



# City of St. Augustine



St. Augustine, Florida

Public Works

## Development Plan Submittal Guidelines

All applications, plans, specifications, shop drawings, etc. should be submitted directly to the  
Public Works Department

Lobby B - 4<sup>th</sup> Floor – City Hall – 75 King Street – St. Augustine, Florida 32084

OR MAILED TO

Public Works Department - PO Box 210 - St. Augustine, Florida 32085-0210.

**Your initial submittal should be one (1) set of full-size unsigned and unsealed drawings on 24" x 36" paper, and one (1) set of supporting calculations. Plans which have been reduced or which are not to scale will not be accepted for review.**

Following review of this submittal, the red-line mark up set will be returned to you for revisions (if needed).

Ultimately, six (6) sets of signed and sealed drawings and calculations, and six (6) sets of shop drawings are required for final City review and approval.

Generally the developer is responsible for the design, permitting, construction and clearance of all utility work.

If your project requires that you obtain water or sewer permits from FDEP, the City will only sign off on the FDEP permit applications after approving the project plans.

Specific questions related to City utility standards for water and sewer should be addressed to William G. Mendez, P. E., Engineering Manager at 904-825-1001 ext 405 OR [bmendez@ci.st-augustine.fl.us](mailto:bmendez@ci.st-augustine.fl.us).

A "Request for Letter of Availability" form may be submitted with or without project plans. In the absence of plans, the level of detail provided on the application form will largely determine the level of detail in the Letter of Availability. Connection charges quoted in the Letter of Availability are based on the information provided on the application and City ordinances in effect on the date of the Letter of Availability, and are subject to change. The "Request for Letter of Availability" form is available upon request, or online at [http://www.ci.st-augustine.fl.us/services/appforms/utility\\_contform.pdf](http://www.ci.st-augustine.fl.us/services/appforms/utility_contform.pdf)

Questions related to the City's plan review process should be addressed to John Preuss, Development Coordinator at 904-825-1001 ext 403 OR [jpreuss@ci.st-augustine.fl.us](mailto:jpreuss@ci.st-augustine.fl.us).

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75 King Street, 32084 - P.O. Box 210, 32085 - Office 904/825-1040 - FAX 904/825-1051