



121 SW Flagler Ave  
 Stuart, FL 34994  
 Tel: 772-288-5326  
 Fax: 772-288-5388

# SITE (LDR 11.02.00)

Please print clearly and provide all required information

DEVELOPMENT DEPARTMENT USE ONLY	
Permit #	

A.	<b>RESIDENTIAL (RES)</b>	Residential not more than 2 units	
	<b>MINOR DEVELOPMENT(MIN)</b> \$1638.40	Residential between 3 and 35 units Non-Residential less than 50,000 sq.ft Mixed Use less than 50,000 sq.ft Public or Private Institution less than 1 Acre Commercial Tenant finish	
	<b>MAJOR DEVELOPMENT(MAJ)</b> \$2048.00 (+ \$20 sign fee)	If not residential or minor ****Additional 17 sets of plans will be due for the hearing at the City Commission**** A sign is required for Public Hearing	
	<b>SITE PLAN AMENDMENT (AMT)</b> \$819.20	Revisions to an approved site plan (Site Plan and Landscaping Plan amendments).	

B.	<b>PROJECT NAME (MAJOR ONLY)</b>	_ _ _ _ _ . _ _ 0000		
	<b>PARCEL ID#</b>	_ _ _ _ _ . _ _ _ _ _		
	<b>ZONING</b>			
	<b>FUTURE LAND USE</b>			
	<b>STREET ADDRESS</b>			
	<b>CONTACT</b>		<b>E-MAIL</b>	
	<b>COMPANY</b>			
	<b>PHONE</b>		<b>FAX</b>	

C.	<b>PROPERTY OWNER / DEVELOPER INFORMATION</b>			
	<b>NAME</b>		<b>E-MAIL</b>	
	<b>STREET ADDRESS</b>			
	<b>CITY</b>			
	<b>STATE</b>		<b>ZIP</b>	
	<b>PHONE</b>		<b>FAX</b>	
	<b>ENGINEER</b>		<b>E-MAIL</b>	
	<b>LICENSE #</b>		<b>COMPANY</b>	
	<b>STREET ADDRESS</b>			

	<b>CITY</b>			
	<b>STATE</b>		<b>ZIP</b>	
	<b>PHONE</b>		<b>FAX</b>	

<b>SUBMITTAL REQUIREMENTS (9 sets of all documents unless otherwise indicated)</b>				
<b>D.</b>	<b>SITE PLAN</b>		<b>LANDSCAPE PLAN</b>	<b>TRAFFIC STUDY (MIN &amp; MAJ STATEMENT if under 100 Trips)</b>
	<b>BOUNDARY SURVEY</b>		<b>LEGAL DOCUMENTS DEMONSTRATING UNIFIED CONTROL</b>	<b>ARCHITECTURAL ELEVATIONS (4 Copies)</b>
	<b>ZONING MAP EXTRACT</b>		<b>FUTURE LAND USE MAP EXTRACT</b>	<b>DIGITAL SITE PLAN (MIN &amp; MAJ 1 Copy)</b>
	<b>EXISTING TREE SURVEY (3 Copies)</b>		<b>ENVIRONMENTAL ASSESSMENT REPORT (MAJ 3 Copies)</b>	<b>SIGN DETAILS (MIN &amp; MAJ)</b>
	<b>SOILS MAP (MAJ 3 Copies)</b>		<b>DEP STORMWATER DISCHARGE PERMIT (MIN &amp; MAJ 2 Copies)</b>	<b>DESCRIPTION OF STORMWATER MANGEMENT SYSTEM &amp; CALCS ( MIN &amp; MAJ 4 copies)</b>

<b>CONTRACTOR DETAILS</b>				
<b>E.</b>	<b>COMPANY NAME</b>			
	<b>STREET ADDRESS</b>			
	<b>CITY</b>			
	<b>STATE</b>		<b>ZIP</b>	
	<b>PHONE</b>		<b>FAX</b>	
	<b>CITY of STUART COMPETENCY #</b>		<b>QUALIFIER</b>	
	<b>STATE OF FLORIDA LICENCE #</b>			

**Application is hereby made to obtain a permit to do the work as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and site work in this jurisdiction.**

<b>OWNERS AFFIDAVIT</b>	<b>I certify all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.</b>
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<b>WARNING TO OWNERS</b>	<b>Your failure to record a Notice of Commencement may result in your paying twice for the improvements to your property. If you intend to obtain financing, consult with your lender or attorney</b>
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**F. OFFICE USE ONLY: STAFF ANALYSIS**

before recording your Notice of Commencement.	
<b>Signature (Owner/Owner Agent/Contractor)</b>	<b>Signature (Consultant/Engineer)</b>
<p>State of Florida, Martin County</p> <p>The foregoing instrument was acknowledged before me on this _____ day of _____ by _____ who is personally known to me, or who has produced _____ as identification and who did/did not take an oath.</p>	<p>State of Florida, Martin County</p> <p>The foregoing instrument was acknowledged before me on this _____ day of _____ by _____ who is personally known to me, or who has produced _____ as identification and who did/did not take an oath.</p>
Notary signature	Notary signature
Seal:	Seal:

<b>CONSTRUCTION VALUATION</b>		<b>PLAN REVIEW FEE Payable with Application</b>	
SITE WORK	\$	REVIEW	\$
TOTAL	\$	<b>FEE DUE AT ISSUANCE OF PERMIT</b>	
		PERMIT	\$
		WATER INSPECTION	\$
		SEWER INSPECTION	\$

**NOTICE: IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF MARTIN COUNTY, AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENTAL ENTITIES.**



121 SW Flagler Ave  
 Stuart, FL 34994  
 (Revised 11/08)

# SITE PERMIT APPLICATION SUFFICIENCY CHECKLIST

Please print clearly and provide all required information

Tel: 772-288-5326  
 Fax: 772-288-5388

<b>PROJECT NAME</b>	
<b>ADDRESS</b>	
<b>PARCEL ID #</b>	
<b>ZONING</b>	
<b>SUBDIVISION</b>	
<b>LOT</b>	

The following is a checklist designed to assist the applicant in submitting required information relative to a Site Plan submittal. It is intended as a checklist for the majority of the items necessary for review of a typical Site Plan. The applicant should review the City of Stuart Land Development Regulations and the Martin County Land Development Regulations (for Annexed properties) to provide all items addressed in the applicable codes. We may require additional information if necessary to complete the review of your application.

All plans shall be folded prior to submittal, and the following general requirements met, for complete processing of your application:

- \_\_\_\_\_ Application Fee (based on the valuation of site work to be completed, less any structures)
- \_\_\_\_\_ 8 copies/sets of Site Plan / Engineering / Construction Schematics, signed and sealed
- \_\_\_\_\_ 8 copies/sets of Landscape Plan, with Lighting Plan overlaid, signed and sealed
- \_\_\_\_\_ 4 copies/sets of all building Elevations with proposed Materials and Colors, signed and sealed
- \_\_\_\_\_ 4 copies/sets of Drainage Calculations, signed and sealed
- \_\_\_\_\_ 4 copies/sets of Traffic (Statement if under 100 trips / Full Study if over 100), signed and sealed
- \_\_\_\_\_ 3 copies/sets of Environmental Assessment, signed and sealed. (If subject site over one (1) acre)

**A Notice of Intent is to be provided for Construction over 43,560sq.ft. (1 Acre)**

*Note: Additional fees will be assessed for Engineering Plan Review and Traffic Study Review.*

<b>ZONING</b>	
<input type="checkbox"/> Completed Application	<input type="checkbox"/> Property Platted?
<input type="checkbox"/> Legal Description	<input type="checkbox"/> Zoning/Land Use/Density
<input type="checkbox"/> Buffering/Fences/Walls	<input type="checkbox"/> Building Height
<input type="checkbox"/> Setbacks (all structures)	<input type="checkbox"/> Accessory Structures
<input type="checkbox"/> Impervious/Pervious	<input type="checkbox"/> Dumpster location and associated landscaping
<input type="checkbox"/> Signage	<input type="checkbox"/> Wetland and Upland delineation
<input type="checkbox"/> Tree Survey	<input type="checkbox"/> Lighting (exterior)
<input type="checkbox"/> Architectural elevations (all facades) w/proposed colors and building materials	
<b>FIRE</b>	
<input type="checkbox"/> Fire hydrant location	<input type="checkbox"/> Fire flow requirements/calculations
<input type="checkbox"/> Turning radii (proximity to property lines and adjacent structures)	

<b>LANDSCAPING</b>	
<input type="checkbox"/> Abutting ROW/Abutting property	<input type="checkbox"/> Interior Parking

<input type="checkbox"/> Crossover easements/Unity of Title	<input type="checkbox"/> Minimum spaces required/provided
<input type="checkbox"/> Delineated stall size (dimension)	<input type="checkbox"/> Handicapped Spaces (correct number & size)
<input type="checkbox"/> Easements delineated & documents submitted	<input type="checkbox"/> Utilities to site

**PUBLIC WORKS - GENERAL**

<input type="checkbox"/> Sidewalk/Driveway connections	<input type="checkbox"/> Location of adjacent driveways w/in 500 feet
<input type="checkbox"/> Dumpster location and details	<input type="checkbox"/> Backflow prevention details/specifications
<input type="checkbox"/> Exterior fire protection system connections (details/water section)	

**PUBLIC WORKS – SEWER PLANS**

<input type="checkbox"/> Calculations on piping size (size/materials)	<input type="checkbox"/> Connection Details
<input type="checkbox"/> Separation Details/General Notes	<input type="checkbox"/> All Sanitary Sewer Details
<input type="checkbox"/> Public and/or Private Easements	<input type="checkbox"/> Dept. of Environmental Protection Permits
<input type="checkbox"/> Grease Trapss/Calculations	<input type="checkbox"/> ERC Calculations
<input type="checkbox"/> Lift Station Calculations/Details (Sizing/Buoyancy Calculations)	
<input type="checkbox"/> Executed Utilities Service Agreement from the City and/or County	

**PUBLIC WORKS – WATER PLANS**

<input type="checkbox"/> Calculations on piping size (size/materials)	<input type="checkbox"/> Connection Details
<input type="checkbox"/> All Water System details	<input type="checkbox"/> Public and/or Private Easements
<input type="checkbox"/> Irrigation (City/County/Private Well)	<input type="checkbox"/> Dept. of Environmental Protection Permits
<input type="checkbox"/> Separation Details/General Notes	<input type="checkbox"/> ERC Calculations
<input type="checkbox"/> Fire Hydrant/Gate Valves (details)	<input type="checkbox"/> Meter Size/Calculations
<input type="checkbox"/> Well Permits/South Florida Water Management District Water Use Permits	
<input type="checkbox"/> Executed Utilities Service Agreement from the City and/or County	

**ENGINEERING – CAPTEC ENGINEERING, INC. 398-8182 (PAVING)**

<input type="checkbox"/> Specifications of Materials	<input type="checkbox"/> Wheel Stops/Curbing
<input type="checkbox"/> Erosion Control	<input type="checkbox"/> Finish Floor Elevations/Code Criteria
<input type="checkbox"/> Proper Tie-In (connection) Permits (State and/or County)	

**PUBLIC WORKS – STORMWATER MANAGEMENT**

<input type="checkbox"/> Narrative Summary of System	<input type="checkbox"/> Public and/or Private Easements
<input type="checkbox"/> Details	<input type="checkbox"/> Control Structures
<input type="checkbox"/> Perimeter Berm	<input type="checkbox"/> Sedimentation Control
<input type="checkbox"/> Vegetation/Sod	<input type="checkbox"/> Minimum Slopes
<input type="checkbox"/> Minimum Dimensions of Retention Area	<input type="checkbox"/> Retention Dry-Out /Soil Data
<input type="checkbox"/> Pervious Pavement Calculations	<input type="checkbox"/> No Off-Site Impact (Statement/Calculations)
<input type="checkbox"/> Flood Plain Compensations Calculation	<input type="checkbox"/> Federal Emergency Management Elevations
<input type="checkbox"/> Calculations (retention, pipe size, material type, allowable peak discharge, dry out, hardpan)	
<input type="checkbox"/> Legal Positive Outfall Details/Agreements (if necessary)	
<input type="checkbox"/> Existing/Proposed Drainage Patterns (off-site/on-site impacts)	
<input type="checkbox"/> South Florida Water Management District Permits (ERP/Surface Water)	
<input type="checkbox"/> Proof of Compliance with Martin County Well Field Protection Ordinance	
<input type="checkbox"/> Construction Cost Estimate for On-Site/Off-Site Paving/Grading/Drainage/Excavation	





**NOTICE OF INTENT  
TO USE  
GENERIC PERMIT FOR STORMWATER  
DISCHARGE FROM LARGE AND SMALL  
CONSTRUCTION ACTIVITIES  
(RULE 62-621.300(4), F.A.C.)**

This Notice of Intent (NOI) form is to be completed and submitted to the Department before use of the Generic Permit for Stormwater Discharge From Large and Small Construction Activities provided in Rule 62-621.300(4), F.A.C. The type of project or activity that qualifies for use of the generic permit, the conditions of the permit, and additional requirements to request coverage are specified in the generic permit document [DEP Document 62-621.300(4)(a)]. **The appropriate generic permit fee, as specified in Rule 62-4.050(4)(d), F.A.C., shall be submitted with this NOI in order to obtain permit coverage. Permit coverage will not be granted without submittal of the appropriate generic permit fee.** You should familiarize yourself with the generic permit document and the attached instructions before completing this NOI form. **Please print or type information in the appropriate areas below.**

**I. IDENTIFICATION NUMBER:** Project ID \_\_\_\_\_

**II. APPLICANT INFORMATION:**

A. Operator Name:		
B. Address:		
C. City:	D. State:	E. Zip Code:
F. Operator Status:	G. Responsible Authority:	
	H. Phone No.:	

**III. PROJECT/SITE LOCATION INFORMATION:**

A. Project Name:		
B. Project Address/Location:		
C. City:	D. State:	E. Zip Code:
F. County:	G. Latitude:    °    '    "    "	Longitude:    °    '    "    "
H. Is the site located on Indian lands? <input type="checkbox"/> Yes <input type="checkbox"/> No		I. Water Management District:
J. Project Contact:		K. Phone No.:



**IV. PROJECT/SITE ACTIVITY INFORMATION:**

A. Indicate whether Large or Small Construction (check only one):		
<input type="checkbox"/> Large Construction (Project will disturb five or more acres of land.)		
<input type="checkbox"/> Small Construction (Project will disturb one or more acres but less than five acres of land.)		
B. Approximate total area of land disturbance from commencement through completion of construction: _____ Acres		
C. SWPPP Location: <input type="checkbox"/> Address in Part II above <input type="checkbox"/> Address in Part III above <input type="checkbox"/> Other address (specify below)		
D. SWPPP Address:		
E. City:	F. State:	G. Zip Code:
H. Construction Period Start Date:		Completion Date:

**V. DISCHARGE INFORMATION**

A. MS4 Operator Name (if applicable):
B. Receiving Water Name:

**VI. CERTIFICATION<sup>1</sup>:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name and Official Title (Type or Print):
--

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

<sup>1</sup> Signatory requirements are contained in Rule 62-620.305, F.A.C.



**INSTRUCTIONS – DEP FORM 62-621.300(4)(b)**  
**NOTICE OF INTENT (NOI) TO USE GENERIC PERMIT FOR STORMWATER DISCHARGE FROM LARGE  
AND SMALL CONSTRUCTION ACTIVITIES**

**Who Must File an NOI:**

Federal law at 40 CFR Part 122 prohibits the point source discharge of pollutants, including the discharge of stormwater associated with large construction activities as defined at 40 CFR 122.26(b)(14)(x) or small construction activities as defined at 40 CFR 122.26(b)(15), to waters of the United States without a National Pollutant Discharge Elimination System (NPDES) permit. Under the State of Florida's authority to administer the NPDES stormwater program at 403.0885, F.S., operators that have stormwater discharge associated with large or small construction activities to surface waters of the State, including through a Municipal Separate Storm Sewer System (MS4), must obtain coverage either under a generic permit issued pursuant to Chapter 62-621, F.A.C., or an individual permit issued pursuant to Chapter 62-620, F.A.C.

**Where to File NOI:**

NOIs for coverage under this generic permit must be sent to the following address:

NPDES Stormwater Notices Center, MS #2510  
Florida Department of Environmental Protection  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

**Permit Fee:**

Permit fees for large and small construction activities to be covered under the generic permit are specified in Rule 62-4.050(4)(d), F.A.C. The appropriate generic permit fee (either for large or small construction activities) must be submitted along with the completed NOI in order to obtain coverage under the generic permit. **Generic permit coverage will not be granted without payment of the appropriate permit fee.**

The permit fee shall be paid by either check or money order made payable to: "Florida Department of Environmental Protection"

**Part I – Identification Number**

Enter the project's DEP identification number (generic permit coverage number) if known. If an ID number has not yet been assigned to this project (i.e., if this is a new project), leave this item blank.

**Part II – Applicant Information**

Item A.: Provide the legal name of the person, firm, contractor, public organization, or other legal entity that owns or operates the construction activity described in this NOI. The operator is the legal entity that has authority to control those activities at the project necessary to ensure compliance with the terms and conditions of the generic permit.

Items B. – E.: Provide the complete mailing address of the operator, including city, state, and zip code.

Item F.: Enter the appropriate one letter code from the list below to indicate the legal status of the operator:

F = Federal; S = State; P = Private; M = Public (other than federal or state); O = Other



Items G. – H.: Provide the name and telephone number (including area code) of the person authorized to submit this NOI on behalf of the operator (e.g., Jane Smith, President of Smith Construction Company on behalf of the operator, Smith Construction Company; John Doe, Public Works Director on behalf of the operator, City of Townsville; etc.). This should be the same person as indicated in the certification in Part VI.

### **Part III – Project/Site Location Information**

Items A. – E.: Enter the official or legal name and complete street address, including city, state, and zip code of the project. Do not provide a P.O. Box number as the street address. If it lacks a street address, describe the project site location (e.g., intersection of State Road 1 and Smith Street).

Item F.: Enter the county in which the project is located.

Item G.: Enter the latitude and longitude, in **degrees-minutes-seconds format**, of the approximate center of the project.

Item H.: Indicate whether the project is located on Indian lands.

Item I.: Enter the appropriate five or six letter code from the list below to indicate the Water Management District the project is located within:

NFWWMD = Northwest Florida Water Management District  
SRWMD = Suwannee River Water Management District  
SFWMD = South Florida Water Management District  
SWFWMD = Southwest Florida Water Management District  
SJRWMD = St. John's River Water Management District

Items J. – K.: Give the name, title, and telephone number (including area code) of the project contact person. The project contact is the person who is thoroughly familiar with the project, with the facts reported in this NOI, and who can be contacted by the Department if necessary.

### **Part IV – Project/Site Activity Information:**

Item A.: Check the appropriate box to indicate whether the project involves large construction activity or small construction activity. **Check one box only.**

“Large Construction Activity” means construction activity that results in the disturbance of five (5) or more acres of total land area. Large construction activity also includes the disturbance of less than five acres of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more.

“Small Construction Activity” means construction activity that results in the disturbance of equal to or greater than one (1) acre and less than five (5) acres of total land area. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one acre and less than five acres.

Item B.: Provide the approximate total area of land disturbance in acres that the project will involve from commencement of construction through completion.

Items C. - G.: Indicate the location where the Stormwater Pollution Prevention Plan (SWPPP) can be viewed. Provide the address where the SWPPP can be viewed if other than as provided in Parts II or III of the NOI. **Note that to be eligible for coverage under the generic permit, the SWPPP must have been prepared prior to filing this NOI.**

Item H.: Enter the estimated construction start and completion dates in the MM/DD/YY format.

**Part V – Discharge Information**

Item A: If stormwater from the project discharges to a municipal separate storm sewer system (MS4), enter the name of the operator of the MS4 (e.g., City of Tallahassee MS4, Orange County MS4, FDOT MS4, etc.). If stormwater from the project does not discharge to an MS4 but rather discharges to surface waters of the State, leave this item blank or indicate "N/A" and skip to Item B of this part. **Please note that if the project discharges stormwater to an MS4, you must provide the MS4 operator with a copy of the completed NOI.**

Item B: If the project discharges stormwater to surface waters of the State, and not to an MS4, enter the name of the receiving water body to which the stormwater is discharged. Please provide the first named water body to which the stormwater from the project is discharged (e.g., Cypress Creek, Tampa Bay, unnamed ditch to St. Johns River, Tate's Hell Swamp, etc.).

**Part VI – Certification**

Type or print the name and official title of the person signing the certification. Please note that this should be the same person as indicated in Item II.G. as the Responsible Authority. Sign and date the certification.

Section 403.161, F.S., provides severe penalties for submitting false information on this application (NOI) or any reports or records required by a permit. There are both civil and criminal penalties, in addition to the revocation of permit coverage for submitting false information.

Rule 62-620.305, F.A.C., requires that the NOI and any reports required by the permit to be signed as follows:

- A. For a corporation, by a responsible corporate officer as described in Rule 62-620.305, F.A.C.;
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or,
- C. For a municipality, state, federal or other public facility, by a principal executive officer or elected official.