

## SECTION 8.0 COASTAL CORRIDOR OVERLAY DISTRICTS

### Section 8.01 Introduction

Parts 3.06 through 3.10 of the St. Johns County Land Development Code and Section VIII.Q of the Ponte Vedra Zoning Regulations establish special Overlay Districts for coastal areas within St. Johns County. The Overlay District regulations contain additional requirements that apply to signage, landscaping/buffers, fences/walls, parking/lighting, design elements, and architecture for multi-family and commercial development located within specific base zones in both zoning jurisdictions. Applications require approval by an Overlay District Board before construction or signage permits can be issued. Applications are reviewed and considered at public meetings, which are generally scheduled on a monthly basis and after staff comments have been addressed via the submittal process.

Address: St. Johns County Planning and Zoning Division  
4040 Lewis Speedway  
St. Augustine, FL 32084

Phone: (904) 209-0675 Fax: (904) 209-0576

### [Fees](#)

### Section 8.02 Application Process (LDC Parts 3.06 through 3.09)

- A. One (1) copy of the following is required in order to process an application:
1. Fully completed application form. If sign review is involved please use Sign Review Application form (see Section 31.0) in addition to this form.
  2. Copy of proof of ownership.
  3. Submit Owner's Authorization Form if applicant is acting on behalf of the Owner or Lessee.
- B. Two (2) copies of the following:
1. Provide site plan showing all structures on property, use of structures, roads, signage, and easements, landscape features including items appropriate for the specific request. Identify development on adjacent properties.  
  
Information required on the Site Plan may vary depending upon the type of application. Size of site plan must be to scale and legible to depict the building elevation or sign request. For any color rendering the maximum size is 11" x 17".
  2. Applicants may submit any additional information or material to support the request such as pictures, professional reports, drawings, color samples, and material samples. At a minimum, applicants should bring appropriate renderings, and building materials as necessary to sufficiently demonstrate the application to

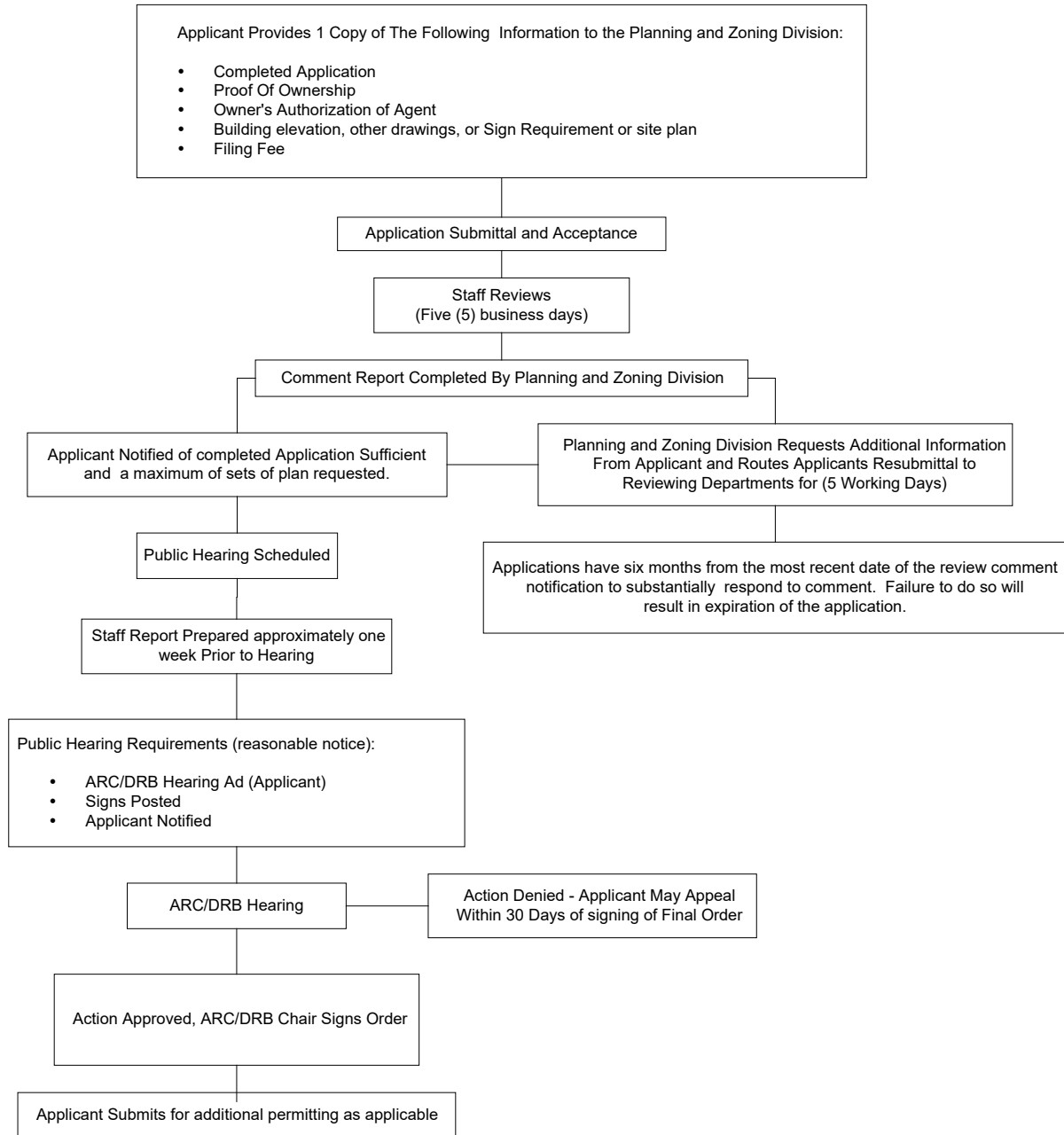
the reviewing board at the time of public hearing. For any color rendering the maximum size is 11" x 17".

- C. Submit filing fee as defined under Fees in Section 8.01.

**NOTE: APPLICANT SHOULD RETAIN COPIES OF ALL INFORMATION PROVIDED TO THE COUNTY.**

### **Section 8.03 Review/Public Hearing Process**

- A. The application is set for public hearing before the appropriate Overlay District Board when all issues have been addressed by the applicant. Applicants will be notified of the time, place, and date of the meeting. A notice of the public hearing is published in the newspaper of general county circulation, and a sign is posted on the property by the County indicating that the request will be considered at public hearing. Meetings require reasonable public notice, and all meetings are open to the public.
- B. The Applicant shall provide sufficient number of color renderings and building materials for each member of the Design Review Board.
- C. A staff report is prepared for review by the appropriate Overlay District Board.
- D. Applicant appears before the appropriate Overlay District Board at the public hearing in order to answer questions and relay information. *NOTE: Applicants failure to appear could result in denial by the Board.*
- E. A final order will be prepared and signed by the Chair of the appropriate Overlay District Board. The final order will be provided to the applicant and should be retained for your records.
- F. Upon receiving the Order, the applicant may remove public notice signs on the site. These signs are placed along every street that abuts the property.
- G. The applicant or any aggrieved party may file an appeal to the decision of an Overlay District Board to the Board of County Commissioners or Ponte Vedra Zoning and Adjustment Board as applicable. An appeal must be properly filed with the Planning and Zoning Division within 30 days of the date of the signing of the final order by the Chair of the Overlay District Board.



### Section 8.04 Vilano Beach Town Center Introduction (LDC Part 3.10)

The Vilano Beach Town Center (VBTC) is envisioned as a compact, pedestrian-oriented, mixed-use district that serves Vilano Beach and surrounding areas. Unlike suburban residential and shopping areas, this type of mixed-use district requires urban types of development regulations concerning setbacks, parking requirements, height limitations and permitted uses.

The Vilano Beach Town Center is a designated Community Redevelopment Area (CRA) with the goal to foster economic redevelopment of the area. The intent of the development standards for the Vilano Beach Town Center District is to encourage redevelopment and new development that results in a diverse mixture of compatible uses which create a lively community with daytime and evening activities. Anticipated uses within the Vilano Beach Town Center include community oriented commercial uses and services, residential, and recreational and leisure uses related to the waterfront and beach which are intended to support the creation of a downtown area that has buildings designed to reflect the unique local flavor and character of this small beach town generally reflected in the existing historic and public buildings.

Pre-applications and applications are submitted and processed by the Planning and Zoning Division. The [application](#) is available from the Planning and Zoning Division or the St. Johns County web site.

### **Section 8.05 VBTC Pre-application Review Process**

- A. The following documents are required:
  - 1. Complete application.
  - 2. General survey showing topo.
  - 3. Preliminary site plan showing buildings, locations, and setbacks.
  - 4. Any photos or drawings of elevations.

Pre-applications will be scheduled for the first available Development Review Committee meeting, providing there is a minimum 5 working day review. The applicant will be notified of the scheduled time.

### **Section 8.06 Vilano Beach Town Center Application Process**

- A. One (1) copy of the following is required in order to process an application.
  - 1. Fully completed application form.
  - 2. Copy of proof of ownership.
  - 3. Owner's Authorization Form.
- B. Two (2) copies of the site plan, as applicable, that shows the following:
  - 1. Indicate building types and uses by floor.
  - 2. Building setbacks and locations.
  - 3. Building grade in relation to established grade.

4. Location of building entrance access.
  5. Location and height of any raised walkways from finished floor elevation.
  6. Length of any stairway intrusions onto sidewalk.
  7. Width of sidewalk from point of stairway intrusion to curb.
  8. Fixed operating machinery and utility boxes.
  9. Calculation of residential density for total development.
  10. Percentage of professional / retail usage based on gross floor area.
  11. Percentage of retail along development width.
  12. Percentage of coverage and total height of any roof structures.
  13. Location of parking structures number of floors, and setbacks; if road frontage, please provide locations of habitable space and depth into the parking structure.
  14. If placing a sidewalk café, size of sidewalk pathway from café to curb and from any public or safety access.
- C. Two (2) copies of the architectural plan, as applicable, signed and sealed by an architect licensed in the State of Florida that shows the following:
1. Total building height (including with and without parapet) including first floor elevation from finished floor to ceiling for all buildings in development.
  2. All floor and rooftop uses in the development.
  3. Elevation drawings at a scale that clearly depict the proposed exterior design of the new building (all sides), or changes that are proposed to an existing building. Any art deco design should be similar to any established town center Art Deco style.
  4. Building and roof materials with associated colors.
  5. Incorporation of structures and components of streetscapes located immediately adjacent to the site.
  6. Window to façade ratio, including window distance from building corners.
  7. Relationship of solids to voids including the percentage of fenestration on façade.
  8. Size, type, and location of all window shutters and distance of window recess from façade.
  9. Exterior building lighting.

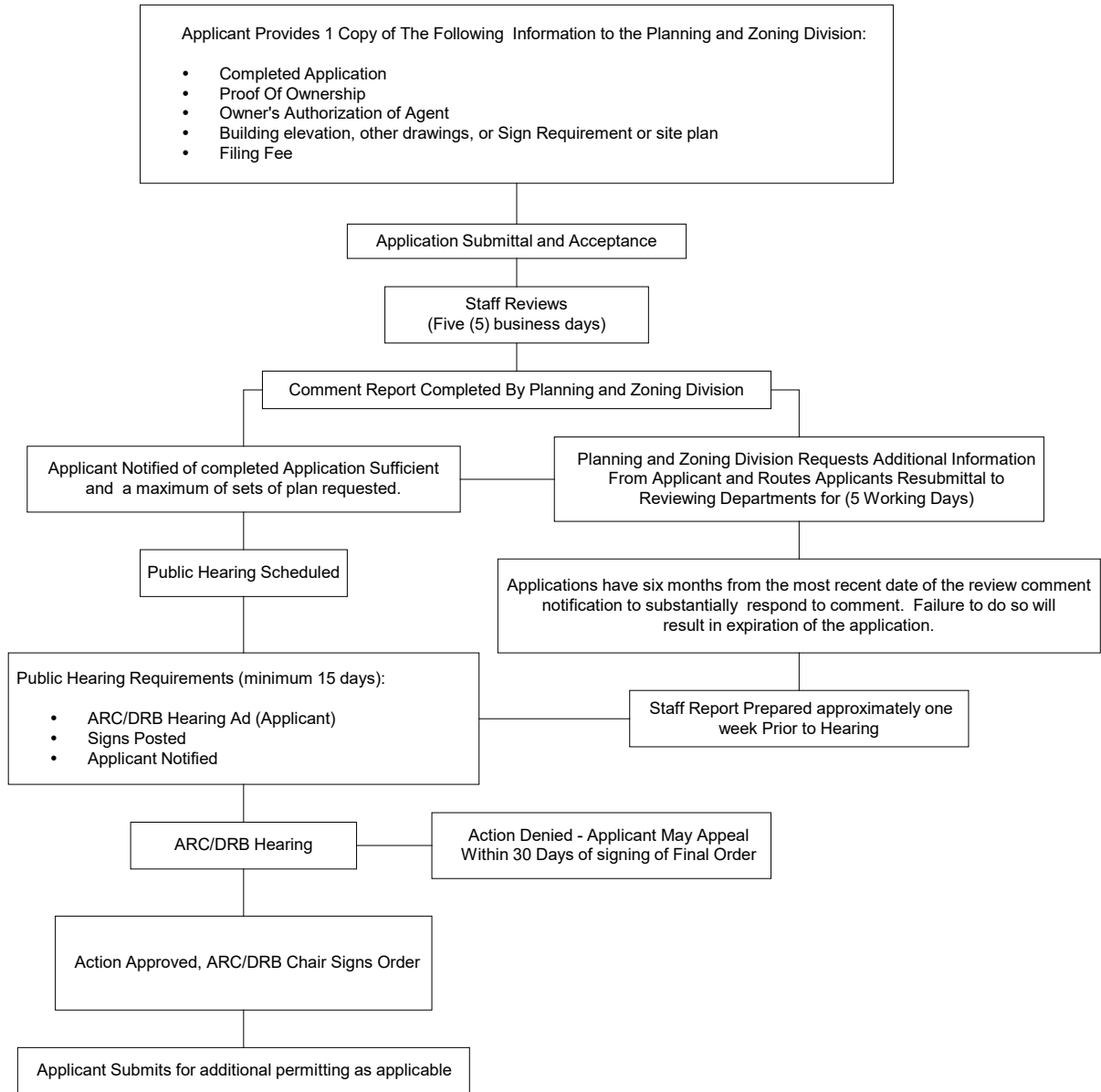
10. Height, width, colors, and materials used for any fence or wall.
  11. Location, materials, and length of balconies and porches from façade.
  12. Projection and slope of awnings from façade.
  13. Vertical slant of valance in relation to awnings.
  14. Screening types and materials of any mechanical equipment.
  15. Locations of all vending machines on site.
  16. Architectural renderings of parking garages in visual relation to the top of Usina Bridge.
- D. Two (2) parking plan, as applicable, that shows the following:
1. Number and location of spaces and lots, including surface parking which is hidden and internal. Please show parking calculations.
  2. Show in length occupied space from the edge of sidewalk to the beginning of parking garage.
  3. Width of any fake building façade or street wall.
  4. Width of driveway / curb-cut.
  5. Location and percentage of development frontage for loading docks to the roadway except for loading docks along Loja Street.
  6. Height and width of curb stops, if next to landscaped areas.
  7. Location and measurements of terminal islands.
  8. Total square footage of parking area if surface parking.
- E. Two (2) landscaping / irrigation plans signed and sealed by a landscape architect licensed in the State of Florida that shows the following:
1. Percentages and types of native and non-native species.
  2. Location of trees in relation to power lines.
  3. Location of protected and historic trees.
  4. Existing trees credited toward required tree inches.
  5. Required tree inches on site.
  6. Depth and width of mulch around trees.

7. Minimum height, distance, location, and caliper of each tree.
  8. Type and color of tree grate (if a street tree).
  9. Dimensions of planting area (if a street tree).
  10. Irrigation for street trees and 100% coverage of private landscaped areas.
  11. Location of hose bibs.
  12. Location, types, and coverage of shrubs and ground cover plants.
  13. Letters of approval to landscape any right-of-way.
  14. Percentage of site dedicated to canopy trees.
  15. Width of landscaped buffer and opaque screening tree heights within one year.
  16. Depth of soil within terminal islands and/or divider medians.
  17. Percentages of landscaped area within a surface parking area, including required number of trees to be planted in this area.
  18. Width of terminal islands and/or divider medians.
  19. Height, opacity percentages, and measurements of any berming used for buffering.
- F. Two (2) signage plan, as applicable, that shows the following:
1. Location, colors and materials of signage in relation to building.
  2. Mounting procedure of signage.
  3. Types of illumination.
  4. Types
  5. Height and width of sign area, logos, and letters.
  6. Height, width, and depth of hanging sign.
  7. Coverage of signage to the storefront width.
  8. Height of hanging sign from established grade.
  9. Percentage of signage occupying the window space.
- G. Applicants may submit any additional information or material to support the request.

## Section 8.07 VBTC Application Review/Public Hearing Process

- A. The application is set for public hearing before the North Coastal Design Review Board (NCDRB), when all issues have been addressed by the applicant. Applicants will be notified of the time, place, and date of the meeting via their preferred methods of contact in the application. A notice of the public hearing is published in the newspaper of general circulation, and a sign is posted on the property by the County indicating that the request will be considered at public hearing. Meetings require reasonable public notice, and all meetings are open to the public.
- B. The Applicant shall provide sufficient number of color renderings and building materials for each member of the Design Review Board
- C. A staff report is prepared for review by the NCDRB.
- D. Applicant appears before the NCDRB at the public hearing in order to answer questions and relay information. *NOTE: Applicants failure to appear could result in denial by NCDRB.*
- E. A final order of the NCDRB will be prepared by the County and signed by the Chair. The final order will be provided to the applicant. The Applicant must provide a copy of the final order at the time any permits are sought.
- F. Upon receiving the Order, the applicant may remove any public notice signs on the site or contact property owners to remove public notice signs on-site. These signs are placed along every street that abuts the property.
- G. The applicant or any aggrieved party may file an appeal to the decision of the NCDRB to the Board of County Commissioners. An appeal must be properly filed with the Planning and Zoning Division within 30 days of the date of the signing of the final order by the Chair for the action being appealed.







# Application for Overlay District Review

Growth Management Department  
Planning and Zoning Division  
4040 Lewis Speedway, St. Augustine, FL 32084  
Phone: (904) 209-0675; Fax: (904) 209-0576

Date  Overlay District  Property ID No (Strap)

Applicant  Phone Number

Address  Fax Number

City  State  Zip Code  E-mail

Project Name

Project Address & Location

Type of Review  Commercial Use  Multi-family Use  Other:

The Project Involves  New Building  Changes to an existing Building  Exterior Repainting  Signage (Individual)  
*Check all that apply*  
 Unified Sign Plan  Fences / Walls  Parking / Lighting  Landscaping / Buffers  
 Other:

Describe Project and work proposed to be done (Provide additional information by attachment as needed)

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:  
Signature of owner or person authorized to represent this application:

Signed By \_\_\_\_\_

Printed or typed name(s)

Contact Information of person to receive all correspondence if different than applicant:

Phone Number   Fax Number   E-mail   
 Postal Address  Name   
City  State  Zip Code

Please notify the Planning and Zoning Division at (904) 209-0675 if you need any special assistance or accommodations to attend the meeting or if you have any questions concerning this application.

Please list any applications currently under review or recently approved which may assist in the review of this application including the name of the PUD/PRD:



Owner's Authorization Form

\_\_\_\_\_ is hereby authorized TO ACT ON BEHALF OF

\_\_\_\_\_ the owners(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a development Permit or other action pursuant to a: application for:

\_\_\_\_\_

By signing, I affirm that all legal owners(s), as listed on the Recorded Warranty Deed on file with the St. Johns County Clerk of Courts or otherwise stated ( \_\_\_\_\_ ), have been notified of the \_\_\_\_\_  
*(Identify what document)*

I further understand incomplete or false information provided on this form may lead to revocation of permits, termination of development activity.

Signature of Owner

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Print Name

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Florida  
Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
My Commission Number is: \_\_\_\_\_

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_

Type of Identification Produced \_\_\_\_\_