



City of Cape Coral

Department of Community Development

FAQs Regarding PDP, Site Plan and Commercial Building Permit Processes

1. Q. How do I start the Site Plan/PDP process?

A. You begin by contacting the Department of Community Development at 239-573-3167 to schedule a Pre-Advisory Meeting wherein it will be determined whether the project is a Planned Development Project (“PDP”) or a Site Plan. Pre-Advisory Meetings are **required** for all PDP’s and may be requested for Site Plans. These meetings are held bimonthly, but will not be scheduled without submission of a Letter of Intent and a preliminary Site Plan. Attendees usually include the applicant/property owner, developer, engineer and/or architect, and City staff reviewers from Fire, Horticulture, Planning, Surface Water, Utilities, Engineering, Finance, and Police.

2. Q. When is a PDP necessary and what is the difference between a PDP and a Site Plan?

A. A PDP is necessary when a project falls into one of the following categories:

1. Commercial/professional development adjacent to a residential land use classification.
2. Property located in a Mixed Use Land Use designated area.
3. Property located in the reserve (an area not served by utilities).
4. Property located in a subdivision.
5. A borrow pit.

The PDP review process takes longer than a Site Plan since it requires approval from the Planning and Zoning Commission and/or City Council.



- 3. Q. What type of project qualifies for PDP/Site Plan Review?**

A. Multi-family residences (triplex or more), commercial office buildings, commercial warehouses, restaurants, fire stations, churches, retail centers, etc.
- 4. Q. What documents need to be submitted for a PDP?**

A. A Letter of Intent, a completed application, full-size plans stamped and signed by an engineer, surveys, a Landscape Responsibility Agreement, a Fire Hydrant Responsibility Agreement (if required), an Owl Affidavit, an environmental survey, a Traffic Impact Study (if warranted), building elevations, proof of ownership (a Warranty or Quit Claim Deed), and a check covering the project fees.
- 5. Q. What documents need to be submitted for a Site Plan?**

A. A Letter of Intent, a completed application packet including a project information sheet, a professional/owner information sheet, a sufficiency checklist, a boundary checklist, a Landscape Responsibility Agreement, a Fire Hydrant Responsibility Agreement, an Owl Affidavit, an Acknowledgment Form, a Site Plan Covenant, ten (10) sets of plans stamped and signed by an engineer, and a check covering the project fees.
- 6. Q. What documents need to be submitted for a Commercial Permit Application?**

A. A New Construction Commercial Application, four (4) sets of plans signed and sealed by an engineer or architect including energy calculations (signed), manufacturer truss plans, window/door details, dumpster enclosure details, a \$200.00 deposit (credited to the Permit), and site plan check fee which is determined by the construction value.
- 7. Q. Can you explain the review process for a PDP, a Site Plan, and a Commercial Permit Application?**

A. In all cases, the initial application packets and plans are routed to staff for review and comments. Once completed, the comments are forwarded to the owner/applicant and engineer who will need to provide a response letter to the comments and make any necessary revisions to the plans. This review process will continue until all staff comments have been addressed and the plans are approved by all divisions concerned.



8. Q. Once the project is approved, what is the next step?

The PDP process continues with a Planner preparing a Development Order for approval by the City Attorney, the Mayor and the City Clerk. This Development Order will ultimately result in an Ordinance or a Resolution, and must come before the Planning and Zoning Commission and/or City Council, which accounts for the lengthier time involved in processing.

Once a site plan is approved, an engineer must submit seven (7) final sets of signed and sealed plans for approval by the officials in charge of Building, Fire and the Department of Community Development. Fees and inspections are then verified and the plans are released for pickup. At that time, a miscellaneous application must be completed, along with a certified copy of the Notice of Commencement, and site plan fees must be paid. A copy of the approved site plan is then forwarded along with the approved building plans to a commercial expeditor who will obtain approval from zoning and planning. The applicant will be notified when the plans are approved for pickup and informed of the total building permit fees due.

9. Q. When can I submit a Commercial Building Application and what is the process?

- A.** It is recommended that you wait until the first review of the site plan is completed since the building permit could possibly expire prior to approval of the site plan. The Building Permit will be reviewed by Building, Fire, Electrical, Plumbing and Mechanical. If the building will be located in the CRA District, Pine Island Road District or City Centrum, Zoning and Planning will also review the plans.