



DESIGN REVIEW APPLICATION COMMERCIAL PROJECT

APPLICATION REQUIREMENTS

	POWER CENTER	CIVIC, INSTITUTIONAL, & SCHOOLS	CORPORATE OFFICE PARK	GENERAL COMMERCIAL	VILLAGE CENTER	MIXED USE			
APPLICATION									
APPLICATION FEE									
ADVERTISEMENT FEE									
CONCURRENCY									
PROJECT FACT SHEET									
JUSTIFICATION LETTER									
SITE PLAN & LANDSCAPE PLAN									
ARCHITECTURAL DRAWINGS									
SURVEY									
WARRANTY DEED & OWNERS CONSENT									
TRAFFIC STUDY									
OTHER REQUIREMENTS									



10807 SW Tradition Square
Port St. Lucie, FL 34987

Part 1 Introduction Design Review Application

Overview and Design Intent:

Develop a unifying community design and development theme. Create the opportunity for development to respect existing scale, style, and character.

Districts:

The overall master plan is divided into the following commercial districts. These districts vary in commercial intensity, layout, uses, and the physical characteristics of the structures will differ in each district. Guidelines have been created for each district. Refer to overall master plan for boundaries of each district. The guidelines will ensure consistency within the Tradition master plan.

1. Power Center (Big Box)
2. Civic, Institutional and schools
3. Corporate Office Park
4. General Commercial
5. Village Center
6. Mixed Use
7. Medical Park
8. Regional Park
9. Research Park

Procedure:

The review procedures for development of commercial sites shall be pursuant to the DRC Guidelines and Approval Process.

Waivers and Variances:

Variances and waivers may be granted by the Tradition Commercial Association. Variances are strongly discouraged and the request may prolong the DRC review schedule. There may be additional fees for Variance requests. Variance requests will need to be submitted in writing with fully detailed explanation for request, justification of the hardship.

Part 2 Site Design Guidelines

All site plans shall meet the minimum standards set forth by the city of Port St. Lucie and the Tradition Master PUD documents and additional special requirements consisting of the following shall apply to each district:

1. Organization of major site features/Planning Concepts
2. Parking/Vehicular use areas
3. Pedestrian Access & Circulation
4. Loading/Service/Dumpster Enclosures/Gates/Generators
5. Street signage if applicable

SITE DESIGN GUIDELINES – BIG BOX RETAIL

1. Organization of major site features/Planning Concepts:
The site development shall consist of a combination of “big box” buildings, buildings that are comprised of multiple local retail tenants and out parcels. The organization of the proposed buildings shall be designed to be site specific and shall include the traditional strip center layout which places the primary buildings at the rear of the site with out parcels located at the front of the site along the primary access road and a central parking field, as well as “new urban” concepts which place the primary building at the front of the site along the primary access road, developing 4 sided architecture, with the parking field at the center and rear of the site. The planning concept should be discussed with DRC during preliminary review to determine appropriateness.

2. Parking /Vehicular use areas:
Parking lots are to be designed to meet the functional needs as well as an aesthetic asset to the district or building that they serve. Parking lot and vehicular use areas shall be screened from public view in a manner that is attractive, compatible with adjacent parking solutions and provides appropriate safety measures. It is encouraged to locate some portion of the parking at sides or rear of buildings that the parking serves.

3. Pedestrian Access & Circulation:
Pedestrian circulation paths and amenities should be organized in a manner to minimize conflict with vehicular circulation. Pedestrian circulation system shall be created to encourage the interconnectivity between buildings on the site as well as adjacent properties and public pedestrian systems.

4. Loading/Service
The Placement of service areas shall be arranged in a manner that will minimize the conflict with vehicular and pedestrian circulation areas. Service areas shall be screened from adjacent property. Dumpsters shall be fully screened.

Part 3 Building Design Guidelines

The style of each building shall be consistent with the overall design style of Tradition and blend in with the overall community. Each individual district will have its own unique design style criteria. Overall design concepts shall be harmonious within the district and the adjacent districts and will be designed to meet the specific requirements of the following design criteria.

1. FAR
2. Height
3. Number of stories
4. Massing/Fenestration
5. Architectural Elements
6. Roof Treatment
7. Door/Window Treatment
8. Primary Entry Treatment
9. Building Materials
10. Building Colors
11. Equipment Screening
12. Building Lighting
13. Building Signage
14. Graphics visible from the exterior

Building Design Guidelines Power Center

1. FAR – As per City of Port St. Lucie Zoning Code requirements.
2. Height – As per City of Port St. Lucie Zoning Code requirements.
3. Number of Stories – As per City of Port St. Lucie Zoning Code requirements.
4. Massing/ Fenestration – The proportions of the building shall be developed to avoid large unarticulated masses and large flat or blank facades. Structures shall relate to the form and scale of surrounding architecture. The addition of architectural features such as towers, roof elements and parapet articulation are encouraged.
 - a. Building wall offsets, including projections, recesses and changes in floor level, shall be used to add architectural interest and variety. The recesses or projections shall be distributed along the façade.
 - b. Blank walls shall be articulated through the use of control and expansion joints used in a decorative pattern. Relief and reveal depths shall be a minimum of ¾”.
 - c. Doors windows and storefronts shall be incorporated into the façade design in order to add visual interest and develop a pedestrian feel to the building by breaking up large expanses of wall.
5. Architectural Elements – building features and ornamentation such as cornices, moldings, pilasters, window surrounds, multi-level roofs, overhangs, arcades etc., shall be incorporated into the façade design in order to add visual interest and develop a pedestrian scale to the building. All elevations that are seen from a public R.O.W. shall be designed accordingly.
 - a. Architectural elements shall be incorporated on all elevations/facades with attention paid at the pedestrian level.
 - b. Architectural elements shall be proportional in size to the mass of building and shall be uniform in design.
 - c. Pedestrian arcades, colonnades or awnings are encouraged along the front and sides of buildings.
6. Roof Treatment – roof lines shall enhance the overall massing and articulation of the building façade.

- a. Roof lines shall incorporate changes in elevation in order to break the linear plane of the roof. The elevation changes shall be coordinated with the façade recesses and projections.
- b. Cornice lines at flat roofs or parapets shall incorporate architectural trim elements that provide a cap to the top of the wall.
- c. Pitched roofs shall have a minimum 4/12 pitch and shall incorporate a minimum 18" overhang.

7. Door/ Window Treatment:

- a. Ground level retail uses with exterior public access shall have display windows or storefront along a minimum of 40 percent of the façade length.
- b. Windows and storefront shall be defined with details such as decorative trim, sill trim, shutters, or lintels.
- c. Variation of storefront design to delineate individual tenant bays are encouraged provided the various designs are harmonious and are consistent with the design integrity of the building.
- d. The minimum head height above finish floor of doors, windows and storefronts shall be 8'-0".
- e. All display window glazing shall be clear. Tinted glazing compatible with the color palettes of the building shall be permitted in all non-display windows.

8. Entry Treatment- entrance design elements are intended to give protection from the sun and adverse weather conditions as well as to identify the entrance.

- a. The primary entry shall incorporate one or more of the following:
 - 1. Canopies
 - 2. Wall recess or a projection of a minimum 36" in depth
 - 3. Covered arcade with a minimum of 8 feet clearance in width
 - 4. Peaked roof forms or overhead trellis structures
 - 5. Arches, columns, or pilasters
- b. Secondary entries shall incorporate one or more of the following:
 - 1. Overhangs, cornices or awnings
 - 2. Decorative moldings, trims or tile
 - 3. Decorative concrete
 - 4. Decorative landscape planters or wing walls that incorporate landscaping.

9. Buildings Materials- exterior building materials shall be harmonious with adjacent buildings and shall enhance the massing and fenestration of the building.

- a. Acceptable building siding materials shall include:

1. Stucco
2. Texture painted concrete
3. Brick
4. Cast stone
5. Ceramic tile
6. Stone
7. Composite metal clad panels
8. Fiber-cement plank/siding

b. Prohibited building siding materials shall include:

1. Wood
2. Metal
3. Fluted block
4. Painted block
5. Split face block

c. Acceptable visible roof materials shall include:

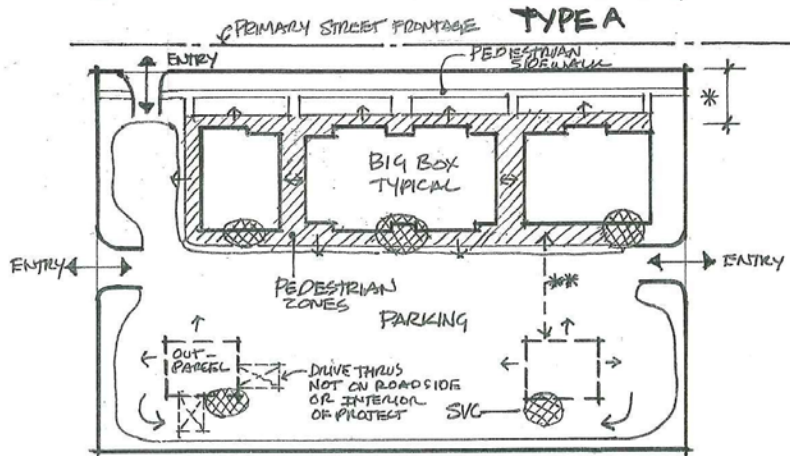
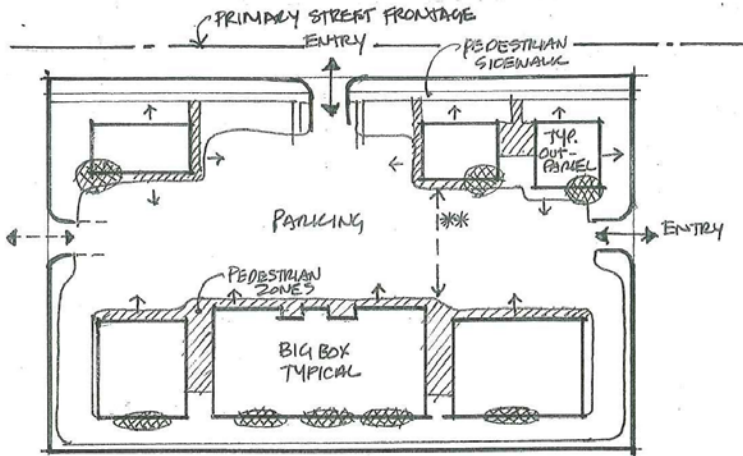
1. Standing seam metal roof panels
2. 'S' cement roof tile
3. Barrel clay roof tile
4. Flat cement roof tile

10. Building Colors- colors of the structures shall reinforce visual order through the consistent use of compatible color palettes.

- a. Primary colors for structures shall consist of light values
- b. Secondary and tertiary colors shall be limited to 1/3 of the wall area. These colors shall consist of medium values that are complimentary to the primary colors.
- c. Accent colors shall be limited to 10 percent of the wall area. These colors are used for accent and identifying purposes. Bold colors that are found in landscape and natural features are encouraged.
- d. Trim colors for ornamental elements shall be white or a contrasting dark color.
- e. Roof materials shall be consistent with the overall color scheme of the structure.

11. Equipment Screening- All equipment (including, but not limited to, air conditioning units, fans, vents, satellite dishes, antennas, louvers, compressors, generators, tanks, etc.) whether freestanding or mounted on roofs or walls of structures, must be concealed from view on ALL sides. Screening shall be accomplished with forms, shapes and materials that are architecturally compatible and harmonious with the project. Screening of the equipment shall be designed so that no part of the equipment extends beyond the top of the screen, measured horizontally.

12. Building Lighting- Shall enhance and compliment the architecture and shall provide a level of security for the pedestrian and service areas.
 - a. Building accent lighting shall be balanced in intensity and shall highlight architectural elements. Accent light sources shall be shielded.
 - b. Pedestrian scale lighting shall provide consistent level of lighting for general use and security. Decorative lighting such as wall sconces, decorative pole mounted fixtures and bollards are encouraged.
 - c. Service lighting shall be limited to service areas and shall be shielded to avoid spill over into adjacent areas.
13. Building Signage- Shall be consistent with the Tradition Master Plan Signage Program. All signage shall be in proportion to the wall and architecture on which it is installed.
14. Graphics Visible from the Exterior- Graphics positioned at the interior of any space shall be subject to review by the DRC. The intent is to limit unsightly graphic images that are not in keeping with the design guidelines. Appropriate retail display is allowed.

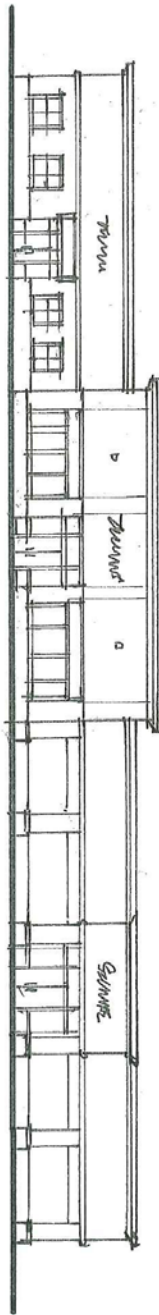


- FOCUS OF ARCHITECTURE
- * REFER TO ORDINANCE
- ** INTERCONNECTIVITY ENCOURAGED
- ⊗ SERVICE AREAS SHALL BE SITUATED IN LEAST VISUAL AND/OR PEDESTRIAN ZONES.

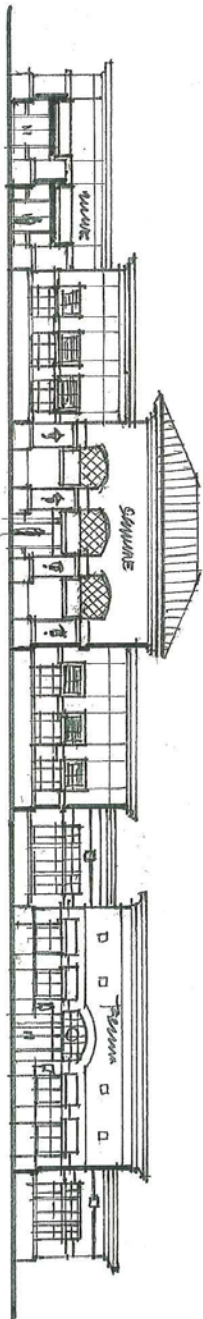
SITE DIAGRAMS

POWER CENTER

TRADITION SITE DESIGN GUIDELINES



INAPPROPRIATE



APPROPRIATE

TRADITION BUILDING DESIGN GUIDELINES

APPLICATION DEADLINES

All application deadlines are strictly enforced. See page 1 for the type of application which must comply with the deadlines specified below. The applicant must have an appointment with the developer to submit the application. All applications must be submitted to the DRC agent's office located at 10807 SW Tradition Square, Port St. Lucie, FL 34987 no later than 12:00 PM (noon) on the day of the deadline. In order to be accepted, the application must contain all required items and information described in the application. Partial applications will not be accepted for placement on the DRC agenda until all such items are submitted.

DEADLINE AND MEETING DATES:

Design Review Committee meetings are held on the first and third Thursday of each month, provided there are items to review. To make the agenda, your submittal must be received seven (7) days prior to the meeting date.

A. APPLICATION:

The complete Commercial DRC application found on page 1 of this application

B. APPLICATION FEE:

Refer to page 1

C. CONCURRENCY:

Submit written confirmation from the applicable service providers of the availability of all necessary facilities and systems for storm water management, potable water, sanitary sewer, solid waste disposal, fire protection, recreational and park areas and road capacity.

D. PROJECT FACT SHEET

Complete the project sheet found on page 18 of this application.

E. JUSTIFICATION STATEMENT

Supply a letter addressing the following:

1. General description of the request.
2. Related background information on the project and site.
3. Justification, special reasons or basis for the request.

F. SITE PLAN & LANDSCAPE PLAN

1. Submit five (5) folded copies (24" x 36" or 11" x 17"), and one PDF file of the schematic Site Plan.
2. See the site check list on page 19& 20 of this application for required information.

G. ARCHITECTURAL DRAWINGS:

Submit five (5) folded copies (24' x 36" or 11" x 17") and one (1) PDF file of the schematic Architectural drawings of all proposed buildings, signs, fences and other structures for the project. See site plan checklist on page 19 of this application for the required information.

H. SURVEY

Submit five (5) folded copies (24' x 36" or 11" x 17") and one (1) PDF file of the property signed and sealed by a Florida registered surveyor showing all improvements of the subject property and a computation of the total acreage, to the nearest one-hundredth (1/100) of an acre. Survey shall be within one (1) year old and accompanied by a current title policy. All easements and right-of-ways contained within the title policy shall also be shown on the survey.

I. WARRANTY DEED AND OWNER'S CONSENT

Submit one copy of the last recorded Warranty Deed and written consent of all property owners as applicable:

1. If a Contract Purchase, a copy of the Purchase Contract and written consent of the owner; or
2. If an authorized agent, a copy of the Agency Agreement and written consent of the owner; or
3. If a lessee, a copy of the lease agreement and written consent of the owner; or
4. If a corporation or other business entity, the name of the officer or person responsible for the application and written proof that said representative has the delegated authority to represent the corporation or other business entity; or
5. If a group of contiguous property owners, written consent of the owners of a least (50) fifty percent of the property described in the application.

In the case of an application submitted by a homeowner or condominium association, documentation shall be provided indicating that a formal motion was made and approved by the Association regarding the proposed application (i.e. meeting minutes, final order, etc.).



10807 SW Tradition Square
Port St. Lucie, FL 34987

Design Review Application Commercial & Institutional

It is recommended that the applicant or a representative meet with a DRC agent prior to completing this application.
All required material must be submitted with the application (see application checklist).
Refer to submittal deadlines and meeting dates.

Project name: _____

Project Location at Tradition

Lot: _____ Block: _____

Street Address: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ Fax#: _____ E-Mail: _____

Applicant: _____

Agent/Contact Person: _____

Phone #: _____ Fax #: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Builder

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ Fax#: _____ E-Mail: _____

The fee schedule for Tradition is as follows (to be paid upon submission):

Fees & Deposits:

Commercial and Institutional

<u>Bldg. Sq. Ft.</u>		
-Up to 10,000 SF	Fee: \$2,000.00	Deposit: \$3,000.00
-10,001-25,000 SF	Fee: \$2,500.00	Deposit: \$3,500.00
-25,001-50,000 SF	Fee: \$3,000.00	Deposit: \$4,000.00
-50,001-75,000 SF	Fee: \$3,500.00	Deposit: \$4,500.00
-75,001-125,000 SF	Fee: \$4000.00	Deposit: \$5,000.00
-125,001-175,000 SF	Fee: \$4500.00	Deposit: \$5,500.00
-175,000 SF& up	Fee: \$5000.00	Deposit: \$6,000.00

MAKE CHECK PAYABLE TO TRADITION COMMERCIAL ASSOCIATION, INC.

Only completed packages will be reviewed.

A FULL SUBMITTAL SHOULD INCLUDE THE FOLLOWING ITEMS:

- Completed Commercial & Institutional Design Review application.
- Plans- 5 Full sets of construction plans with building elevations included. 4 stamped sets will be returned to you.
- Site Plan.
- Lighting Plan including photometric with cut sheets for pole and fixtures if applicable.
- Signage- full signage package to include placement, design, style, size, color and materials.
- Include a 2' x 3' foam core color board with color rendering, color swatches, and material samples.
- Landscape plan.
- Irrigation Plan – show all major lines, valves, controllers etc. Include statement on plan which indicates **total amount of irrigated acres on the property**. Specify type of hardware & location of all sprinkler heads.

ARCHITECT or ENGINEER

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

LANDSCAPER

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

OTHER

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

ADDITIONAL INFORMATION

Status Sheet

Review Date _____
Date _____

Completion

Completed Application:

Deposits & Fees: (see page 1 of this application)

Plans: 5 full sets of construction plans with building elevations included.
4 stamped sets will be returned to you.

Site Plan: See pages 19 & 20 of this application

Lighting Plan: including photometric and cut sheets

Signage: full signage package to include placement, design, style, size, and color.

2' X 3' foam core color board with color rendering, color swatches, and material samples.

Landscape Plan: See attached landscape guidelines

Irrigation Plan: Including amount of irrigated acres.

Architectural Drawings:

PROJECT FACT SHEET

PROJECT DATA

Project Name: _____

Total Site Area (Acres): _____

	Floor Area (SF)	Lot Area (Acres)
Power Center	_____	_____
Civic, Institutional, & Schools	_____	_____
Corporate Office Park	_____	_____
General Commercial	_____	_____
Village Center	_____	_____
Mixed Use	_____	_____
 Total:	 _____	 _____
 Floor Area:	 _____	 _____
Ratio:	_____	_____

ZONING AND LAND USE

	Existing Zoning	Existing FLU	Describe Existing Use(s)
SUBJECT AREA			
North			
East			
South			
West			

COMMERCIAL DESIGN GUIDELINES
SITEPLAN CHECKLIST

A. Base Sheet

1. Titleblock Information- Provide a complete titleblock with:

- a. Architect or Planners company name
- b. Project name
- c. Date
- d. Sheet number
- e. North arrow (Plan Sheets)
- f. Graphic Scale

2. Site Information

a. Lot and Boundary Information

1. Vicinity map showing the property in relation to the surrounding area.
2. Location of the property line, right-of-way, proposed/existing easements, water courses and other essential features.
3. Phasing of the site including any temporary access drives, uses, etc.
4. Location, percentage, and size in acres to be dedicated or reserved as open space, public parks, recreational, and similar uses.
5. Supply a data table which indicates the following:
 - a. Existing/Proposed land use and zoning.
 - b. Total acres of the project.
 - c. Total gross building square footage.
 - d. Percent of open space, landscaping, building coverage & impermeable surface.
 - e. Acres and percent of water bodies.
 - f. Density and number of dwelling units.
 - g. Parking computations (parking required, provided, etc).
 - h. Floor area ratio (FAR).

b. Adjacencies

1. Streets, driveways, intersections, curbs cuts and turning lanes adjacent to or across from the subject property.
2. Location and width of any proposed dedication of property for public road right-of-way.
3. Means of vehicular and pedestrian access to and from the site.

c. Buildings and Structures

1. The outlines of all buildings showing their proposed uses, setbacks, dimensions, floor area, number of stories, heights and points of access.

2. Standard municipal details of parking (small car, handicap space, standard space), handicap ramps, driveways, dumpsters, and signs.

d. Proposed Grading and Drainage

1. Schematic of drainage system.
2. Indication of any areas of the site subject to flooding or high ground water level.

e. Site Elements

1. Location and dimensions of all perimeter treatment (sidewalks, fences, walls, or berms).
2. Location, height and size of all freestanding signs and other accessory structures.
3. Layout and location of all off-street parking, loading, and other vehicular use areas, including where applicable, the distance from the principle uses.
4. Location of all disabled spaces, ramps, and signs.
5. Location, height and intensity of all outdoor illumination.
6. Photometric plan of all vehicular use areas.
7. Location and screening of all garbage receptacles.

f. Utilities and Easements

1. Location of existing and proposed fire hydrants (or operational equivalents) within 250 feet of the proposed structure or structures.
2. Location, dimensions, and screening of all proposed satellite dishes.

COMMERCIAL DESIGN GUIDELINES
ARCHITECTURAL CHECKLIST

A. Base Sheet

1. Titleblock Information- Provide a complete titleblock with:
 - a. Architect or Planners company name
 - b. Project name
 - c. Date
 - d. Sheet number
 - e. North arrow (Plan Sheets)
 - f. Graphic Scale

2. Schematic Floor Plans
 - a. Floor plans at minimum 3/32"=1'-0" scale of each floor level indicating proposal perimeter walls, stairs, perimeter door and window locations, dimensions, type of tenant use, gross building area of each floor, adjacent paving for vehicular and pedestrian circulation and plazas, adjacent service areas and adjacent dumpster enclosures.

 - b. Supply a data table indicating the total gross building areas.

3. Schematic Roof Plan
 - a. Roof plan at minimum 3/32"=1'-0" scale indicating proposed perimeter of each roof level, elevation of each level above ground floor level elevation, roof pitch, roof materials, skylights, trellis type structures and location of roof mounted equipment with equipment screen walls.

4. Exterior Elevations
 - a. Major exterior building elevations at minimum 3/32"=1'-0" scale of all sides of all buildings indicating architectural features such as windows, doors, awnings, banding, trim and quoins labeled appropriately, roof lines, notation of all height dimensions from the ground floor elevation, notes indicating the type of building materials to be used for walls, roofs and special features.

5. Rendering
 - a. Colored 3 dimensional rendering of the primary façade, including the main entrance, and one side façade of the building, include landscaping that represents the proposal landscape plan at approximately 3 years after planting.

6. Material/Color Board

- a. Foam core board mounted sheet indicating one colored major exterior elevation, photo image of the proposed roof material and siding materials other than stucco, color samples of paint, awnings, glass, roofing, wood/simulated wood, metal trim/railing, composite metal panels, etc. including manufacturer color and number.