THE PROCESS

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

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

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

Application is placed on the next available Site Plan Review agenda

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 941.764.4920
- 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 941.764.4920
- 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.
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 FEES

SITE PLAN FEES
New Residential—$815.00 + $1.00 per lot or unit
Major Modification to Residential—$780.00
Commercial/Industrial/Miscellaneous
<table>
<thead>
<tr>
<th>Structure Size</th>
<th>New or Major Modification</th>
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</thead>
<tbody>
<tr>
<td>No structure</td>
<td>$930.00 + $70.00 per lot or unit</td>
</tr>
<tr>
<td>0-9,999 SF</td>
<td>$930.00</td>
</tr>
<tr>
<td>10,000—49,999 SF</td>
<td>$945.00</td>
</tr>
<tr>
<td>50,000—100,000 SF</td>
<td>$960.00</td>
</tr>
<tr>
<td>Over 100,000 SF</td>
<td>$995.00</td>
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</tbody>
</table>

PLANNED DEVELOPMENT FEES
New Residential—$1,320 + $2.00 per lot or unit
Major Modification to Residential—$885.00
Commercial/Industrial/Miscellaneous
<table>
<thead>
<tr>
<th>Structure Size</th>
<th>New or Major Modification</th>
</tr>
</thead>
<tbody>
<tr>
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<td>50,000—100,000 SF</td>
<td>$960.00</td>
</tr>
</tbody>
</table>

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

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)

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.

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