



Environmental Protection and Growth Management Department

PLANNING AND DEVELOPMENT MANAGEMENT DIVISION

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SITE PLAN COMMITTEE REVIEW SUBMITTAL CHECKLIST

Before submitting a Site Plan for full or minor review, we recommend you meet with the Site Plan Review Committee. This optional meeting occurs on the 1st and 3rd Wednesday of each month at Government Center West in Plantation. Projects in the Broward Municipal Services District and other unincorporated areas in Broward County.

Submittal Requirements:

Please submit required documents described below electronically to PDMDInfo@broward.org to schedule a meeting with the Committee. You will be given your scheduled meeting date at that time once Application is reviewed by Staff. You should bring the following with you:

- Site Plan Review Meeting Registration Form
- Proof of ownership-
Copy of Warranty Deed (Broward County Property Appraiser and/or document showing registered Agent name
- Survey
- Site Plan- **Shall include dimensions and tabular data with Zoning Code requirements (parking, pervious area, etc.)**
- Original copy of the approved Site Plan, if landscape retrofit.
- Fee in the amount of \$50 **-A credit will be given for projects that complete a Final Site Plan submittal. Checks shall be made out to Broward County Board of County Commissioners.**

- * Applicant should meet with a Florida Certified Design Professional to ensure requirements for the site plan are met prior to your submittal.
- * Applicant should meet with individual County Agencies prior to site plan submittal.
- * A fee of \$150 shall be paid for no-shows. No additional meetings shall be scheduled until the late fee is paid. Meetings shall **not** exceed the allowed time limit.
- * Meeting time will be confirmed once the Agenda is submitted to Applicant.

2018 Meeting Dates:*

01/03	01/17
02/07	02/21
03/07	03/21
04/04	04/18
05/02	05/16
06/06	06/20
07/11	07/18
08/01	08/15
09/05	09/19
10/03	10/17
11/07	11/21
12/05	12/19

*Dates subject to change due to unforeseen circumstances