
CODE COMPLIANCE CERTIFICATION APPLICATION

City of Vero Beach Planning & Development Department

1053 20th Place – P.O. Box 1389

Vero Beach, Florida 32961-1389

Phone (772) 978-4550 / Fax (772) 778-3856

Application # _____

APPLICANT: _____ Telephone: _____

Fax or Email: _____

MAILING ADDRESS: _____

PROPERTY OWNER: _____

OWNER ADDRESS: _____

SITE ADDRESS: _____

PARCEL I.D. NUMBER: _____

ZONING DISTRICT: _____ FLOOD ZONE: _____ CHANGE OF USE?: _____

Square Footage of Floor Area Involved (nonresidential): _____

Provide a brief summary description of proposed development: _____

This application is limited to the development approval or change of use specifically requested. No permanent structure shall be located on City easements. In separate sheets attached to this application, provide the specific information required by Page 2 of this application, if applicable.

Any false statement, concealment, or misrepresentation made in this application or the submitted plans or drawings, intentional or unintentional, shall be grounds for revocation of approval.

Applicant Signature

Date

*Property Owner

Date

Print Name

Print Name

* A letter of authorization may be provided in lieu of the property owner's signature.

Conditions: _____

Review Comments: _____

Planning Department Approval: _____

Authorized Signature

Date

Application Fee: _____

REQUIRED INFORMATION (IF APPROPRIATE)

1. *Change of use.* Provide information on existing use by type of use and floor area and proposed change in use with type of use and floor area. If proposed change of use is in a multi-tenant building, the applicant shall provide a floor plan drawing depicting the internal breakdown by square footage of the proposed change in use(s) in the building.
2. *Residential docks and seawalls.* Two (2) copies of design and construction drawings for the dock or seawall, prepared and sealed by a professional engineer registered as such in the State of Florida, are required. If approval by the Florida Department of Environmental Protection and/or U.S. Army Corps of Engineers is required, the applicant shall provide a copy of permit application submitted to these agencies.
3. *New Construction, Additions, or Other Site Improvements.* A site plan or sketch drawn to scale (1"=20' to 1"=50') depicting location of proposed construction or other site improvements such as additions, accessory buildings, walls, fences, pools, decks, screen structures, driveways, paved or improved areas, HVAC equipment, generators, etc. Any improvement that may change the drainage patterns on the property may require submittal of additional information, which may include a site drainage plan and/or calculations.
4. Completed AE/AO Special Flood Hazard Certificate for new construction and substantial improvements of elevated buildings that include fully enclosed areas formed by foundation and other exterior walls below base flood elevation, if project is within the AE or AO special flood hazard areas.
5. Completed V Zone Building Design and Performance Certificate if required for new construction, substantial improvements, and substantially damaged structures in Coastal High Hazard Area (V Zone).
6. Tree Removal/Relocation Permit Application, if required.
7. Indian River County Fire Prevention Plan Review and Permit Application, if required. [A separate application fee may be required by the IRC Fire Prevention.]
8. State, county, or City right-of-way permit applications, if required.
9. *Undesignated Historic Buildings.* An application for the demolition of any portion of a historic building listed in the Florida Master File for historic buildings shall provide information required pursuant to Section 76.24.
10. *Beach Usage.* An application for the use of beach area on hotel property for provision of food, beverage, or other hospitality services by a hotel to its registered hotel guests or to guests attending special hotel events, shall provide a site plan drawn to scale depicting the beach area to be used, hospitality services to be provided, and documentation regarding ownership of the subject ocean beach area. The beach is that zone of unconsolidated material that extends landward from the low-water mark of the Atlantic Ocean to the place where there is a marked change in material or physiographic form, or to the line of permanent vegetation, usually the effective limit of storm waves. A separate Beach Use Permit shall be required in addition to Code Compliance Certification.