



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

Development Application

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 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 type="checkbox"/>	Life Safety Plans	<input checked="" type="checkbox"/>	Recorded Plat	<input checked="" type="checkbox"/>	Tree Survey and Tree Appraisals	<input checked="" type="checkbox"/>	Civil Plans	<input 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

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 type="checkbox"/>	Flow calculations - water & sewer demand (gallon usage per day)
<input checked="" type="checkbox"/>	Offsite 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"/>	Residential Use
<input type="checkbox"/>	Number of dwellings
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Total Gross square footage of all buildings
<input checked="" type="checkbox"/>	Gross square footage of all uses

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 Department of Development Services
 Planning & Zoning Division

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<input type="checkbox"/>	Table indicating all landscape requirements	Common and scientific names for all plant material
<input type="checkbox"/>		Plant location and spacing of plant material
<input type="checkbox"/>		Quantities and sizes of plant material with percentages of material by species and nativity
<input type="checkbox"/>	Building location	
<input type="checkbox"/>	Light pole fixtures and light pole locations showing required 15-foot radius around each fixture	
<input type="checkbox"/>	Parking and vehicular-use areas	
<input type="checkbox"/>	Square footage of vehicular use area and percentage of interior landscaping	
<input type="checkbox"/>	Location of all walls, fences, berms and other buffers with material specifications and heights	
<input type="checkbox"/>	Commercial container locations and screening	
<input type="checkbox"/>	Screening of ground-mounted mechanical equipment	
<input 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)	
<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 type="checkbox"/>	Irrigation plan showing irrigation layout	
<input type="checkbox"/>	Location of all existing and proposed paved areas, all existing and proposed spot grades, and all existing and proposed drainage utilities	
<input type="checkbox"/>	Location of all existing and proposed water and sewer utilities	
<input type="checkbox"/>	Location of all easements	
CIVIL PLAN(S): Must be sealed by a Florida Registered Professional Engineer and include the following:		
<input 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 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 type="checkbox"/>	Traffic markings and signage (TMS) plan showing all pavement markings and traffic signage	
<input type="checkbox"/>	Paving, grading, drainage, and sewer details	
PHOTOMETRIC PLAN:		
<input 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 type="checkbox"/>	Signed & Sealed CPTED (Crime Prevention Through Environmental Design) Security Drawing Plan 24"x 36" . Plan must be signed and sealed by a Florida Registered Architect, Florida Registered Landscape Architect, or Florida Registered Engineer. CPTED Consultant is preferred	
<input type="checkbox"/>	Location of all walls, fences, and gates with material specifications and heights	
<input type="checkbox"/>	Location of all external cameras and motion sensors	
<input type="checkbox"/>	Location of dumpster with gate detail allowing for gap from grade to gate	
<input type="checkbox"/>	Bench/seating area locations with furnishing detail to include separators	
<input type="checkbox"/>	Location, height, and specification of security-aiding landscaping or landscape maintenance (thorny shrubs, continuous hedging, low maintenance of shrubs)	
<input type="checkbox"/>	Specifications of non-impact and impact glass	
<input type="checkbox"/>	CPTED Security Narrative 8.5"x 11" 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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