



Environmental Protection and Growth Management Department

**PLANNING AND DEVELOPMENT MANAGEMENT DIVISION**

1 N. University Drive, Box 102 · Plantation, FL 33324 · T: 954-357-8695 F: 954-357-6521 · Broward.org/Planning

### Plat/Site Plan Instructions

If attached to Plat/Site Plan Application, please separate before submitting application to Development and Environment Review.

#### General Instructions

For your application to be officially accepted for processing, you must complete this application in full. The owner/agent certification must be signed and notarized with the appropriate supplemental documentation attached. Do not leave any fields blank. If any information requested is not applicable, use **N/A**. This is a form fillable application and can be saved. This form must be legible to accurately process. Please type this application then print for signature. Use **black ink**.

#### I. Project Information

Provide Plat/Site Plan Name and associated information in this area.  
First address block listed is the address of the plat/site.  
Second address block is the address of the associated agent or contact person for the plat/site, if applicable.  
Location information should description location of the plat/site, if standing in front of the location. Example: *north side of SW 2nd Street, between SW 1st Avenue and South Andrews Avenue; corner north of West Broward Boulevard and west of North University Drive.*

#### II. Application Status

Please check appropriate boxes as described.  
If this project has been previously submitted through this office, provide associated project number and name, otherwise check box **N/A** if not applicable, or **Don't Know** if unknown.

#### III. Replat Status

Please answer questions and check appropriate boxes as described.  
If you answered **YES** to the first question, provide Project Name and Number. If unknown, answer **UNKNOWN**. Answer **N/A** otherwise.  
Answer underlying plat question.  
If you answered **YES** to this question, please answer number and types of units approved, proposed, and difference. Answer **N/A** otherwise.

#### IV. School Concurrency

Please check appropriate boxes as described.  
If you answered **NO** to the first question, skip the remaining and continue to next section, Land Use and Zoning.  
If you answered **YES** to the first and any subsequent questions, please see **Required Documentation** section below, item 17, **RESIDENTIAL APPLICATIONS ONLY**.

## V. Land Use and Zoning

The information provided will be used to determine the project's overall impact on urban service delivery facilities and programs. The **EXISTING** and **PROPOSED** sections will be used to calculate impact fees and Traffic Concurrency. A note will be placed on the plat restricting the property in accordance with the proposed use(s) specified below.

Please reference below **Land Use Types for Impact Assessment** section, **Residential Uses** and **Non-Residential Uses** tables, **Land Use** column, to answer associated land use questions.

## VI. Existing Land Use

Has this site been built upon? Are there any buildings, dwellings, or any type of manmade structure on this location?

Please reference below **Land Use Types for Impact Assessment** section, **Residential Uses** and **Non-Residential Uses** tables, **Land Use** column, to answer associated land use questions.

Provide square foot size of building or total number of dwelling units, if residential.

Provide date last occupied for use.

Please check or circle appropriate boxes for existing structure.

## VII. Proposed Use

Please specify the proposed use in accordance with the land use categories. Note: Residential uses must be expressed based upon DWELLING UNIT TYPES listed on this form.

COMMERCIAL, OFFICE, and CHURCH USES must be expressed in terms of gross building square footage. If there are any unique factors which may affect traffic generation, attach a separate sheet(s) and describe fully.

Please reference below **Land Use Types for Impact Assessment** section, **Residential Uses** and **Non-Residential Uses** tables, **Land Use** and **Units of Measure** columns to fill in this section.

## VIII. Project Questionnaire Instructions

Check the appropriate **YES** or **NO** box for each question. If additional space is required to explain a response, attach and label continuation sheets. **ALL QUESTIONS MUST BE ANSWERED.**

Question 1, explanation required.

If you answered **YES** to question 2, 11, 18, 20, 22, 23, please provide additional information.

Questions 24 and 25, if not applicable, answer **N/A**.

## IX. NOTARY PUBLIC: Owner/Agent Certification

The owner/agent of the plat/site plan must sign this section before a notary public and then have the application notarized. This application will not be processed without notarization.

## For Planning and Development Management Use Only

**DO NOT FILL OUT THIS SECTION.** For office use only.

## Land Use Types for Impact Assessment

<b>Residential Uses</b>		
Land Use	Unit of Measure	Plat Restricted to Land Use and:
Single family (Must be detached structure, including zero-lot units)	Dwelling unit	Number of dwelling units
Duplex	Dwelling unit	Number of dwelling units
Townhouse	Dwelling unit	Number of dwelling units
Villa	Dwelling unit	Number of dwelling units
Garden Apartment	Dwelling unit	Number of dwelling units
Mobile Home Park	Dwelling unit	Number of dwelling units
Mid-Rise (4-8 residential stories)	Dwelling unit	Number of dwelling units
High Rise (9 or more residential stories)	Dwelling unit	Number of dwelling units
Retirement Community (Residents age 55 or older)	Dwelling unit	Number of dwelling units
Hotel/Motel	Room	Number of rooms
<b>Non-Residential Uses</b>		
Land Use	Unit of Measure	Plat Restricted to Land Use and:
Office	Gross building sq. ft.	Number of square feet
Bank	Gross building sq. ft.	Number of square feet
General Industrial (up to 30% office use per tenant)	Gross building sq. ft.	Number of square feet
General Industrial	Acres	Number of acres
Industrial Mini-Warehouse	Gross building sq. ft.	Number of square feet
Flex Industrial (up to 30% commercial use per tenant)	Gross building sq. ft.	Number of square feet
Industrial/Office (up to 50% office use per tenant)	Gross building sq. ft.	Number of square feet
Commercial (unrestricted)	Gross building sq. ft.	Number of square feet
Hospital	Gross building sq. ft.	Number of square feet
Nursing Home	Beds	Number of beds
Park	Acres	Number of acres
Church	Gross building sq. ft.	Number of square feet
Marina	Boat berth	Number of berths
School	Type and gross building sq. ft.	Number of square feet
Day Care Center	Gross building sq. ft.	Number of square feet
Wholesale Nursery	Acres	Number of acres
Car Dealership	Gross building sq. ft.	Number of square feet
Community Center	Gross building sq. ft.	Number of square feet
Commercial Recreation	Acres	Number of acres
Other uses not listed - <i>please specify</i>		

## Supplemental Documentation

### Instructions

Refer to the **Application Types** and **Required Documentation** sections below to determine the supplemental documentation required with each application. The **Application Types** section lists the corresponding numbers of the **Required Documentation** section for each application type.

Check the appropriate box in front of the **Application Types** to highlight **REQuired** associated items under **Required Documentation**.

### Application Types

- Sketch Plat:** Required Documentation Numbers 1,6
- Plat:** Required Documentation Numbers 2,5,6,8,9,10,11,12,13,16,17,19,20
- Conceptual Site Plan:** Required Documentation Numbers 3,6,11,16,18
- Final Site Plan:** Required Documentation Numbers 4,6,7,8,9,10,11,12,13,14,15,16,17,18,19

Required Documentation		REQ	SUB
<p>This serves as a checklist to compile and submit required documentation with your application. If you checked one of the <b>Application Types</b> above, the <b>REQuired</b> column will automatically place checkmarks by each appropriate row. You may subsequently place a check in the <b>SUB</b>mitted column to show which documentation has already been compiled with your application. This checklist is for your use and does not get submitted with the application.</p>			
1.	Twenty-two (22) copies of Sketch Plat and twenty-two (22) copies of the Conceptual Site Plan if available. See Land Development Code, Division 3.		
2.	<p>Twenty-three (23) copies of proposed plat, survey no older than six (6) months and site plan if available or conceptual access plan (see below for more information). Additional copies may be required if the plat is adjacent to another municipality(s). See Land Development Code, Division 3.</p> <p>The survey must show the location of all existing structures, paved areas, and easements on the property and show existing roadway details adjacent to the property (see Section 5-189(b)(4) for specific requirements).</p> <p>The site plan or conceptual access plan must clearly illustrate dimensions for all proposed access locations on all public rights-of-way abutting the plat, including the centerline locations (see Section 5-189(b)(3) for specific requirements).</p>		
3.	Twenty-two (22) copies of proposed Conceptual Site Plan. See Land Development Code, Division 4.		
4.	Twenty-two (22) copies of proposed final site plan and survey showing all existing structures, topography, and natural features, including trees. Additional copies may be required and this will be determined at the pre-application conference. See Land Development Code, Division 4.		
5.	One (1) current receipt or letter from the appropriate municipality verifying that a plat application has been filled (for municipal plats only).		
6.	One (1) copy of the Property Tax Notice. May be obtained from the Records, Taxes and Treasury Division.		
7.	One (1) copy of a signed Pre-Application Conference Receipt from the Planning and Development Management Division, indicating the date of the conference was held.		
8.	Two (2) copies of a Generalized Resource Survey for property within "Natural Resource Areas." See Land Development Code, Section 5-195(a)(14).		

Required Documentation	REQ	SUB
9. Six (6) copies of Environmental Review Form for property within an “Urban Wilderness Area” or “Local Area of Particular Concern” Forms are available at the Planning and Development Management Division. See Land Development Code, Section 5-182(j) or Section 5-182(j)(1)(e), for exemptions.		
10. Five (5) copies of an Archaeological Report, as required by the Land Development Code, Section 5-182(j) or 5-195(a)(15) for sites identified in the Broward County Land Development Land Use Plan map series (countywide) or in the Florida Site File (Broward County municipal services district only).		
11. One (1) copy of Industrial Review form (for industrial development and projects which utilize fuel storage tanks). Forms are available at the Planning and Development Management Division.		
12. If the project is to utilize septic tanks, one (1) copy of a current letter from an appropriate utility service area stating the location of closest existing sanitary sewer line and the exact distance to plat. Information pertaining to utility service areas may be obtained from Environmental Review Section of the Planning and Development Management Division.		
13. If project is to utilize wells, one (1) copy of a current letter from an appropriate utility service area stating the location of the closest approved potable water system and exact distance to the plat.		
14. Three (3) copies of Landscaping Plan as required by the Landscaping Code and three (3) copies of a Lighting Plan as required by the Zoning Code. Additional copies may be required and this will be determined at the pre-application conference.		
15. Two (2) copies of Site Pan delineating proposed Street Name(s) and Address Number(s).		
16. A check made payable to Broward County Board of County Commissioners for APPLICATION FEES, as per published fee schedule (which includes Planning and Development fees and sign deposit for Final Site Plans).		
17. <b>RESIDENTIAL APPLICATIONS ONLY: Provide a receipt from the School Board documenting that a Public School Impact Application (PSIA) and fee have been accepted by the School Board</b> for residential projects subject to school concurrency, exempt from school concurrency (exemptions include projects that generate less than one student, age restricted communities, and projects contained within Developments of Regional Impact), or subject to an approved Declaration of Restrictive Covenant or Tri-Party Agreement.		
18. Non-residential site plans, within 300 feet of a residential land use plan category, residential zoning district, and/or existing residential development must provide written documentation demonstrating the specific measures to prevent or minimize impacts upon adjacent residential property. See Land Development Code, Section 5-194(d).		
19. A valid Pre-Application approval letter from the Florida Department of Transportation is required for applications which abut and purpose direct vehicular access to a Traffic Way that is functionally classified as a State Road.		
20. A copy of the title documentation use to create the plat and adjacent right-of-way and easement documentation. See Land Development Code, Section 5-189(b)(6) and the Highway Construction and Engineering Division’s web page at <a href="http://www.broward.org/AgenciesAndServices/Pages/HighwayConstructionContactUs.aspx">http://www.broward.org/AgenciesAndServices/Pages/HighwayConstructionContactUs.aspx</a>		