



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	<input type="checkbox"/>	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 .
	N/A	

DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

ePLAN	<input checked="" type="checkbox"/>	The fee and application pages* shall be submitted via Camino.
	<input type="checkbox"/>	Recorded or proposed plat. <i>(An application for a Plat will be submitted separately.)</i>
	<input checked="" type="checkbox"/>	Project narrative with project specifics including a full description of the proposed development (PDF).
	<input checked="" type="checkbox"/>	CPTED security narrative addressing the 5 CPTED principles (Pg.7) (PDF).
	<input checked="" type="checkbox"/>	Completed Plans Checklist <i>(this must be filled out)</i> . (pg. 4-7)
	<input checked="" type="checkbox"/>	Legal Description (Digital copy in WORD)
	<input checked="" type="checkbox"/>	Current survey (with flood information)
	<input checked="" type="checkbox"/>	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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PLANS CHECKLIST

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

<input checked="" type="checkbox"/>	Survey	<input checked="" type="checkbox"/>	Architectural Plans (Elevations, Floor Plans, etc.)	<input checked="" type="checkbox"/>	Landscape Plan	<input checked="" type="checkbox"/>	Irrigation Plan	<input checked="" type="checkbox"/>	Photometric Plan
<input checked="" type="checkbox"/>	Site Plan(s)	<input checked="" type="checkbox"/>	Life Safety Plans	<input type="checkbox"/>	Recorded Plat *	<input checked="" type="checkbox"/>	Tree Survey and Tree Appraisals	<input checked="" type="checkbox"/>	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

***An application will be filed separately for a Plat.**

SURVEY: COPY of signed and sealed original:

<input checked="" type="checkbox"/>	Current or dated within 1 year of submittal
<input checked="" type="checkbox"/>	Legal description of property
<input checked="" type="checkbox"/>	Property lines clearly shown
<input checked="" type="checkbox"/>	Location of all easements and utilities
<input checked="" type="checkbox"/>	All adjacent rights-of-way with dimensions to centerline, dimension of width, pavement width
<input checked="" type="checkbox"/>	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:

<input checked="" type="checkbox"/>	Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses, telephone and fax numbers
<input checked="" type="checkbox"/>	Location map showing arterial streets and section lines
<input checked="" type="checkbox"/>	All adjacent rights-of-way, indication of required right-of-way dedications, and right-of-way and pavement widths
<input checked="" type="checkbox"/>	Dimension all site features, overall building footprint, setbacks, parking stalls, driveway widths, walkways, landscape areas, signs, and provide sight triangles
<input checked="" type="checkbox"/>	Scale and north arrow
<input checked="" type="checkbox"/>	Property lines and easements clearly shown
<input checked="" type="checkbox"/>	Utility lines with sizes including water, sewer, gas, & assoc. elements including DDCV, Siamese connections, backflow preventers, etc.
<input checked="" type="checkbox"/>	Location of all water features, drainage improvements and on-site retention areas
<input checked="" type="checkbox"/>	Flow calculations.- water & sewer demand (gallon usage per day)
<input checked="" type="checkbox"/>	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:

<input checked="" type="checkbox"/>	Current land use designation of property
<input checked="" type="checkbox"/>	Current zoning of project and abutting properties (and proposed zoning, if applicable)
<input checked="" type="checkbox"/>	Location of all principal and accessory structures with dimensions to lot lines and between structures
<input checked="" type="checkbox"/>	Building elevations and height
<input checked="" type="checkbox"/>	Total square footage of pervious and impervious areas and as percentages of total area
<input checked="" type="checkbox"/>	Computation - Gross acreage
<input checked="" type="checkbox"/>	Computation - Net acreage

<input type="checkbox"/>		Number of dwellings
<input type="checkbox"/>	Residential Use	Density
<input type="checkbox"/>		Dwelling units by type
<input type="checkbox"/>		Floor area of dwelling units by type
<input checked="" type="checkbox"/>	Non-Residential Use	Total Gross square footage for all buildings



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<input checked="" type="checkbox"/>		Gross square footage for all uses
<input checked="" type="checkbox"/>		Gross square footage for individual buildings
<input checked="" type="checkbox"/>	Non-Residential Use (cont.)	Gross square footage for individual buildings per floor
C. Use Information:		
<input checked="" type="checkbox"/>	Proposed Principal Use(s), fill in:	INDUSTRIAL
<input checked="" type="checkbox"/>	Proposed Accessory Use(s), fill in:	OFFICE
D. Development and Design Information:		
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	Location of all ground-mounted mechanical equipment, commercial containers, and rescreening methods	
<input checked="" type="checkbox"/>	Location, height, and specifications of all fences and walls	
<input checked="" type="checkbox"/>	Sustainable Development Plan: List, description, and location (if applicable) of sustainable features with points	
<input checked="" type="checkbox"/>	Separate Sign Plan to include location and type of sign	
<input checked="" type="checkbox"/>	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:		
<input checked="" type="checkbox"/>	Dimensioned floor plans for all floors proposed	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> N/A	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	
<input checked="" type="checkbox"/>	Design Plan – Industrial: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Façades and materials; and Building Entrances <i>(see site plans)</i>	
<input checked="" type="checkbox"/>	Elevations of all facades identifying colors and materials (by manufacturer and name/number) proposed	
<input checked="" type="checkbox"/>	Roof plan showing location of all rooftop mechanical equipment and screening methods	
<input checked="" type="checkbox"/>	Vertical dimensions of façade and elevation features, building floors, mean height/high point and slope of roof	
LIFE SAFETY PLAN(S):		
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	Site plan development standards for fire prevention NFPA 1 - Chapter 18, Fire Department Access and Water Supply	
<input checked="" type="checkbox"/>	All proposed and existing buildings: provide occupancy classification, construction type, square footage, number of floors and height of building to highest occupiable floor level	
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	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))	
<input checked="" type="checkbox"/>	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:		
<input type="checkbox"/>	Signed and sealed by the City Clerk, City Engineer, Mayor and the Chairman of the Planning & Zoning Board	
<input type="checkbox"/>	Plat net & gross acreage	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Dedication of streets or other improvements	
<input type="checkbox"/>	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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<input checked="" type="checkbox"/>	Location of all landscaped areas with dimensions	
<input checked="" type="checkbox"/>	Table indicating all landscape requirements	Common and scientific names for all plant material
<input checked="" type="checkbox"/>		Plant location and spacing of plant material
<input checked="" type="checkbox"/>		Quantities and sizes of plant material with percentages of material by species and nativity
<input checked="" type="checkbox"/>	Building location	
<input checked="" type="checkbox"/>	Light pole fixtures and light pole locations showing required 15-foot radius around each fixture	
<input checked="" type="checkbox"/>	Parking and vehicular-use areas	
<input checked="" type="checkbox"/>	Square footage of vehicular use area and percentage of interior landscaping	
<input checked="" type="checkbox"/>	Location of all walls, fences, berms and other buffers with material specifications and heights	
<input checked="" type="checkbox"/>	Commercial container locations and screening	
<input checked="" type="checkbox"/>	Screening of ground-mounted mechanical equipment	
<input checked="" type="checkbox"/>	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:		
<input type="checkbox"/> *	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) <i>*no trees on site</i>	
<input type="checkbox"/> *	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:		
<input checked="" type="checkbox"/>	Irrigation plan showing irrigation layout	
<input checked="" type="checkbox"/>	Location of all existing and proposed paved areas, all existing and proposed spot grades, and all existing and proposed drainage utilities	
<input checked="" type="checkbox"/>	Location of all existing and proposed water and sewer utilities	
<input checked="" type="checkbox"/>	Location of all easements	
CIVIL PLAN(S): Must be sealed by a Florida Registered Professional Engineer and include the following:		
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	Water and sewer (WS) plan showing location of all existing and proposed utilities for water and sewer, AT&T, Comcast, FPL, and Teco Gas	
<input checked="" type="checkbox"/>	Traffic markings and signage (TMS) plan showing all pavement makings and traffic signage	
<input checked="" type="checkbox"/>	Paving, grading, drainage, and sewer details	
PHOTOMETRIC PLAN:		
<input checked="" type="checkbox"/>	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:		
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	Location of all walls, fences, and gates with material specifications and heights	
<input checked="" type="checkbox"/>	Location of all external cameras and motion sensors	
<input checked="" type="checkbox"/>	Location of dumpster with gate detail allowing for gap from grade to gate	
<input checked="" type="checkbox"/>	Bench/seating area locations with furnishing detail to include separators	
<input checked="" type="checkbox"/>	Location, height, and specification of security-aiding landscaping or landscape maintenance (thorny shrubs, continuous hedging, low maintenance of shrubs)	
<input checked="" type="checkbox"/>	Specifications of non-impact and impact glass	
<input checked="" type="checkbox"/>	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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