



ATTACHMENT A

Development Plan Submittal Checklist

Review criteria as provided in [Section 98-13](#): This checklist is intended to guide applicants with development plan applications to ensure basic submission information is provided. Unless otherwise directed by staff, the following items are **required** for staff to determine the application is **complete for processing** by the City.

- Fully completed application form with original signature(s)
- Filing fee for all applications/requests as provided in the fee schedule
- Proof of property ownership (such as title, warranty deed, articles of incorporation if a corporation)
- Disclosure Affidavit for property owner(s), applicants, and agent(s) - (not required for minor DRC review)
- Letter of authorization from the owner/applicant granting an agent authorization to represent the project
- Written project narrative, explaining the project description, existing and proposed uses, including density and/or intensity, concurrent application submittals, hours of operation, number of employees, and other relevant information as pertinent to the proposed scope of work.
- Receipt from Broward County School District showing that a Public School Impact Application (PSIA) has been accepted for the application (if applicable – residential applications only)
- 6 hard copies** (5 copies of 24 inches x 36 inches and 1 copy of 11 inches x 17 inches) and **2 electronic copies** (electronically and digitally signed – on CD), all pages **signed and sealed, consistently scaled** using a measurement found on a civil engineer's scale. **All sheets are to be on separate pages, bound and folded into sets.** No loose sheets will be accepted.

The applicant shall submit the development plan in the following order:

(The requirements for each page are listed as followed)

Cover Page

1. Name of project, address, and folio number
2. Project description/scope of work
3. Location map showing adjacent land use and zoning and all curbs and median cuts within 300 feet. The map may be inset and scaled accordingly
4. Table of Contents/Sheets
5. Contact information of the applicant, property owner, and architect/engineer of record
6. Revision date (if applicable)

Survey

1. A certified boundary survey, in conformance with Chapter 61G17, Florida Administrative Code, **no more than one year old** from the submittal date and extending to the center line of all adjacent streets, which **specifies gross and net acreage or square footage**
2. Existing natural features, including trees and other vegetation and soils (unless provided as a separate page), etc.
3. Existing buildings or other structures
4. Existing recorded easements, NVAL lines, utilities and rights-of-ways. Any overhead lines must be noted.
5. Title policy, title commitment, title search/exam, opinion of title or property information report current to within one year, identifying any encroachment, encumbrance, violation, or variance, as well as the date, policy number, issuers name, address and the disposition of all schedule B-II encumbrances.
6. A full legal description of the property

Site Plan

1. Scaled drawing illustrating site boundaries, proposed buildings and other structures, and any existing buildings and structures to be retained, including use, height, dimensions, and setbacks

2. Proposed off-street parking spaces, and driveways, including location, dimensions, setbacks, ADA compliance and location of loading zones
3. Proposed phasing plan, if applicable
4. Existing and proposed ground mounted electrical and mechanical equipment and screening
5. Proposed fences and walls, including location, construction material, dimensions, setbacks, and height
6. Existing and proposed utility lines, easements and adjacent rights-of-ways
7. Existing and proposed light pole locations
8. Traffic flow markings and signage, including fire lane striping and the location of all curb cuts
9. Dumpster locations and detail for both trash and recycling showing required screening
10. Proposed location and elevations of wall sign areas and ground sign locations
11. Pedestrian circulation and ADA compliant access to the rights-of-way
12. Adequate accessibility of proposed roadways for emergency vehicles, fire engines, garbage service, and any necessary delivery service
13. Location of all existing and proposed fire hydrants
14. Location of freestanding signs with setback measurements
15. Location of all existing and proposed above ground and below ground storage tanks
16. **Site data table providing existing, required and proposed calculations or measurements for the following:**

- | | |
|--|---|
| <input type="checkbox"/> Maximum height of all buildings | <input type="checkbox"/> Floor area ratio (FAR) |
| <input type="checkbox"/> Lot coverage | <input type="checkbox"/> Gross and net acreage of total site |
| <input type="checkbox"/> Total landscape (pervious) and impervious area | <input type="checkbox"/> Total percentage of landscaped open space |
| <input type="checkbox"/> Existing and proposed land uses and zoning designations | <input type="checkbox"/> Square footage of all existing and proposed uses |
| <input type="checkbox"/> Total number of dwelling units and bedroom count (if applicable) | <input type="checkbox"/> Minimum building setback to all property lines (existing, required and proposed) |
| <input type="checkbox"/> Total number of parking spaces (existing, required, and proposed), including compact, and ADA accessible spaces | |

Elevations

1. Scale drawing illustrating all elevations of all principal and accessory buildings and structures, including height, dimensions, color, surface materials and texture
2. General location of building wall signs and conceptual monument sign
3. Location of all mechanical equipment showing adequate concealment
4. Height of all buildings, overhangs, and canopies

Floor Plans

1. A complete dimension of each room on all floors, including rooftop activation (if proposed), labeling any permanent feature
2. Proposed uses, with different parking ratios must be clearly defined and consistent with site data table

Landscape Plan

1. A plan scaled consistently with the site plan, showing all buildings, structures, landscape areas and on-site parking and lighting
2. A landscape calculation table and mitigation table
3. A tree survey indicating the location, number, names, species, size, disposition, and condition of all existing trees and vegetation on-site to be preserved, relocated, or removed (unless provided on survey)
4. Location, condition, names, sizes, and disposition of existing trees and hedges
5. A proposed plant list by symbol, quantity, required specifications, native or nonnative, drought tolerance, Florida Friendly, salt tolerant and botanical and common names. The plant list shall be indicated on all planting sheets
6. Location and labeling of existing and proposed site lighting
7. Location and labeling of existing and proposed fire hydrants and Fire Department check valves

8. Location and dimensions of all easements and above ground utility lines, FPL boxes and other related structures
9. All planting and staking details, including but not limited to planting/staking specifications, general notes, root barriers, structural soils, silva cells and tree protection details. Additionally, all relevant general landscape notes
10. Proposed conceptual grading plans containing, existing and proposed spot grades, drainage flow arrows at all building corners, roadways, parking lot corners, pedestrian walks and existing landscaping. Additionally, provide existing or proposed berms contours of heights and slopes of not less than 3 to 1.

Irrigation Plan

1. A plan scaled consistently with the site plan, showing all buildings, structures, landscape areas and on-site parking
2. The location of all zones showing their spread and overlap
3. An indication of water source, valves, pumps, backflow preventers, controllers, main line, lateral lines, sleeves, head types, specifications, spacing and general notes
4. An indication of methods used to achieve compliance with the University of Florida's "Florida Friendly Landscaping Guide to Plant Selection and Landscape Design" as required by F.S. § 373.185, unless provided for herein.
5. Location and labeling of existing and proposed site lighting
6. Location and labeling of existing and proposed fire hydrants and Fire Department check valves
7. Location and dimensions of all easements and above ground utility lines, FPL boxes and other related structures

Photometric Plan

1. A plan scaled consistently with the site plan, showing all buildings, structures, landscape areas and on-site parking
2. A photometric layout of each proposed light fixture and light pole, showing its maximum to minimum foot-candle level
3. Minimum foot candle taken at the property line
4. Location of all existing and proposed easements, notating any above ground utility lines
5. Existing off site lighting, including rights-of-way lighting
6. Details of all proposed light fixtures and light poles, showing maximum height, building material and color
7. Adherence to *Section 98-88 of the Land Development Code and Article IV- Beach Area Outdoor Lighting restrictions*

Additional plans or information (e.g. noise or traffic studies/plans)

In accordance with Section 98-17, development which exceeds 500 trips per day will be required to provide a traffic study. It is the responsibility of the applicant to provide evidence that the proposed project will not exceed 500 trips per day. Staff may request additional information as deemed relevant during the review for this or any other matter not specifically expressed in the Land Development Code.

Separate Conceptual Engineering Package

3 separate copies of a preliminary engineering plan set (signed and sealed, consistently scaled) and **2 digital CD's**. The sets of plans must be stapled and bound. Loose sheets will not be accepted and shall include the following:

1. Conceptual water and sewer plan, depicting the water and sewer facilities and source of public water and wastewater disposal facilities; general distribution and collection plans within the proposed development, including easements for utilities
2. Conceptual drainage plan, depicting design finished floor elevation and surface water management elements including, but not limited to, retention facilities, drainage easements and swales, weir location and elevation, and outfall(s)
3. Preliminary flood routing and water quality calculations supporting the surface water management elements, weir elevation and design finished floor elevation shall be provided as supporting documentation