD containing the PDF of the entire submittal with the seal of the engineer must be included. The packet will be reviewed for completeness and will not be processed until all required documents and fees are received.

The applicant will receive written comments within 10 to 14 business days of the application to the City unless additional information is requested or a notice is sent.

## RE-SUBMITTAL

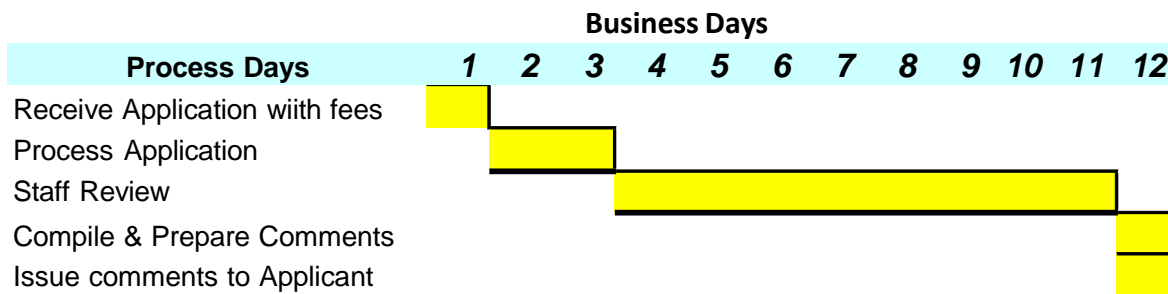
If a petition is required to re-submit, the applicant submits a **Re-submittal form** with fees to resolve outstanding issues. Once all issues are resolved, the petition proceeds to the next step. Staff has 10 to 12 days to complete the re-submittal review.

*Tip: Promptly resubmit information requested by City staff. Failure to resubmit information or corrected plans in accordance with staff comments may delay in the issuance of a Development Order, Order of Approval, or in scheduling the public hearing. The applicant should contact the project planner or other appropriate staff, if clarification is needed.*

## RESUBMITTAL

### 10-12 BUSINESS DAYS

### Development Review Steps for a Re-Submittal



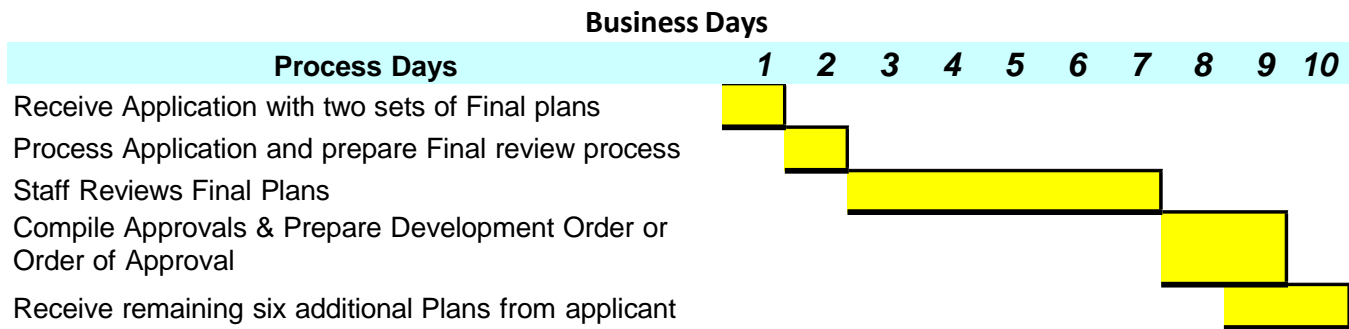
*Approximate Time Line*

## FINAL PLANS TRACKING

Once all plan changes are made, the applicant must submit two (2) sets of signed and sealed plans with the **Final Plans Submittal Form and a CD** to the Neighborhood Development Services Department. City staff will review and approve the final sets of plans. Once the final plan sets are approved the applicant must submit six (6) identical signed and sealed plan sets of the original reviewed sets. If the two initial sets received require any changes, one (1) set will be returned to the applicant and will require re-submittal of the Final Plans.

### FINAL PLANS TRACKING 7 TO 10 BUSINESS DAYS

Development Review Steps for a Final Submittal



*Approximate Time Line*

## PRE-CONSTRUCTION MEETING AND INSPECTIONS

Once a construction plan receives a development order, the applicant is required to schedule a pre-construction (“Pre-Con”) meeting which is coordinated by the City; representatives from City departments will attend and conduct site inspections as needed.

## CERTIFICATE OF COMPLETION, CERTIFICATE OF OCCUPANCY

Once the project is constructed and the developer has met all obligations listed in the Development Order, City inspectors will make final inspections and sign off; which will permit a Certificate of Completion or Certificate of Occupancy.

## BONDS OR LETTER OF CREDIT

All infrastructures required for a project are required to secure a bond or letter of credit. A release of the bond or letter of credit is only permitted after inspection and sign-off by the City Engineer verifying completion of the infrastructure.

## AS-BUILT PLANS

Prior to the issuance of the Certificate of Occupancy (CO), the developer shall submit five (5) sets of as-built plans with the **As-Built Plans Form** for verification of accuracy. (Two (2) approved sets are provided for the Applicant’s use.)

## REVISION TO FINAL APPROVED PLANS

If revisions need to be made after the final approval process, a **Revision Plans form**, showing revisions may be submitted to the Neighborhood Development Services Department for review and approval. **Any re-submittal or revision to an approved petition must be clouded to show changes made. A change that was not clouded is not considered approved.**



Prepared by  
City of North Port  
Neighborhood Development Services  
Planning Division  
September 2015