



Resilient Environment Department
URBAN PLANNING DIVISION

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Site Plan Submittal Requirements

Requirements: All plans and documents must be submitted in PDF format and all sheets combined into one (1) file less than 50kb or separated into files less than 50kb.	<i>Conceptual Site Plan</i>	<i>Site Plan Application</i>
Completed application on form approved by the UPD, accompanied by the required fee	✓	✓
Letter of Intent describing the proposed development, inclusive of a statement of objectives, relative to the proposed development type		✓
Legal description, including the section, township, and range	✓	✓
Signed and sealed survey	✓	
Draft schematic representation of proposed use	✓	
Draft schematic representation of major vehicular circulation within the site	✓	
Conceptual building design	✓	
Draft schematic representation of points of connection of public rights-of-way	✓	
Draft schematic representation of access for vehicles	✓	
Signed sealed survey (within 6 months of application) by a Florida licensed surveyor and mapper reflecting existing features, such as topography, vegetation, existing paving, utilities, drainage, water and wastewater lines, existing structures, and water bodies		✓
Site plan drawings shall include:		✓
a. Location sketch, including section, township, and range, and zoning district categories of property and surrounding properties		✓
b. All dimensions including, but not limited to, building/structure location, setbacks, distance separations, building separations, building		✓

elevations, finished floor height, parking, landscape areas/impervious areas, open space calculations, decks, amenities, and other structures		
c. Fully dimensioned location(s) for pedestrians, parking, bicycle facilities, loading, and service areas (dumpsters, etc.)		✓
d. Fully dimensioned vehicular circulation system for cars, bicycles, and other required vehicle types, with indication of connection to public rights-of-way; and location of all parking and loading areas, including ADA spaces and curbside pick-up, as applicable		✓
e. Location of trash and garbage disposal facilities, provisions for accessibility, and related dimensions for garbage trucks, if applicable		✓
f. All adjacent rights-of-way, with names; and indication of ultimate rights-of-way line(s), centerline(s), width, paving width, existing median cuts and intersections, streetlight poles, and other utility facilities and easements		✓
g. The location and dimensions of all existing and proposed easements		✓
h. The location of lines indicating timing of all applicable construction phases		✓
i. A data box(s) with the following computations:		
1. Gross acreage		✓
2. Net acreage: Gross acreage covered by the property, excluding road easements and rights-of-way, if any		✓
3. Gross floor area of building(s)/structure(s) for nonresidential use and indication of total Floor to Area Ratio and lot coverage, as applicable		✓
4. Number of dwelling units and density for residential uses only		✓
5. Square footage of ground covered by buildings or structures and designation of use		✓
6. Required number of parking spaces, including disabled spaces		✓
7. Number of parking spaces provided, including provisions for disabled spaces		✓

8. Pervious, impervious, and paved surface areas, in square footage and percentage		✓
j. Indication of use(s) for each building/structure		✓
k. Indication of Zoning District and Future Land Use designations on the subject property and all adjacent properties		✓
Design Review shall include:		✓
a. Color renderings providing visualization for proposed design, texture, and proportion of buildings and structures (The Director may waive this requirement for smaller scale development applications)		✓
b. Color architectural elevations of each façade fronting a public right-of-way		✓
c. Paint chips and an identification of each building element to be painted with the color indicated on each paint chip		✓
d. Photographs and description of materials to be used for each building element (walls, roof, trim, accents, window frames etc.)		✓
Landscape Plans shall include:		
a. All landscape areas, including swale and abutting properties to be landscaped		✓
b. Indication of existing native vegetation that will be preserved, as required		✓
c. Proposed landscaping including:		✓
1. Complete planting schematics of all planted material inclusive of native species, heights, sizes, caliper, etc.		✓
2. Totals of each planting type and amount required		✓
3. Planting typical(s) for each planting type		✓
4. Demonstration of compliance with irrigation requirements in all vegetative and planting areas		✓
5. Green Building: Where applicable, Green Building practices shall be listed		✓

Engineering and other site geometry related plans shall include:		
a. Indication of type of water and sewage disposal to be used		✓
b. Identification of site boundaries and ties-to-section corners		✓
c. Geometry of all paved areas, including centerlines, dimensions, radii, and elevations		✓
d. Provider of water and wastewater facilities		✓
e. Existing and proposed fire hydrant locations		✓
f. Areas for emergency vehicles and fire engines, provisions for accessibility to vehicles of the required type, and related dimensional requirements		✓
g. Location of all drainage features and retention areas, if any		✓
h. Schematic water and sewer plan, including the location and size of all mains and lift stations (Note: final engineering plans must be submitted and approved prior to the issuance of a building permit)		✓
i. Location of septic tank and drain field, if applicable		✓
Other plans and submittal requirements shall include:		
Crime Prevention Through Environmental Design (CPTED): include a minimum of five (5) CPTED practices on the site plan		✓
Conceptual or final lighting plan as required by Article XII, Offstreet Parking and Loading, of the Zoning Code		✓
Development phasing plan with schedule showing order of construction; proposed date for the beginning of construction and completion of the project as a whole, and any phases thereof; and construction staging areas		✓
Street names and addresses, or a range of addresses, for any proposed building within the site plan, in conformity with County standards		✓
Mailing information and clear depiction of front entrance		✓
Where the property abuts a trafficway that is functionally classified as a state road, and that proposes direct vehicle access to the state road,		✓

<p>Florida Department of Transportation issued approval letter pursuant to the "State Highway System Access Management Classification System and Standards"</p>		
<p>For nonresidential use, written documentation demonstrating specific measures that will be taken to prevent or minimize impacts upon adjacent residential property within three hundred (300) feet of boundary of the site plan. Impacts shall include, but are not limited to, the effects of excessive noise, objectionable odors, visible emissions, particulate matter (including dust, smoke, soot, and aerosols), solid waste, hazardous waste, fire, and explosion. Specific measures shall include, but are not limited to, the provision of setbacks, buffers, landscaping, fencing, walls, or other measures as required by the Code. Such documentation must be submitted in order for the application to be deemed complete and accepted pursuant to this section</p>		<p>✓</p>
<p>Additional and relevant information, which is deemed to be appropriate by the Director, or designee, to ensure consideration and review of all relevant issues, including, but not be limited to, parking studies and analysis, traffic studies and analysis, environmental reports, etc.</p>		<p>✓</p>