

ADMINISTRATIVE APPROVALS -- (SPAD)

* YOU NEED AN ADMINISTRATIVE APPROVAL IF YOU INTEND TO:

-Construct, expand, or locate a building or structure on a commercial, industrial, or residential multiple-family development site AND your proposal would result in no more than 1,500 square feet of new impervious surface area on the site.

- OR -

-Change the use of the site from one use category to another (e.g. convert a retail shop to a restaurant) AND the conversion would result in no more than 1,500 square feet of new impervious surface area on the site.

- OR -

-Erect a higher than normally allowed fence or wall on a single family homesite.

* IF YOU NEED AN ADMINISTRATIVE APPROVAL:

-You will need to prepare plan sketches, complete application forms, submit a review fee(s), and allow time for review and approval.

-You may need the services of a design professional (architect or engineer) depending upon your proposal.

-You may need to obtain permits and approvals from other departments or agencies depending upon your proposal.

* ***FOR MORE DETAILS, REVIEW THE REST OF THIS PACKET.....***

ADMINISTRATIVE APPROVAL

INFORMATION AND INSTRUCTIONS

1. **PURPOSE:** Administrative Approvals are required for minor modifications and improvements to development sites. Administrative approvals are generally the simplest (least involved) level of site plan approval.
2. **PROCESS:** The following flowchart illustrates the general steps in the review and approval of an application.

<i>TIME FRAME</i>	<i>STEP</i>
DAY 1 - 3	(1) <u>Applicant</u> submits complete application form, review fee, and 10 sets of plans to the planning technician. The application is assigned to a staff planner.
	▼
DAY 3 - 5	(2) <u>Planner</u> is assigned and staff assistant routes plan copies to appropriate departments for review and comments.
	▼
DAY 5 - 20	(3) <u>Planner</u> collects department responses and determines if the application need modifications or if it can be approved as submitted.
	▼
	(a) If modifications are needed, <u>Planner</u> notifies applicant. <u>Applicant</u> makes modifications and resubmits (go to Step 2).
	(b) If no modifications are made, <u>Planner</u> presents application and plans to the community development director for approval.
	▼
DAY 21	(4) <u>Community Development Director</u> approves the application and signs all approved plan copies (conditions may be attached to the approval).
	▼
DAY 22	(5) <u>Planner</u> informs applicant of approval, any approval conditions, and any actions that the applicant may need to take before obtaining a county building permit. <u>Applicant and Planner</u> arrange for applicant to pick-up approved plans and formal approval letter.

After the administrative approval has been granted, Applicant obtains any necessary permits (e.g. building permit), constructs the project, and obtains from the Building Division any necessary final inspection approval or certificate of occupancy (C.O.).

***TIME SAVER:** An applicant may save time by having any necessary building plans reviewed prior to application approval. For more information contact the Building Division at 226-1275.

***TIME FRAMES:** *shown are typical for a simple application that requires no modifications. If modifications or extra information is needed by any reviewing department, then actual approval time frames may exceed those indicated.*

3. HOW TO APPLY: Perform steps A, B, C, and D as described below:

STEP A. Complete the “ADMINISTRATIVE APPROVAL (SPAD) APPLICATION FORM”. Be sure to complete the submittal checklist on the back of the form, prepare the appropriate number of plan sketches and pay the review fee.

STEP B. Review a “LAND CLEARING/TREE REMOVAL EXEMPTION ACKNOWLEDGMENT FORM”

- ◆ If you consider your proposed project exempt, complete an acknowledgment form.
- ◆ If your project requires land clearing, complete a “Land Clearing Application”.
- ◆ If your project requires removal of any protected tree(s), complete a “Tree Removal Application”:

The exemption form and applications can be obtained from the county website at:
http://www.irccdd.com/Applications/Code_Enforcement_Division.htm

STEP C. Determine if any of the following are required:

- 1) County Right-of-Way Permit: IF work is proposed in a county road right-of-way (e.g. new driveway, driveway alteration), then complete a right-of-way permit application. If you are unsure whether or not a county right-of-way permit is required contact the public works department at 226-1590.
- (2) Concurrency Certificate: IF your project involves expansion of a use (e.g. retail space addition) or intensifying a use (e.g. changing a retail store to a restaurant) then a concurrency certificate will be required. If you are unsure whether or not concurrency applies to your project, contact the planning division current development section at 226-1241.
- (3) County Utilities Approval: IF county water and/or wastewater service is required or proposed to be altered, or if the project would result in an increase in the demand of water and/or wastewater services, please contact the county utilities department at 226-1636.

STEP D. Submit all completed application forms, plan sketches, and fees to the planning technician.

4. **COUNTY STAFF CONTACTS:** *The planner assigned to your project is your main “contact person” within the county regarding your application. As of the date of this publication, the staff contacts are as follows:*

❖ Current Development (Staff Assistant III, Maria Bowdren 226-1242 or mbowdren@ircgov.com)
John McCoy 226-1235 jmccoy@ircgov.com

❖ Environmental Planning (Planning Assistant, Gail Boatwright 226-1249 or gboatwright@ircgov.com)
Andy Sobczak 226-1518 asobczak@ircgov.com

❖ Engineering (Drainage, Right-of-Way)
(Right-of-Way – Engineering Technician, Cindy Cahill 226-1590 or ccahill@ircgov.com)
(Drainage - Staff Assistant II, Dennise Cleerdin 226-1283 or dcleerdin@ircgov.com)
David Hays 226-1596 dhays@ircgov.com
Jack Jolly 226-1697 jjolly@ircgov.com

❖ Traffic Engineering – (Staff Assistant III, Maya Miller 226-1637 or mmiller@ircgov.com)
Geoff Bass 226 1527 gbass@ircgov.com
Jeanne Bresett 226-1326 djbresett@ircgov.com

❖ Utilities – 226-1636 (Jesse Roland - jroland@ircgov.com)

❖ Department of Health – 794-7440
Glenn Schuessler - glenn_schuessler@doh.state.fl.us
Lori Hoffman – lori_hoffman@doh.state.fl.us

❖ Fire Prevention: - (Staff Assistant I, Laura Vasquez 226-1949 or lvasquez@ircgov.com)
Lt. Sandra Seeley 226-1961 sseeley@ircgov.com
Lt. Richard Marini 226-1976 rmarini@ircgov.com
Lt. Peggy Parmenter 226-1969 pparmenter@ircgov.com
Lt. John Duran 226-1977 jduran@ircgov.com

❖ Concurrency Questions –
regarding application submittal call Vickie Johnston 226-1241 or vjohnston@ircgov.com

ADMINISTRATIVE APPROVAL (SPAD) APPLICATION FORM

PROJECT NAME (PRINT): _____

Description of proposed request (Attach cover letter if necessary): _____

PARENT SITE PLAN PROJECT NAME AND NUMBER: _____

OWNER: (PLEASE PRINT)

AGENT (PLEASE PRINT)

NAME

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE NUMBER

PHONE NUMBER

EMAIL ADDRESS

EMAIL ADDRESS

CONTACT PERSON

CONTACT PERSON

SIGNATURE OF OWNER OR AGENT

AMOUNT OF NEW IMPERVIOUS SURFACE (SQFT.): _____

SITE ADDRESS: _____

TAX PARCEL ID#(s): _____

ZONING: _____ FLUE: _____ FLOOD ZONE: _____

TOTAL (GROSS) ACREAGE OF PARCEL: _____ AREA OF DEVELOPMENT: _____

PROPOSED CHANGES TO EXISTING DEVELOPMENT (if applicable):

A. NUMBER OF LOTS/UNITS: FROM _____ TO _____

B. DENSITY: FROM _____ units/acre TO _____ units/acre

CHANGE OF USE PROPOSED (if applicable):

FROM: _____ (SQ. FT.) OF _____ (USE)

TO: _____ (SQ. FT.) OF _____ (USE)

PROJECT # _____ APPLICATION # _____ FILE #: AA- _____ -- _____ -- _____

Assigned Planner: _____ Overall Site Project File #: _____

Approved By: _____ Date: _____

1807 27th Street, Vero Beach FL 32960

APPLICATION SUBMISSION CHECKLIST (Use N/A where appropriate)

MATERIAL

	YES	NO
Application Fee - \$200.00 (\$75.00 for Fence/Wall Items)	_____	_____
Completed Administrative Approval Application Form	_____	_____
Ten (10) Copies of the Plan	_____	_____
Project Description Letter (If Necessary)	_____	_____
One (1) aerial of site with project overlaid showing surrounding 200 feet	_____	_____
One (1) Copy of the Owner's Deed	_____	_____
Letter of Authorization from Property Owner if owner is not applicant	_____	_____
Completed Tree Removal Permit Application, if applicable	_____	_____
Completed Land Clearing Permit Application, if applicable	_____	_____
Submitted Concurrency application	_____	_____

ADVISORY NOTE: If a building expansion or change to a more intense use is proposed, then concurrency may be required. Concurrency involves a two (2) week application process and payment of impact fees. Check with the reviewing current development planner to find out if concurrency is required. For projects requiring concurrency, no building permit can be issued until the applicant obtains a concurrency certificate.

FOR OFFICE USE ONLY

DEPARTMENTAL REVIEW/RESPONSE:

Health _____ Engineering _____ Traffic _____ Utilities _____ Fire _____ Environmental _____

Approved By: _____ Denied By: _____ Date of Action: _____

Comments: _____

Conditions of Approval _____

Required for CO: _____

