

# THE PROCESS

Application is submitted via Citizen's Access Online services portal for sufficiency review (Must resubmit if insufficient)

Once deemed sufficient, all fees are paid ( Non-refunded)

Application is placed on the Site Plan Review Agenda

Deemed sufficient application begins Site Plan Review processed and reviewed

Plans are reviewed ( Preliminary & Final can be made separately or simultaneously)

Staff has a 10 day review period and all comments are posted on-line. Applicant has 5 days to address the comments. Once submitted Staff will re-review.

If all comments are addressed then a decision letter is issued. If the comments are not addressed then a re -submittal is required or a denial letter will be issued.

## Need More Information?

Charlotte County  
Community Development Department  
18400 Murdock Circle  
Port Charlotte, FL 33948  
941.743.1964



### Site Plan Review Staff

Comprehensive Planning—Elizabeth Nocheck	941.764.4920
Construction Engineering—Roy Benjamin	941.575.3628
Environmental—Anastacia DeFilippo	941.764.4127
Fire Prevention—Scott Morris	941.833.5606
Health Dept.—Melanie Brese	941.624.7200
Landscape—Elizabeth Nocheck	941.764.4920
Lighting District—Jody Mansell	941.575.3648
PD Pre-Application—Jie Shao	941.743.1272
Public Works—Ravi Kamarajugadda	941.575.3668
Real Estate Services—Patricia Stefan	941.764.5588
Stormwater Management—Jason Thomas	941.575.3650
Survey—James K. Davis	941.575.3617
Transportation Engineering—Robert Fakhri	941.575.3676
Utilities—Sandra Weaver	941.764.4320
Zoning—Maryann Franks	941.743.1208

*It may be to your advantage to contact the Site Plan Review staff prior to submission of your application.*

## CHARLOTTE COUNTY Community Development Department

### Site Plan Review



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# SITE PLAN REVIEW BASICS

What is "Site Plan Review" and which types of development require it?

The purpose of the **Site Plan Review Process** is to review site plans for specific types of development to ensure that the projects comply with all appropriate Land Development Regulations (LDRs) and the Charlotte County Comprehensive Plan.

Types of developments required to undergo Site Plan Review:

- **Multifamily Residential Developments**
- **All Nonresidential Developments**
- **Facilities, new or remodeled, which have a pickup window and/or drive-thru facility**
- **Any subdivision or new development located within the Surface Water Protection District as designated in the Comprehensive Plan**
- **Certain development proposals which the Zoning Official may require**
- **Site Plans associated with Special Exceptions and/or Variances**
- **Planned Developments (PDs)\***

(\* Additional Board of County Commissioners (BCC) reviews required for all Planned Development petitions)

## SOME HELPFUL LINKS:

### Citizen's Access Online Services Portal

To apply for Site Plan Review, go to the link below and click "APPLY FOR Site Plan Review"

<https://aca-prod.accela.com/BOCC/Default.aspx?culture=en-US>

### Charlotte County Zoning Code

Information regarding Charlotte County's Zoning Code

[https://www.municode.com/library/fl/charlotte\\_county/codes/code\\_of\\_ordinances?nodeId=PTIILADEGRMA\\_CH3-9Z0](https://www.municode.com/library/fl/charlotte_county/codes/code_of_ordinances?nodeId=PTIILADEGRMA_CH3-9Z0)

Project Conferences and resubmittals can be submitted at [SitePlanReview@charlottecountyfl.gov](mailto:SitePlanReview@charlottecountyfl.gov)

Project Conference require a descriptive narrative and a conceptual site and will be scheduled on the next available Thursday.

# Site Plan Review Checklist

To help ensure your application package is complete, please be sure to include these items:

- Application, Letter Of Authorization , Proof of Ownership. Project Narrative
- Survey, Engineered Plans, Landscape Plans
- Building Elevations Color Renderings
- Traffic Impact Statement, Copy of approved petitions Protected Specie Assessment
- Water Availability Letter , Construction Design Letter
- Waste Management Approval letter
- Storm water Permit, Location Map, SCADL Packet
- Open Space requirements, density requirements

A Complete Checklist of all documents Require for Site Plan can be found under the Zoning Documents

## IMPORTANT TERMS TO KNOW

**Preliminary Site Plan (PDs only):** sometimes called the Planned Development (PD) Concept plan, approval represents general plan acceptance.

**Final Site Plan (PDs only):** sometimes called the Final detail plan, approval indicates acceptance by the Board Of County Commissioners (BCC).

**Modification of plans:** includes any proposed amendment, deviation or change to an approved Final Site Plan. Modifications are categorized as either "Minor" or "Major".

**Major Modification:** required for significant changes, such as changes in proposed location(s) of any structure(s), use, density, or additions/deletions.

# SITE PLAN REVIEW FEES

## SITE PLAN FEES

New Residential—\$815.00 + \$1.00 per lot or unit  
Major Modification to Residential—\$780.00

Commercial/Industrial/Miscellaneous	
Structure Size	New or Major Modification
No structure	\$930.00 + \$70.00 per lot or unit
0-9,999 SF	\$930.00
10,000—49,999 SF	\$945.00
50,000—100,000 SF	\$960.00
Over 100,000 SF	\$995.00

## PLANNED DEVELOPMENT FEES

New Residential—\$1,320 + \$2.00 per lot or unit  
Major Modification to Residential—\$885.00

Commercial/Industrial/Miscellaneous	
Structure Size	New or Major Modification
No structure	\$930.00 + \$70.00 per lot or unit
0-9,999 SF	\$930.00
10,000—49,999 SF	\$945.00
50,000—100,000 SF	\$960.00

## ADDITIONAL FEES

Minor Modification	\$400.00
Time Extension	\$ 85.00
Single Family Residence in the Surface Water Protection District	\$420.00
Site Plan Review Resubmittal	\$485.00
Site Plan Review Administration	\$180.00