

THE PRE-APPLICATION CONFERENCE

The Development Review Process begins with a pre-application conference. Prior to application for development plan approval, the developer or the developer's representative meets with City Staff to discuss potential issues regarding new development proposals. The pre-application conference is a non-binding meeting designed to provide information and guide the applicant through the Development Review Process.

APPLICATION SUBMITTAL

Application for development plan approval is made to the Community Development Department on the application forms provided by the department, accompanied by the applicable review fee. Submittals must be made in accordance with the deadlines set forth in the adopted critical dates calendars.

Once an application is determined to be complete, the project is scheduled for the next regularly scheduled Staff Development Review Committee (SDRC) meeting.

STAFF DEVELOPMENT REVIEW COMMITTEE (SDRC)

The Staff Development Review Committee is a committee consisting of representatives from various City Departments who meet, review, and comment on submittals for new development proposals.

The SDRC meeting provides the applicant and the SDRC members the opportunity to review and discuss outstanding comments/issues for each project. After the SDRC meeting, a letter outlining all of the outstanding comments/issues discussed at the meeting is forwarded to the applicant. The letter includes all information required for resubmittal (i.e. the outstanding comments, the number of plans required for resubmittal, and the deadline date for resubmittal).

FINAL DEVELOPMENT REVIEW & APPROVAL

For the purposes of review and approval, all plan submittals are designated as either major or minor developments.

Minor developments require only in-house review and approval by staff. Resubmittal is required within sixty (60) days of the SDRC meeting. All applicable SDRC members' review resubmitted plans within ten (10) working days of resubmittal. If the resubmittal satisfactorily addresses all of the outstanding comments, a Development Order is issued. If the resubmittal does not satisfactorily address all the outstanding comments, a letter outlining the unresolved comments is transmitted within fifteen (15) working days from the resubmittal to the applicant along with a reasonable deadline for resubmittal (normally 30 days) based on the number and magnitude of outstanding comments. Resubmittals are required until such time as all outstanding comments/issues have been resolved. Once the comments/issues are resolved, a Development Order is issued.

Major developments require review and approval by SDRC, the Planning Commission, and/or City Council. Resubmittal for a major development is required within sixty (60) days of the SDRC meeting. Once all of the outstanding comments are resolved, the project is scheduled for review by the Planning Commission.

Once the project is scheduled for review by the Planning Commission, staff prepares a recommendation for consideration by the Planning Commission. A copy of the recommendation is forwarded to the applicant one (1) week prior to the Planning Commission meeting. The Planning Commission reviews project submittals at a regularly scheduled meeting and makes a recommendation which is then forwarded to the City Council. The City Council reviews the project at their regularly scheduled meeting and makes a determination on the project.

DEVELOPMENT ORDER

A Development Order is a document issued by the Department of Community Development after a development plan has been approved by SDRC, the Planning Commission and/or City Council.

If the City Council approves a project without any conditions or outstanding comments, a Development Order is issued the following day. However, if the project is approved with conditions or outstanding comments exist, revised plans addressing these issues must be submitted within thirty (30) days of the Council's approval. Once the outstanding conditions/comments have been addressed a Development Order is issued.

BUILDING PERMIT

Building plans may be submitted at any time during the development review process. However, the City will not issue a building permit until a Development Permit has been obtained.

PRE-CONSTRUCTION MEETING

Upon issuance of a Development Order, the developer must schedule a pre-construction meeting with the Engineering Division of the Community Development Department. The pre-construction meeting serves as an opportunity for City Staff, inspectors, contractors and utility company representatives to meet and discuss outstanding issues prior to construction. It also gives the City the opportunity to obtain final documentation and work schedules for the project. A pre-construction meeting is required prior to the issuance of any Development Permits.

ABC CLEARING PERMIT

All approved site development plans must secure a three (3) part clearing permit prior to the issuance of any other development permits. No site clearing can take place other than that prescribed by the ABC clearing permit. Once the ABC permit is completed, a Development Permit is issued.

DEVELOPMENT PERMIT

A Development Permit is a document issued by the City that authorizes the actual construction of a project. In most cases, plans which are stamped "Approved for Construction" will serve as the Development Permit. This permit allows for the construction of all site improvements indicated on the site plan. Development Permits expire within one year of issuance.

FINAL INSPECTION

Final site and subdivision inspections are required for all new development, renovated sites and redeveloped sites that require final site development plan approval. The Final Inspection affords the City opportunity to ascertain that development activity has been completed in compliance with local, state and federal regulations and conditions. Improvements which are inspected at the Final Inspection include roadways, drainage, utility systems (water, sewer and reclaimed), landscaping, irrigation, architecture, tree preservation, wetland protection and other applicable site improvements.

Scheduling a Final Inspection is the responsibility of the developer. The City will not issue a Certificate of Occupancy until both the final building inspection and the final site inspection have been completed and approved by the City.

The purpose of this brochure is to provide the development community with a basic outline of the Development Review Process. The City of Port Orange's Department of Community Development maintains a professional staff willing to assist you with all development related issues. If you should have any questions, please contact our Staff at (386) 506-5600.



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THE DEVELOPMENT REVIEW PROCESS