



Resilient Environment Department
URBAN PLANNING DIVISION

1 N. University Drive, Box 102A | Plantation, FL 33324 | 954-357-6634 | F: 954-357-6521

Site Plan Review Committee Submission Requirements

Project Name: _____

Meeting Date: _____

This document is an outline of requirements for conceptual site plan review as listed in the Site Plan Review Committee checklist. For additional information please refer to Section 5-191 of the Broward County Code of Ordinances. This review is only subject to documents submitted within the deadline, therefore, any revisions prior to the meeting requires a new application.

Applicant is encouraged to work with a Florida Certified Architect and/or Engineer prior to submittal, in addition to meeting with individual disciplines for compliance with the following:

- Completed Application Form** and:
 - Applicant shall meet with Staff prior to any submittal
 - Applications shall be submitted within at least two weeks from the following Site Plan Review Committee meeting
 - Proof of ownership.: Copy of Warranty Deed (Broward County Property Appraiser and/or document showing registered Agent name)
 - Provide clear and detailed description of request

- Survey:**
 - Current
 - Signed and sealed
 - The survey shall include:
 - The subject site and extend to centerline of all adjacent streets and alleys
 - Angles and bearings, including light and utility poles, catch basins, manholes, and fire hydrants
 - Natural features (topography: existing and proposed contours and/or spot grades)
 - Location of buildings, including the location and size of berms, walls, underground facilities, intersections, bridges, sidewalks, driveways, curbs and streets
 - Easements and/or dedications with O.R. or plat book(s) and page number(s)

- Site Plan or Conceptual Access Plan:**
 - Title Block shall include:
 - Development name, address or general location map
 - Site Plan date and subsequent revision dates
 - Architect/Engineer's name, addresses, and telephone number

- Tabular Information shall include:
 - Legal Description including subdivision name, plat book page number, lot and block
 - The section, township and range
 - Current Land Use & Zoning designations
 - Required and provided setbacks
 - Required and proposed amounts of pervious and impervious in square footage, and percentage (including calculations)
 - Height of structures(s)
 - Required and proposed parking (including calculations)
 - Net and gross property size in square feet and acres
 - Proposed number of dwelling units and the total acreage for residential use and approximate square footage of building for nonresidential use
 - Water provider and sewage disposal provider

- Zoning Information shall include:
 - Separation between all buildings, parking lots, easements, rights-of-ways, and property lines
 - Dumpster enclosure location(s), including area for recycling containers
 - Dimension of building lengths
 - Dimension of existing and proposed sidewalks, pedestrian access ways, crosswalks and drop curbs
 - Dimensions for required stacking (if applicable)
 - Identify locations of existing and proposed fire-hydrants on-site or the closest off-site locations
 - Separate circulation plan demonstrating:
 - Vehicular circulation within the site
 - Point(s) of connection to the public right-of-way
 - Access for vehicles other than automobiles

* A fee of \$150 must be paid for no-shows, no reschedules will be done until late fee is paid. Meetings will not exceed the allowed time limit by more than 10 minutes.

Meeting time is confirmed once Agenda is submitted to Applicant.

Reviewed By: _____

Date: _____