



Resilient Environment Department
URBAN PLANNING DIVISION

1 N. University Drive, Box 102A · Plantation, FL 33324 · 954-357-6634 · F: 954-357-6521 · Broward.org/Planning

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 the Government Center West in Plantation. This is for projects in the Broward Municipal Services District.

Submittal Requirements	Committee Meeting	
<p>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 the application is reviewed by staff. You should bring the following with you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sit Plan Review Meeting Registration Form <input type="checkbox"/> Proof of Ownership – copy of warranty deed (Broward County Property Appraiser and/or document showing registered agent name) <input type="checkbox"/> Survey <input type="checkbox"/> Site Plan – shall include dimensions and tabular data with Zoning Code requirements (parking, pervious area, etc.) <input type="checkbox"/> Original copy of the approved Site Plan, if landscape retrofit <ul style="list-style-type: none"> 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. 	01/05	07/06
	01/19	07/20
	02/02	08/03
	02/16	08/17
	03/02	09/07
	03/16	09/21
	04/06	10/05
	04/20	10/19
	05/04	11/02
	05/18	11/16
	06/01	12/07
	06/15	12/21