
SITE PLAN APPLICATION (MINOR)
Single Family Residential or Duplex
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

____ Single Family Residential

____ Duplex

Application # _____

APPLICANT: _____ Telephone: _____

Fax or Email: _____

MAILING ADDRESS: _____

PROPERTY OWNER: _____

OWNER ADDRESS: _____

SITE ADDRESS: _____

PARCEL I.D. NUMBER: _____

ZONING DISTRICT: _____ FLOOD ZONE: _____

Single Family Residential Floor Area Square Footage: Existing _____ Proposed _____

Duplex Floor Area Square Footage: Existing Unit 1/Unit 2 _____/_____

Proposed Unit 1/Unit 2 _____/_____

Provide a brief summary description of proposed development: _____

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

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

Applicant Signature

Date

*Property Owner Signature

Date

Applicant Name (Print)

Property Owner (Print)

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

Application Fee: _____

**SINGLE FAMILY/DUPLEX
MINOR SITE PLAN SUBMITTAL REQUIREMENTS**

The applicant shall provide the following in written or graphic form as appropriate:

- A. A complete Minor Site Plan application with application fees including:
1. Copy of property deed;
 2. Copy of FDEP generic permit for stormwater discharge if project involves disturbing of one acre or more.
 3. State, county, or City right-of-way permit application, if required.
 4. Tree Removal/Relocation Permit Application, if required.
 5. Sea Turtle Protection Review application, if required.
 6. FDEP and/or U.S. Corps of Engineer's wetlands permit application, if required.
 7. DOH permit application if required for proposed septic tank installation or required due to expansion of existing residence.
 8. Any 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.
 9. 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.
 10. Completed V Zone Building Design and Performance Certificate if required for new construction, substantial improvements, and substantially damaged structures in Coast High Hazard Area (V Zone).
- B. Four (4) plan sets, (24 inches by 36 inches) at an engineering scale of 1"=20' to 1"=50' depicting:
1. Location of existing and proposed structures, decks, docks, pools and pool equipment, exterior mechanical equipment, walls, fences and driveways referenced to front, rear, and side lot lines.
 2. Location of existing easements, water bodies, courses, wetlands, and other essential features.
 3. Location of all existing structures or swales within 100 feet of subject property.
 4. Existing ground elevations of adjacent properties within 25 feet of the subject property and roadway elevations adjacent to subject property.
 5. F.I.R.M. panel number and effective date.
 6. Flood zone(s) and base flood elevation showing elevation lines if multiple flood zones.
 7. Reference elevation in feet (NAVD) elevation if in special flood hazard zone).

8. Minimum allowable floor elevation; and proposed finished elevation of principal and accessory structures;
9. Typical cross section at property lines showing transition of grades and how drainage is being kept off adjacent properties, and if required by Chapter 72, complete site drainage plan and site calculations.
10. Floor plans of all proposed buildings and structures and calculation of total floor area and floor area ratio.
11. Elevations of all buildings and structures to show overall maximum height measured pursuant to Section 60.15 of the City of Vero Beach Code.
12. The location, area, and percentage of open space.

NOTE: DEPENDING UPON THE SCOPE AND NATURE OF PROPOSED IMPROVEMENTS, ANY OF THE ABOVE REQUIRED ELEMENTS FOR THE SITE PLAN SUBMITTAL IN B ABOVE MAY BE WAIVED OR MODIFIED BY THE PLANNING AND DEVELOPMENT DEPARTMENT. APPLICANTS ARE STRONGLY ENCOURAGED TO CHECK WITH THE PLANNING AND DEVELOPMENT DEPARTMENT PRIOR TO SUBMITTAL TO AVOID DELAYS IN REVIEWING AND PROCESSING THE APPLICATION.