



City of Pompano Beach
Department of Development Services
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4679 Fax: 954.786.4666

Development Application Checklist

Minor or Major Site Plan & Building Design

DEADLINE:

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the DRC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
MINOR Site Plan Review (Pg. 2)	DRC Review	Development Order from the DSD		
MAJOR Site Plan Review (Pg. 2)	Pre-Application Meeting (Required Prior to DRC Submittal)	DRC Review	P&Z Review	Development Order from the P&Z Board
Building Design Review (Pg. 3)			AAC Review	Development Order from the AAC

APPLICATION SUBMISSION PROCESS: Upon reception of the electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the ePlan section (see below) shall be uploaded. Additionally, Electronic Signature Affidavits are required for all submittals without a third party verification.

PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	☒	Four (4) Electronic Signature Affidavits (ESA), unless a 3 rd party digital signature is utilized. One for the Architect, Landscape Architect, Engineer, and Land Surveyor. See P&Z webpage for instructions .
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DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

ePLAN	☒	The fee and application pages* shall be submitted via Camino.
	☒	Recorded or proposed plat.
	☒	Project narrative with project specifics including a full description of the proposed development (PDF).
	☒	CPTED security narrative addressing the 5 CPTED principles (Pg.7) (PDF).
	☒	Completed Plans Checklist (<i>this must be filled out</i>). (pg. 4-7)
	☒	Legal Description (Digital copy in WORD)
	☒	Current survey (with flood information)
	☒	Digital Plans (<i>Refer to the Plans Checklist on pages 4-7</i>)

*Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e.: if the property ownership changes, the owner's certificate and application will need to be revised with the City's file.)



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A development order for a **Minor Site Plan** in accordance with section 155.2407 is required before issuance of a Zoning Compliance Permit for any development other than those for which a Major Site Plan is required in accordance with subsection 3.

A development order for a **Major Site Plan** in accordance with section 155.2407 is required before issuance of a Zoning Compliance Permit for the development listed in [Table 155.2407.B.1.](#)

TABLE 155.2407.B.1: MAJOR SITE PLAN APPLICABILITY

	RESIDENTIAL USE		NONRESIDENTIAL USE	
Designated Brownfield Area or Brownfield site	New Development	More than 15 new multifamily dwelling units	New Development	More than 7,500 sq ft gfa
	Existing Development	Addition of more than 15 new multifamily dwelling units	Existing Development that is 7,500 sq ft gfa or less	An addition that results in development that contains more than 7,500 sq ft gfa
			Existing Development that is more than 7,500 sq ft gfa	One of the following, whichever is less: - An addition that adds more than 37,500 sq ft gfa. - An addition that increases the amount of lot coverage of such existing development by more than 37.5%. - An addition that increases the gross floor area of the primary building of such existing development by more than 37.5%.
All Other Property Types	New Development	More than 10 new multifamily dwelling units	New Development	More than 5,000 sq ft gfa
	Existing Development	Addition of more than 10 new multifamily dwelling units	Existing Development that is 5,000 sq ft gfa or less:	An addition that results in development that contains more than 5,000 sq ft gfa
			Existing Development that is more than 5,000 sq ft gfa:	One of the following, whichever is less: - An addition that adds more than 25,000 sq ft gfa. - An addition that increases the amount of lot coverage of such existing development by more than 25%. - An addition that increases the gross floor area of the primary building of such existing development by more than 25%.



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A development order for **Building Design** in accordance with section 155.2408 is required before issuance of a Zoning Compliance Permit for the development listed in [Table 155.2408.B.1.](#)

TABLE 155.2408.B.1: BUILDING DESIGN APPLICABILITY

All property	All new Institutional: Open Space Uses identified in Section 155.4210 , of at least 10,000 sq. ft.			
Property abutting a designated arterial or collector road as defined by the Broward County Trafficways Plan	All new free standing buildings and all new attached additions facing or visible from the roadway. New free standing buildings or attached additions that are not facing or visible from the roadway shall comply with other applicable thresholds below.			
PROPERTY TYPE	RESIDENTIAL USE		NONRESIDENTIAL USE	
Designated Brownfield Area or Brownfield Site	New Development	More than 15 new multifamily dwelling units	New Development	More than 7,500 sq ft gfa
	Existing Development	Addition of more than 15 new multifamily dwelling units	Existing Development that is 7,500 sq ft gfa or less	An addition that results in development that contains more than 7,500 sq ft gfa
			Existing Development that is more than 7,500 sq ft gfa	One of the following, whichever is less: • An addition that adds 37,500 sq ft gfa. • An addition that increases the amount of lot coverage of such existing development by more than 37.5%. • An addition that increases the gross floor area of the primary building of such existing development by more than 37.5%.
All Other Property Types	New Development	More than 10 new multifamily dwelling units	New Development	More than 5,000 sq ft gfa
	Existing Development	Addition of more than 10 new multifamily dwelling units	Existing Development that is 5,000 sq ft gfa or less:	An addition that results in development that contains more than 5,000 sq ft gfa
			Existing Development that is more than 5,000 sq ft gfa:	One of the following, whichever is less: • An addition that adds more than 25,000 sq ft gfa. • An addition that increases the amount of lot coverage of such existing development by more than 25%. • An addition that increases the gross floor area of the primary building of such existing development by more than 25%.



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PLANS CHECKLIST

***** THIS CHECKLIST MUST BE INITIALED AND FILLED OUT. ALL OF THE FOLLOWING DRAWINGS ARE REQUIRED UNLESS INITIALED BY THE PROJECT PLANNER. *****

☒	Survey	☒	Architectural Plans (Elevations, Floor Plans, etc.)	☒	Landscape Plan	☒	Irrigation Plan	☒	Photometric Plan
☒	Site Plan(s)	☒	Life Safety Plans	☒	Recorded Plat	☒	Tree Survey and Tree Appraisals	☒	CPTED Security Plan

All plans to be oriented the same as survey. Each plan must be uploaded as a single-sheet PDF. Plans must be named using a 3-digit ordering number, sheet name, and sheet title as named in the checklist above. An example is provided below:

001 S-1 Survey
002 SP-1 Site Plan
003 C-1 Civil Plan
004 A-1 Architectural Floor Plan

SURVEY: COPY of signed and sealed original:		
☒	Current or dated within 1 year of submittal	
☒	Legal description of property	
☒	Property lines clearly shown	
☒	Location of all easements and utilities	
☒	All adjacent rights-of-way with dimensions to centerline, dimension of width, pavement width	
☒	Flood zone and flood elevation data in NAVD format	
SITE PLAN(S): Must be drawn to ONE (1") INCH = TWENTY (20') FEET where practical and include the following:		
A. General Information:		
☒	Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses, telephone and fax numbers	
☒	Location map showing arterial streets and section lines	
☒	All adjacent rights-of-way, indication of required right-of-way dedications, and right-of-way and pavement widths	
☒	Dimension all site features, overall building footprint, setbacks, parking stalls, driveway widths, walkways, landscape areas, signs, and provide sight triangles	
☒	Scale and north arrow	
☒	Property lines and easements clearly shown	
☒	Utility lines with sizes including water, sewer, gas, & assoc. elements including DDCV, Siamese connections, backflow preventers, etc.	
☒	Location of all water features, drainage improvements and on-site retention areas	
☐ N/A	Flow calculations.- water & sewer demand (gallon usage per day)	
☐ N/A	Off-site improvements such as sidewalks, bus bays, turning lanes, utility lines and fire hydrants; also indicate all driveways or curb cuts within 300 feet of the site	
B. Article 3 / Zoning District Information:		
☒	Current land use designation of property	
☒	Current zoning of project and abutting properties (and proposed zoning, if applicable)	
☒	Location of all principal and accessory structures with dimensions to lot lines and between structures	
☒	Building elevations and height	
☒	Total square footage of pervious and impervious areas and as percentages of total area	
☒	Computation - Gross acreage	
☒	Computation - Net acreage	
☐ N/A	Residential Use	Number of dwellings
☐ N/A		Density
☐ N/A		Dwelling units by type
☐ N/A		Floor area of dwelling units by type
☐ N/A	Non-Residential Use	Total Gross square footage for all buildings



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☐ N/A		Gross square footage for all uses
☐ N/A		Gross square footage for individual buildings
☒	Non-Residential Use (cont.)	Gross square footage for individual buildings per floor
C. Use Information:		
☒	Proposed Principal Use(s), fill in:	existing use commercial - mercantile
☐ N/A	Proposed Accessory Use(s), fill in:	
D. Development and Design Information:		
☒	Off-Street Parking and Loading Plan: Number of off-street parking spaces required and provided including handicapped: with typical sizes shown; Number of required and provided loading spaces; Access aisles and driveways; interaction with circulation plan; and surfacing materials	
☒	Location of all ground-mounted mechanical equipment, commercial containers, and rescreening methods	
☐ N/A	Location, height, and specifications of all fences and walls	
☐ N/A	Sustainable Development Plan: List, description, and location (if applicable) of sustainable features with points	
☒	Separate Sign Plan to include location and type of sign SEE MASTER SIGNAGE PROGRAM	
☒	Refuse apparatus circulation plan incorporating the approved road widths and turning radius at 30ft inside and 50ft outside minimum	
ARCHITECTURAL PLAN(S) Must be sealed by a Florida Registered Architect and include the following:		
☐ N/A	Dimensioned floor plans for all floors proposed	
☐ N/A	Design Plan – Residential Compatibility: Roofs; Exterior color palette; Architecture features; outdoor activity areas; location of off-street parking areas; location of loading, service, and refuse areas; and location and photographs of abutting single family residential development	
☐ N/A	Design Plan – Multifamily Residential: Site layout including buildings, parking, and outdoor activity areas; Building Size; Building Facades (including list of options); Architectural Variability options; Roofs; and Materials	
☒	Design Plan – Commercial, Institutional, and Mixed Use: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Façades and materials; Building Entrances; Fenestration/ Transparency; and Roofs	
☐ N/A	Design Plan – Industrial: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Façades and materials; and Building Entrances	
☒	Elevations of all facades identifying colors and materials (by manufacturer and name/number) proposed	
☒	Roof plan showing location of all rooftop mechanical equipment and screening methods	
☒	Vertical dimensions of façade and elevation features, building floors, mean height/high point and slope of roof	
LIFE SAFETY PLAN(S):		
☒	Circulation Plan: Street Connectivity; Emergency and service vehicle access; Vehicle stacking; Turning radii; Traffic calming measures; Bicycle access; Number of bicycle spaces required and provided; and Pedestrian access	
☒	Site plan development standards for fire prevention NFPA 1 - Chapter 18, Fire Department Access and Water Supply	
☒	All proposed and existing buildings: provide occupancy classification, construction type, square footage, number of floors and height of building to highest occupiable floor level	
☒	Fire apparatus circulation plan incorporating the approved road widths and turning radius at 30ft inside and 50ft outside minimum. Provide both arcs and center point that arcs are measured from	
☒	Location of all existing and proposed water utilities, fire hydrants, and main sizes. Fire hydrants and other fire protection appliances need to be placed along fire department access routes. Refer to NFPA 1 2009ed Chapter 18 for required fire flow and Annex I for number of hydrants and spacing. Minimum of 2 fire hydrants are required within 400ft of any future building. Distance is measured by fire apparatus travel on access roadways. (COPFL ORD. 95.09(C))	
☐ N/A	Provide Fire Flow Data: Fire flow calculations are determined from square footage and construction type of structure. Refer to NFPA 1 chapter 18 and Annex I for required fire flow, number/spacing of fire hydrants	
RECORDED PLAT: COPY of original:		
☒	Signed and sealed by the City Clerk, City Engineer, Mayor and the Chairman of the Planning & Zoning Board	
☒	Plat net & gross acreage	
☒	All existing and proposed public or private streets, alleys, right-of-ways, easements for utilities, bike paths, bus shelters, or bus bays, canals, lakes and other major water courses either on or adjacent to property	
☒	Dedication of streets or other improvements	
☒	Area of each lot and of the plat as a whole to the nearest square foot area tabulation including the right-of-way dedication, easements, etc	
LANDSCAPE PLAN: Must be sealed by a Florida Registered Landscape Architect and include the following:		



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☒	Location of all landscaped areas with dimensions	
☒	Table indicating all landscape requirements	Common and scientific names for all plant material
☒		Plant location and spacing of plant material
☒		Quantities and sizes of plant material with percentages of material by species and nativity
☒	Building location	
☒	Light pole fixtures and light pole locations showing required 15-foot radius around each fixture	
☒	Parking and vehicular-use areas	
☒	Square footage of vehicular use area and percentage of interior landscaping	
☐ N/A	Location of all walls, fences, berms and other buffers with material specifications and heights	
☐ N/A	Commercial container locations and screening	
☐ N/A	Screening of ground-mounted mechanical equipment	
☒	Location of all easements	
TREE SURVEY & TREE APPRAISALS:		
Tree Survey must be sealed by a FL Registered Surveyor and Appraisals must be done by a Certified Arborist and include:		
☒	Tree survey to include corresponding tree assessments in table form. Include the following data: common name, scientific name, size, condition, value and status (existing vegetation on site, vegetation to remain, to be removed and relocated)	
☒	Tree appraisals to follow cost approach as identified in Rule 14-40.030 in the FL Administrative Code	
IRRIGATION PLAN: Must be sealed by a FL Registered Landscape Architect or Professional Engineer:		
☐ N/A	Irrigation plan showing irrigation layout	
☐ N/A	Location of all existing and proposed paved areas, all existing and proposed spot grades, and all existing and proposed drainage utilities	
☐ N/A	Location of all existing and proposed water and sewer utilities	
☐ N/A	Location of all easements	
CIVIL PLAN(S): Must be sealed by a Florida Registered Professional Engineer and include the following:		
☒	Paving, grading, and drainage (PGD) plan showing location of all existing and proposed paving specifications, all existing and proposed spot grades, and all existing and proposed drainage utilities	
☒	Water and sewer (WS) plan showing location of all existing and proposed utilities for water and sewer, AT&T, Comcast, FPL, and Teco Gas	
☒	Traffic markings and signage (TMS) plan showing all pavement makings and traffic signage	
☒	Paving, grading, drainage, and sewer details	
PHOTOMETRIC PLAN:		
☒	Lighting / Photometric Plan: Location, height, and detail of Lighting fixtures; and Illumination levels, direction and shielding	
PUBLIC SAFETY SECURITY PLAN: Incorporating security strengthening and CPTED principles:		
☒	Signed & Sealed CPTED (Crime Prevention Through Environmental Design) Security Drawing Plan 24"x36" . Plan must be signed and sealed by a Florida Registered Architect, Florida Registered Landscape Architect, or Florida Registered Engineer. CPTED Consultant is preferred	
☒	Location of all walls, fences, and gates with material specifications and heights	
☒	Location of all external cameras and motion sensors	
☒	Location of dumpster with gate detail allowing for gap from grade to gate	
☒	Bench/seating area locations with furnishing detail to include separators	
☒	Location, height, and specification of security-aiding landscaping or landscape maintenance (thorny shrubs, continuous hedging, low maintenance of shrubs)	
☒	Specifications of non-impact and impact glass	
☒	CPTED Security Narrative 8.5"x11" identifying how all 5 CPTED Principles are being achieved in the Security Drawing Plan, along with an approved maintenance plan. Narrative must be signed by a Florida Registered Architect, Florida Registered Landscape Architect, or Florida Registered Engineer. CPTED Consultant is preferred	



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CPTED PRINCIPLES

Crime Prevention Through Environmental Design

CPTED Principle #1 - Natural Surveillance

"See and be seen" is the overall goal when it comes to CPTED and natural surveillance. A person is less likely to commit a crime if they think someone will see them do it. Lighting and landscape play an important role in Crime Prevention Through Environmental Design.

CPTED Principle #2 - Natural Access Control

Natural Access Control is more than a high block wall topped with barbed wire. Crime Prevention Through Environmental Design or CPTED utilizes the use of walkways, fences, lighting, signage and landscape to clearly guide people and vehicles to and from the proper entrances. The goal with this CPTED principle is not necessarily to keep intruders out, but to direct the flow of people while decreasing the opportunity for crime.

CPTED Principle #3 - Territorial Reinforcement

Creating or extending a "sphere of influence" by utilizing physical designs such as pavement treatments, landscaping and signage that enable users of an area to develop a sense of proprietorship over it is the goal of this CPTED principle. Public areas are clearly distinguished from private ones. Potential trespassers perceive this control and are thereby discouraged.

CPTED Principle #4 - Maintenance

CPTED and the "Broken Window Theory" suggests that one "broken window" or nuisance, if allowed to exist, will lead to others and ultimately to the decline of an entire neighborhood. Neglected and poorly maintained properties are breeding grounds for criminal activity. A formal CPTED based maintenance plan will help you preserve your property value and make it a safer place.

CPTED Principle #5 – Activity Support

Increase the use of a built environment for safe activities with the intent of increasing the risk of detection of criminal and undesirable activities. Natural Surveillance by the intended users is casual and there is no specific plan for people to watch out for criminal activity.

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If you have any questions or concerns with incorporating the CPTED Principles in your design. Please contact Deputy Patrick Noble with the Broward County Sheriff's Office at: Patrick_Noble@sheriff.org or at (954) 709-7006.

NOTICE EFFECTIVE FEBRUARY 1, 2008

Per resolution 08-97 RESIDENTIAL PLATS AND SITE PLAN APPLICATIONS shall not be approved without providing the appropriate written approvals from Broward County School District.

APPLICANTS MUST TRANSMIT RESIDENTIAL PLATS AND SITE PLANS TO BROWARD COUNTY SCHOOL DISTRICT.

For your convenience an application is attached to all plat applications and for additional information contact:

The School Board of Broward County, Florida
Growth Management Department
Facility Management, Planning & Site Acquisition
1643 North Harrison Parkway
Sunrise, Florida 33323
(754)-321-8350

or visit their website to complete the application online:

<http://www.broward.k12.fl.us/propertymgmt/new/growthmanagement/docs/PublicSchoolImpactApplication.pdf>