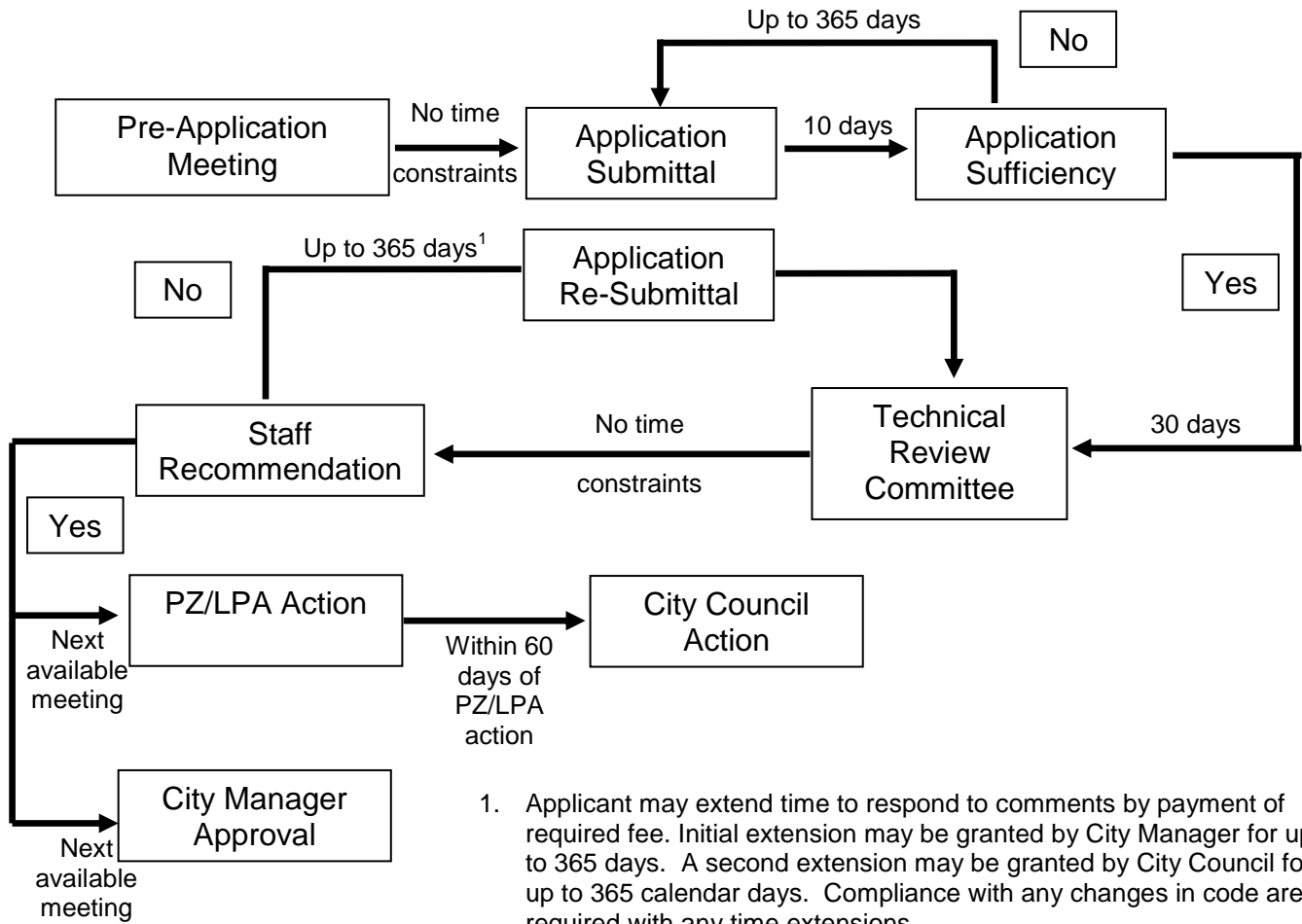


Figure 1: General Application Process for Preliminary Site Plans, Final Site Plans, Preliminary Development Plans, and Final Development Plans.



Approval Timeframes

- A Preliminary Development Plan is vested for a period up to ten years and may be extended by up to five years.
- A Preliminary Site Plan is vested for a period up to five years and may be extended by up to two years.
- Upon approval of a Preliminary Development Plan, the Applicant has two years to make application for a Final Development Plan.
- Upon approval of a Preliminary Site Plan, the Applicant must submit an application for Final Site Plan approval prior to expiration of the Preliminary Site Plan.
- A Final Development Plan is vested for a period of three years and may be extended by up to two years.
- A Final Site Plan is vested for a period of three years and may be extended by up to two years.
- Upon approval of a Final Development Plan, the Applicant has 18 months to make application for a Preliminary Plat, if one is required.
- Upon approval of a Final Development Plan or Final Site Plan, the Applicant must submit an application for Site Construction Plan approval prior to expiration of the Final Development Plan or Final Site Plan, as applicable.
- Site Construction Plans are vested for one year in which construction must have commenced and may be extended by up to one year by the City Manager and one additional year by City Council.

A Guide for Obtaining Development Approvals within the City of Fellsmere, Florida

The following is a summary of the expected timeframes for each step in the application process.

Pre-Application Meeting – 3 weeks

Upon receipt of the required Pre-Application fee and additional escrow, the Community Development Department will schedule a pre-application meeting with all review departments and agencies. Given the difficulties in coordinating an agreeable time for multiple meeting participants, please allow approximately three weeks to schedule such meeting.

Application Submittal – 45 days

The timeframe to prepare an application submittal is not controlled by the City. This work is completed by the Applicant and their professional team. Forty-five days is a reasonable timeframe to be able to prepare the type of documents required for most applications.

Application Sufficiency – 10 days

The City is required by the LDC to inform an applicant within 10 days whether their application submittal is complete. If not complete, the Community Development Department issues a detailed letter specifying the items remaining to be submitted. Applicants have up to 365 days to supplement their application.

Application Review – 30 days

The City is required by the LDC to complete their review of a complete, sufficient application within 30 days. The Community Development Department issues a detailed letter specifying the areas in which the application does not meet the requirements of the LDC. Applicants have up to 365 days to revise their application in response to said comments. If the application or subsequent resubmittal is found to be compliant with the LDC, the Community Development Department issues a detailed staff report on the project.

Technical Review Committee - NA

The Technical Review Committee (TRC) is comprised of representatives of the various review departments and agencies. The review of an application by the TRC is conducted as part of the Application Review and no additional time is required.

Staff Recommendation - NA

The Staff Recommendation is prepared as part of the Application Review and no additional time is required.

PZ/LPA Action – 30 to 45 days

Action by the PZ/LPA will only occur after all outstanding items identified in the Staff Recommendation are resolved. All required public hearings of the PZ/LPA require notice to surrounding property owners, posting of the site, and notice by ad in local newspaper. The City provides guidance to the Applicant to complete the notice to surrounding property owners and posting of site. The City conducts the notice by ad in local newspaper. These notices must be completed prior to the date of the public hearing and require about three weeks lead time. The PZ/LPA provides advice and recommendation to the City Council but has no decision authority.

City Council Action – up to 60 days

Action by the City Council will only occur after all outstanding items identified in the Staff Recommendation are resolved and the PZ/LPA public hearing has been conducted. All required public hearings of the City Council require notice to surrounding property owners, posting of the site, and notice by ad in local newspaper. The City provides guidance to the Applicant to complete the notice to surrounding property owners and posting of site. The City conducts the notice by ad in local newspaper. These notices must be completed prior to the date of the public hearing and require about three weeks lead time.

City Manager Approval – ten to 20 days

The LDC allows certain minor projects be approved by the City Manager. The City Manager will issue an approval letter specifying the conditions of approval.