



Environmental Protection and Growth Management Department

**PLANNING AND DEVELOPMENT MANAGEMENT DIVISION**

1 N. University Drive, Suite 102A, Plantation, FL 33324 T: 954-357-8695 F: 954-357-6521

**FINAL SITE PLAN CHECKLIST**

**All site plans must be 24in. X 36in. And drawn at scale no less than 1in.= 50ft. Applications for Final Site Plan Approval must include the following before they are deemed sufficient:**

- Pre-Application conference receipt
- Completed, notarized application, including:
  - Appropriate application fee
  - Land Use Plan designation
  - Zoning designation
  - Proposed use and square footage
- Folded sets of site plan, survey, lighting plan and landscape plan (number of sets indicated on pre-application receipt).
  - A complete submittal shall include all requirements as stated in Section 5-193 of the Broward County Code of Ordinances
- Copy of Tax Notice from the Records, Taxes and Treasury Division
- Non-residential site plans within 300 feet of residential areas must include and submit a statement explaining method(s) of reducing potential impacts to adjacent residential areas
- Site Plan Review fee as determined by Planning and Redevelopment Division.

\*A fee schedule is available online at :

<http://www.broward.org/Planning/Development/Pages/Fees-and-Deadlines.aspx>

For additional information please refer to Section 5-193 of the Broward County Code of Ordinances.

Note: Site plan approval is contingent upon compliance with:

1. Existing Zoning and Land Use
2. Concurrency