



SIMPLIFIED NIMBLE ACCELERATED PERMITTING

A Program of the Economic Development Commission of Florida's Space Coast

EDC Development Council  
Site Plan Process

## S.N.A.P. Certification Score Card – Site Plan

City: \_\_\_\_\_

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

	POINTS AVAILABLE	POINTS ACQUIRED
<b>Pre-Application Process – 30% of weighted total for certification</b>		
1. Enable all forms and applications to be interactive to allow permittee to fill out documents online through own computer.	2	_____
2. Provide a master detail sheet for civil plans.	2	_____
3. Each department to provide a review checklist to engineer so engineer can ensure all necessary information is provided on plans prior to submittal.	2	_____
4. Pre-application conference with all departments at once prior to formal application submittal. Developer and/or representative to be present at this conference.	2	_____
5. Provide at pre-application name, title, email address, phone, and fax for ALL plan reviewers in ALL departments.	2	_____
6. Site plan EXEMPTION		
a. County & city minor site plan exemptions shall align with the SJRWMD drainage permit exemptions. i.e. if SJRWMD exempts the project from obtaining or modifying a drainage permit, the county or city shall exempt the project as well.		
b. Site plans should be exempt from being approved by the county/city if at least one of the following criteria are met:	10	_____
- No parking required		
- Increase in impervious surfaces exempt from SJRWMD permitting		
- No increase in structural		
o Example: apertures; coolers; awnings; covered patio; covered parking; gazebos		
7. Cultural change - treat permittee as a client, examples:		
a. Prompt responses to client communication		
b. Correspondence with the client within one business day of message being received	10	_____
c. Delegation of workload during absence by city/county employee		
<b>Total Points Available for the Pre-Application Process</b>	<b>30</b>	_____
<b>Review Process – 60% of weighted total for certification</b>		
8. Allow site plan review period to be extended to a minimum of 12 months	7	_____



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	<b>POINTS AVAILABLE</b>	<b>POINTS ACQUIRED</b>
9. 1st formal site plan submittal (10 business days)		
a. For pre-application participants - no new comments unless new information is placed on plans * Staff review time only	<b>20</b>	_____
10. 2nd formal site plan submittal (5 business days)		
a. No new comments unless new information is placed on plans * Staff review time only	<b>20</b>	_____
11. Minor site plan should not require full site plan approval		
a. Minor site plans are defined as:	<b>10</b>	_____
- Accessory structure		
- Under 10% increase in square footage of primary structure		
- Or as deemed minor by county/city Engineer		
b. Minor Site plan process guidelines:		
- Complete within 5 days		
- Submit electronically in .pdf format		
- No ownership encumbrance reports		
- Remodeling projects exempt		
- Traffic study is not required		
- Engineer of record will sign off on which departments need to be involved with project – see new form		
- If engineer signs off that survey is accurate, a new survey should not be needed		
12. Have one point of contact to guide permittee through the process	<b>3</b>	_____
<b>Total Points Available from Review Process</b>	<b>60</b>	_____
<b>St. John's River Water Management District</b>		
13. Willingness to have St Johns River Water Management District review storm water for municipalities by developing interlocal agreements with SJRWMD		
a. Municipalities could develop interlocal agreements with St. Johns having St. Johns review the city and county restrictions as well as their own.	<b>10</b>	_____
<b>Other</b>		
14. Other - Items not mentioned above that municipality has adopted to streamline the permitting process, creating a more business friendly environment	<b>10</b>	_____
<b>Total Points Available</b>	<b>110</b>	_____