

THE PROCESS

Application is submitted via the Citizen Access Portal for sufficiency review (must resubmit if insufficient)

Once deemed sufficient, all fees are paid (non-refundable)

Application is placed on the Site Plan Review agenda

Deemed sufficient application begins Site Plan Review process and review

Plans are reviewed (preliminary & final can be made separately or simultaneously)

Staff has a 10-day review period and all comments are posted online. 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
941.743.1201



Site Plan Review Staff

Addressing—Samantha DiPiazza	941.764.4125
Building Construction—Julia Galofre	941.743.1215
Comprehensive Planning—Elizabeth Nocheck	941.764.4920
Construction Engineering—Roy Benjamin	941.575.3628
Environmental—Jim Keltner	941.743.1269
Fire Prevention—Scott Morris	941.833.5606
Health Department—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 (Concurrency)—Ravi Kamarajugadda	941.575.3668
Real Estate Services—Patricia Stefan	941.764.5588
Signs & Marking—Robert (Eric) Campbell	941.575.3625
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 the building permit process works more efficiently, and applications adhere to 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 or Temporary Advertising Permit"

<https://secureapps.charlottecountyfl.gov/CitizenAccess/>

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_CH3-9ZO

Special Projects Map Gallery for Development and Planning

Various development and planning maps available for purchase or download.

<https://www.charlottecountyfl.gov/services/landinformation/Pages/Map-Gallery.aspx>

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 species assessment
- ☐ Water availability letter, construction design letter
- ☐ Waste Management approval letter
- ☐ Stormwater permit, location map, SCADL packet
- ☐ Open space requirements, density requirements

A complete checklist of all documents required for site plan can be found on our website

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