Welcome
Department Overview

Neighborhood Development Services

Based within the first floor offices of City Hall, NDS is composed of three divisions

- **Planning Division**, divided into Tactical Planning, concerned with review and permitting of proposed commercial and residential development and Strategic Planning, concerned with the updating and maintenance of the North Port Comprehensive Plan and Unified Land Development Code

- **Building Division**, serving the permitting, inspection and licensing needs of residents, contractors, and developers

- **Property Standards/Code Enforcement**, ensure the health, safety, and welfare of North Port residents and assist in maintaining community standards
Planning Division

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Planning Division
Processes, part 1

Pre-Application
A meeting held with the Staff Development Review Team to answer questions and discuss plans

Formal Submittal
Official plans which will be reviewed by the Staff Development Review Team

Resubmittal
If required, Resubmit plans to resolve any outstanding issues

Final Plans Submittal
Plans submitted with all necessary changes completed and to be approved by the Staff Development Review Team
Planning and Zoning Advisory Board Recommendation (if required)

City Commission Approval (if required)

Development Order or Order of Approval
Final approval given to applicant allowing building permits to be issued

As-Built Submittal
Plans submitted after construction and prior to certificate of occupancy
Strategic Planning

Concerned with the updating and maintenance of the North Port Comprehensive Plan and Unified Land Development Code.

Strategic Planning includes reviews of regional development proposals; developing master plans; and analyzing other long-range planning issues such as demographics, housing, transportation, and environmental issues.

Often interacting with the Commission for,

- **Annexations** of new land into the city,
- **Text Amendments** to make modifications to the Code,
- **Development Master Plans**
Tactical Planning

Concerned with review and permitting of proposed commercial and residential development within the regulatory framework of the City of North Port Land Development Code and zoning regulations.

The tactical side of planning commonly works on,

- **Infrastructure and Subdivision** layouts for new development,
- **Master Site Plans** for individual lots,
- And will most commonly interact with the Commission on the topic of **Platting** new lots and tracts within the city.
Otherwise known as SDR, Staff Development Review is a group of city staff drawn from multiple departments to offer professional evaluation on Applications and Pre-Applications.

The review staff include, Arborist, Building Plans Examiner, Fire Rescue, Utilities, Planning, Transportation Engineer, and Stormwater Engineer.

Additional insights can be offered by representatives of the Police, Solid Waste, Information Technology, and Finance.
The Planning and Zoning Advisory Board or PZAB is a group of volunteer citizens that hear and make recommendations of projects that will be heard by the Commission. They can also be asked by the Commission to have discussions and advise on different topics.

The Zoning Board of Appeals or ZBA is a group of volunteers appointed to hear and rule on Variances and other property violations. They meet as needed and their rulings carry legal weight.
Other Advisory Boards And Committees

Within the city there are a number of specialized groups assisting the Commission, some of these are,

- **Art Advisory Board** which makes proposals on how to spend the public art fund,
- **Historic and Cultural Advisory Board** which evaluates areas of historical significance within the city,
- **Environmental Advisory Board** which advises on environmental issues.
Building Division
Building Division

Three Major Functions

• **Plan Review**: various codes are enforced as they relate to construction and the proposed structure, checking set-backs, wiring, plumbing, truss design, along with many other items confirming compliance with the codes.

• **Permitting**: Staff accepts permit applications and all of the other forms necessary to satisfy the requirements of construction codes.

• **Inspections**: assure compliance with the current codes in the field and confirm structural integrity of the building, with specialists performing detailed reviews of various systems.
Building Division
Processes, part 1

Application Submittal
A customer comes in to the Building Division and submits a permit application

Intake Review
A Development Technician reviews the packet for completeness and enters it into the system

Plans Examiner Review Process
Plans Examiners for each applicable discipline review the permit to ensure it conforms with all applicable building codes, zoning codes, city ordinances etc.

Disciplines: Zoning, Building, Public Works, Planning, Fire, Utilities
Permit Packet Preparation
Development Technician receives the APPROVED permit back, separates the “Office” copies from the “Field” copies and files it "Ready for Pick Up"

Permit Issuance
Customer comes to the Building Division, pays for the permit, and the permit is issued. The "Field" copies of the permit are given to the customer and the "Office" copies of the permit are kept on file by the Building Division

Inspection Process
Customer schedules inspections which are performed by inspectors in each discipline where applicable
Building Division

Additional Functions

• Business Registration: Any person doing business in the City of North Port must obtain a Business Tax Receipt.

• Contractor Registration: Contractors must obtain a business tax receipt in the City of North Port, if the business is located within the city limits. Contractors must register their state and/or county contractor licenses with the City of North Port Building Division.
Property Standards/Code Enforcement
Property Standards/Code Enforcement

Mission

To ensure the health, safety, and welfare of North Port residents and assist in maintaining community standards.

Property Standards Inspectors are proactive and will inform property owners of a violation of any North Port City Code, Unified Land Development Code, or Florida Building Code.

These violations may be presented to the Code Enforcement Hearing, there a Hearing Officer will listen and make a determination on alleged violations.
A citizen reports a potential violation, these reports often concern Accumulated Debris, Impinging Plant Growth, Farm Animals, or Misplaced Vehicles, among other things.

A Property Standards Inspector investigates the alleged code violation. The case continues if founded.

The Staff Assistant processes a notice to the owner and tenant (if applicable) and it is taken to either Court or Abatement.
Property Standards/Code Enforcement
Processes, Court

1st Code Enforcement Hearing
The Hearing Officer determines whether the property is in violation of one of the provisions of code. If founded, the property owner is provided with an order to correct.

Property Standards Inspector re-inspects the property approximately 11 days after the issuance of the notice to see if compliance has been achieved.

If compliance is not achieved the property is scheduled for a Code Enforcement Hearing.

2nd Code Enforcement Hearing
The Hearing Officer determines if compliance has been achieved. If not, a fine is assessed in accordance with the North Port City Code.
Property Standards/Code Enforcement
Processes, Abatement

Property Standards Inspector posts the notice on the property.

If compliance has not been achieved, the property will be placed on the contractor list(s) for abatement.

If the bill is not paid within 30 days, the property will be liened for the amount due.

Property Standards Inspector re-inspects the property after the issuance of the notice to see if compliance has been achieved.

When the City is in receipt of an invoice and proof of completed work, we bill the property owner.
Property Standards/
Code Enforcement
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Thank you!