



Resilient Environment Department
URBAN PLANNING DIVISION

1 North University Drive, #102 • Plantation, FL 33324 • 954-357-6644 • Broward.org/planning • Zoning@Broward.org

Request for Conceptual Site Plan and Site Plan Pre-Application Meeting

Instructions: Conceptual Site Plan Meeting and Site Plan Pre-Application Meetings

An applicant may request a conceptual site plan meeting prior to the required Site Plan Pre-Application meeting. Conceptual Site Plan meetings and Site Plan Pre-Application meetings are scheduled (as necessary) on the 1st and 3rd Wednesday of each month. Requests for a Conceptual Site Plan meeting or a Site Plan Pre-Application requires a minimum of seven (7) days' notice. A payment of the \$72 is required to schedule a Site Plan Pre-Application meeting. There is no fee for a Conceptual Site Plan review. **NOTE: A Site Plan Pre-Application meeting is required prior to submittal of a Site Plan Review application. A Conceptual Site Plan meeting does not satisfy the Site Plan Pre-Application meeting requirement.**

To request a meeting, the following is required:

- Conceptual Site Plan meeting Pre-Application Site Plan meeting
- First, contact by email Cyril Saiphoo, Zoning Official at csaiphoo@broward.org and Diego Munoz, Assistant Zoning Official at dimunoz@broward.org to determine applicability and documents necessary to request a meeting
 - Conceptual Site Plan and Site Plan Pre-Application Request form (this form)
 - Fee statement and payment to request a Site Plan Pre-Application meeting
 - All items indicated as required on the Site Plan Application Submittal Checklist form

Applicant Information

| | | | |
|--|--------|-------------------|----------------|
| Company Name / Applicant | | Contact Person | |
| Address | | City | State Zip |
| Phone | Mobile | Email | |
| Name of Project | | | |
| Brief Description of Project | | | |
| Address and / or General Location of Project | | | |
| Applicant Signature | | Date of Signature | |

For Urban Planning Division Use Only

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|--|-----------|
| Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| Site Plan No: _____ | |
| Date of Meeting: _____ | |