THE PROCESS

Applicant or applicant's agent completes the appropriate form (all submitted information should be as detailed as possible)

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

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

↓

Deemed sufficient application begins Site Plan Review process, requiring 12 sets of signed and sealed plans and any additional pertinent information be submitted via Citizen's Access Online Services Portal

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Application is placed on the next available Site Plan Review agenda

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Plans are reviewed (Preliminary and Final submissions may be made separately or simultaneously)

↓

Decision letter is mailed to applicant (Usually within 1 week after agenda date)

NOTE: If Preliminary and Final approvals are not both granted, instructions will be included on how to obtain the approval(s).

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	941.743.4920
Construction Engineering—Bill Searfoss	941.575.3628
Environmental—Susie Derheimer	941.743.1290
Fire Prevention—Scott Morris	941.833.5606
Health Dept.—Leslie Beauchamp	941.743.1266
Landscape—Elizabeth Nocheck	941.743.4920
Lighting District—Andy Amendola	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—Phil Aiuto	941.575.3650
Survey—Steven Ford	941.575.3616
Transportation Engineering—Venkat Vattikuti	941.575.3676
Utilities—Chris D'Urso	941.883.3530
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

Distributed by Charlotte County Government
January, 2017

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=PTIIILADEGRMA_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:

- ☐ 1 original and 11 copies of the completed application
- ☐ 1 original and 11 copies of the Letter of Authorization (signed and notarized)
- ☐ 12 copies of the Location Map and Property Information
- ☐ 12 copies of Surveys (signed & sealed)
- ☐ 12 copies of Landscaping Plans (signed & sealed)
- ☐ 12 copies of Site Construction Plans (signed & sealed)
- ☐ 12 copies of a narrative description of the project
- ☐ Submittal Fee (non-refundable)

DOCUMENTS CAN ALSO BE UPLOADED IF DIGITAL SIGNATURE WITH KEY IS INCLUDED

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