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# SITE PLAN APPLICATION (MAJOR)

City of Vero Beach Planning & Development Department  
1053 20<sup>th</sup> Place – P.O. Box 1389  
Vero Beach, Florida 32961-1389  
Phone (772) 978-4550 / Fax (772) 778-3856

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Application # \_\_\_\_\_

APPLICANT: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax or Email: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

PARCEL I.D. NUMBER: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_

CONDITIONAL USE ? \_\_\_\_\_

PLANNED DEVELOPMENT? \_\_\_\_\_

Floor Area Square Footage:

Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Number of Dwelling Units:

Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Number of Hotel/Motel Units:

Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Provide a brief description of specific modifications, as shown on the attached plans, and other development approval(s) being requested as part of this application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Pages 2 through 4 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: \_\_\_\_\_

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## **MAJOR SITE PLAN SUBMITTAL REQUIREMENTS**

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

- A. Provide the following documentation:
1. A copy of property deed.
  2. Four (4) sealed surveys prepared by a professional licensed by the State of Florida to practice in the field of surveying, made and dated within one year, showing existing topographic features; elevations based on mean sea level datum (NAVD) to be shown together with the benchmark reference used; rights-of-way and easements; water bodies and courses; and wetlands.
  3. Tree Removal/Relocation Permit Application, if required.
  4. Sea Turtle Protection Review Application, if required.
  5. Indian River County Concurrency (Traffic) Application, if required.
  6. Indian River County Fire Prevention Plan Review and Permit Application, if required. [A separate application fee may be required by the IRC Fire Prevention.]
  7. St. Johns River Water Management District Permit Application, if required.
  8. Copy of FDEP generic permit for stormwater discharge if project involves disturbing one-acre or more.
  9. Indian River Farms Water Control District Permit Application, if stormwater is proposed for discharge to District's system.
  10. State, county, or City right-of-way permit applications, if required.
  11. For medical marijuana treatment centers, evidence of the State of Florida approval to operate a medical marijuana treatment center.
  12. A School Impact Analysis in conjunction with any development non-exempt from requirements of school concurrency
  13. Materials from the neighborhood workshop, if required, pursuant to Section 64.08 (c) of the City Code.
  14. 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.
  15. 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.
  16. 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).

17. Projects within the Ocean Drive/Cardinal Drive Commercial Overlay District (if applicable):
  - a) Architectural Review Commission design review application (see application for requirements)
  - b) Written reasons why the project is unable to meet one or more of the site and building development standards of Section 62.504.
  - c) Written request for any development incentives being requested pursuant to Section 62.508.
  
18. Planned development projects (if applicable):
  - a) Statements with supporting information and analysis demonstrating how the proposed project complies with eligibility requirements of Section 62.602 of the Code.
  - b) Written request for any development waivers with a justification for each requested waiver demonstrating compliance with Section 62.606 of the Code.

B. Site Data and Analysis including:

1. Subject site area in acres and square feet.
2. Proposed use.
3. Proposed height of structures.
4. Parking space calculations, including shared parking study if shared parking option is proposed.
5. Proposed total floor area, floor area by proposed use, and calculated Floor Area Ratio.
6. Proposed open area in square feet and as percentage of total site.
7. Zoning and Future Land Use Map Designation and existing uses of subject site and adjacent properties.
8. Traffic Impact Analysis or Statement, if required by Chapter 952, Indian River County Code.
9. Environmental assessment, if appropriate, of potential environmental impacts on shorelines, endangered, threatened, or protected species, wildlife habitats, wetlands and upland vegetative communities, water quality, and historic, cultural, and archeological resources.
10. For medical marijuana treatment centers, written documentation of how applicant will comply with all conditional use criteria of Section 62.654 of the Code.

C. Six (6) plan sets (24 inches by 36 inches) at an engineering scale of 1"=20' to 1"=50' including an 8.5" x 11" copy of the site plan. The utility plans, landscaping plans, architectural elevations, site drainage and stormwater plans, etc., should be shown on separate sheets. The plans are required to depict the following:

1. Location of existing and proposed structures, decks, pools, drives, individual parking spaces (handicap, standard, and compact), loading/unloading zones, bicycle storage areas,

water and electric meter locations, air conditioning units, exterior mechanical and pool equipment and type of screening of same.

2. Width and location of existing and proposed streets or other public ways, pedestrian walks, malls, yards and open area (green space) together with limits of related rights-of-way.
3. The existing and proposed pedestrian and bicycle circulation system.
4. Proposed lot or building site lines with dimensions and designated setbacks (including accessory structures).
5. Proposed location of public sidewalks, curbs, gutters, water mains, sanitary sewers, storm drains, manholes, inlets, seawalls, bridges and/or culverts.
6. Location and width of any proposed permanent utility easements.
7. Location, size, character, height and orientation of all signs.
8. Location, height and general character of walls and fences.
9. Location, height, and type of outdoor lighting for parking and unloading/loading areas.
10. Proposed treatment of the perimeter of the site such as fences, walls or berms and landscaped areas.
11. The location, percentage and size of areas to be conveyed, dedicated or reserved as open area, public parks, recreation and similar uses.
12. Elevations of all buildings and structures dimensioned to show height of the structure as measured pursuant to Section 60.15 of the City of Vero Beach Code.
13. Floor plans and uses of all buildings and structures.
14. Written statement of exterior treatment and materials of all structures.
15. Location and character of all outside facilities for waste disposal.
16. Detailed landscape plan showing location of buildings, recreation areas, walks, drives, parking areas, etc., including:
  - a) All existing and relocated trees and plants—names and sizes.
  - b) All new trees to be added—names and sizes as planted.
  - c) All shrubs and ground covers—names and sizes to be planted—include number of plants.
  - d) All hedges—names and sizes as planted—include number of plants and center-to-center spacing.
17. Grading plan of site describing, as necessary, all existing and proposed finished grades and contours.
18. Complete site drainage plan and calculations and stormwater management plan if required by Chapter 72, Article III, Stormwater Management.
19. Firm panel number, effective date, flood zones and base flood elevation showing elevation lines if multiple zones with a reference elevation in feet (NAVD).

20. Source of irrigation water. If wells are to be used, the location of any wells must be shown. If City water is used, the plan must note such.

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.