

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
<b>MINOR Site Plan Review</b> (Pg. 2)	DRC Review	Development Order from the DSD		
<b>MAJOR Site Plan Review</b> (Pg. 2)	Pre-Application Meeting (Required Prior to DRC Submittal)	DRC Review	P&Z Review	Development Order from the P&Z Board
<b>Building Design Review</b> (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:

<b>PAPER</b>	<input type="checkbox"/>	Four (4) Electronic Signature Affidavits (ESA), unless a 3 <sup>rd</sup> party digital signature is utilized. One for the Architect, Landscape Architect, Engineer, and Land Surveyor. See P&Z webpage for <a href="#">instructions</a> .
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**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

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

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

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## Development Application Checklist

### Development Review

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: <ul style="list-style-type: none"> <li>An addition that adds more than 37,500 sq ft gfa.</li> <li>An addition that increases the amount of lot coverage of such existing development by more than 37.5%.</li> <li>An addition that increases the gross floor area of the primary building of such existing development by more than 37.5%.</li> </ul>
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: <ul style="list-style-type: none"> <li>An addition that adds more than 25,000 sq ft gfa.</li> <li>An addition that increases the amount of lot coverage of such existing development by more than 25%.</li> <li>An addition that increases the gross floor area of the primary building of such existing development by more than 25%.</li> </ul>

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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**

<b>All property</b>	All new Institutional: Open Space Uses identified in Section <a href="#">155.4210</a> , of at least 10,000 sq. ft.			
<b>Property abutting a designated arterial or collector road as defined by the Broward County Trafficways Plan</b>	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	
<b>Designated Brownfield Area or Brownfield Site</b>	<b>New Development</b>	More than 15 new multifamily dwelling units	<b>New Development</b>	More than 7,500 sq ft gfa
	<b>Existing Development</b>	Addition of more than 15 new multifamily dwelling units	<b>Existing Development that is 7,500 sq ft gfa or less</b>	An addition that results in development that contains more than 7,500 sq ft gfa
			<b>Existing Development that is more than 7,500 sq ft gfa</b>	One of the following, whichever is less: <ul style="list-style-type: none"> <li>An addition that adds 37,500 sq ft gfa.</li> <li>An addition that increases the amount of lot coverage of such existing development by more than 37.5%.</li> <li>An addition that increases the gross floor area of the primary building of such existing development by more than 37.5%.</li> </ul>
<b>All Other Property Types</b>	<b>New Development</b>	More than 10 new multifamily dwelling units	<b>New Development</b>	More than 5,000 sq ft gfa
	<b>Existing Development</b>	Addition of more than 10 new multifamily dwelling units	<b>Existing Development that is 5,000 sq ft gfa or less:</b>	An addition that results in development that contains more than 5,000 sq ft gfa
			<b>Existing Development that is more than 5,000 sq ft gfa:</b>	One of the following, whichever is less: <ul style="list-style-type: none"> <li>An addition that adds more than 25,000 sq ft gfa.</li> <li>An addition that increases the amount of lot coverage of such existing development by more than 25%.</li> <li>An addition that increases the gross floor area of the primary building of such existing development by more than 25%.</li> </ul>

## Development Application Checklist

### PLANS CHECKLIST

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

<input type="checkbox"/> Survey	<input type="checkbox"/> Architectural Plans (Elevations, Floor Plans, etc.)	<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Irrigation Plan	<input type="checkbox"/> Photometric Plan
<input type="checkbox"/> Site Plan(s)	<input type="checkbox"/> Life Safety Plans	<input type="checkbox"/> Recorded Plat	<input type="checkbox"/> Tree Survey and Tree Appraisals	<input 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 type="checkbox"/>	Current or dated within 1 year of submittal
<input type="checkbox"/>	Legal description of property
<input type="checkbox"/>	Property lines clearly shown
<input type="checkbox"/>	Location of all easements and utilities
<input type="checkbox"/>	All adjacent rights-of-way with dimensions to centerline, dimension of width, pavement width
<input 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 type="checkbox"/>	Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses, telephone and fax numbers
<input type="checkbox"/>	Location map showing arterial streets and section lines
<input type="checkbox"/>	All adjacent rights-of-way, indication of required right-of-way dedications, and right-of-way and pavement widths
<input type="checkbox"/>	Dimension all site features, overall building footprint, setbacks, parking stalls, driveway widths, walkways, landscape areas, signs, and provide sight triangles
<input type="checkbox"/>	Scale and north arrow
<input type="checkbox"/>	Property lines and easements clearly shown
<input type="checkbox"/>	Utility lines with sizes including water, sewer, gas, & assoc. elements including DDCV, Siamese connections, backflow preventers, etc.
<input 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 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 type="checkbox"/>	Current land use designation of property
<input type="checkbox"/>	Current zoning of project and abutting properties (and proposed zoning, if applicable)
<input type="checkbox"/>	Location of all principal and accessory structures with dimensions to lot lines and between structures
<input type="checkbox"/>	Building elevations and height
<input type="checkbox"/>	Total square footage of pervious and impervious areas and as percentages of total area
<input type="checkbox"/>	Computation - Gross acreage
<input type="checkbox"/>	Computation - Net acreage

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

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## Development Application Checklist

<input type="checkbox"/>		Gross square footage for all uses
<input type="checkbox"/>		Gross square footage for individual buildings
<input type="checkbox"/>	<b>Non-Residential Use (cont.)</b>	Gross square footage for individual buildings per floor
<b>C. Use Information:</b>		
<input type="checkbox"/>	Proposed Principal Use(s), <i>fill in:</i>	
<input type="checkbox"/>	Proposed Accessory Use(s), <i>fill in:</i>	
<b>D. Development and Design Information:</b>		
<input 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 type="checkbox"/>	Location of all ground-mounted mechanical equipment, commercial containers, and rescreening methods	
<input type="checkbox"/>	Location, height, and specifications of all fences and walls	
<input type="checkbox"/>	Sustainable Development Plan: List, description, and location (if applicable) of sustainable features with points	
<input type="checkbox"/>	Separate Sign Plan to include location and type of sign	
<input type="checkbox"/>	Refuse apparatus circulation plan incorporating the approved road widths and turning radius at 30ft inside and 50ft outside minimum	
<b>ARCHITECTURAL PLAN(S)</b> Must be sealed by a Florida Registered Architect and include the following:		
<input type="checkbox"/>	Dimensioned floor plans for all floors proposed	
<input type="checkbox"/>	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"/>	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"/>	Design Plan – Commercial, Institutional, and Mixed Use: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Facades and materials; Building Entrances; Fenestration/ Transparency; and Roofs	
<input type="checkbox"/>	Design Plan – Industrial: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Facades and materials; and Building Entrances	
<input type="checkbox"/>	Elevations of all facades identifying colors and materials (by manufacturer and name/number) proposed	
<input type="checkbox"/>	Roof plan showing location of all rooftop mechanical equipment and screening methods	
<input type="checkbox"/>	Vertical dimensions of façade and elevation features, building floors, mean height/high point and slope of roof	
<b>LIFE SAFETY PLAN(S):</b>		
<input 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 type="checkbox"/>	Site plan development standards for fire prevention NFPA 1 - Chapter 18, Fire Department Access and Water Supply	
<input 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 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 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 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	
<b>RECORDED PLAT: COPY of original:</b>		
<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 improvement	
<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.	
<b>LANDSCAPE PLAN:</b> Must be sealed by a Florida Registered Landscape Architect and include the following:		



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<input type="checkbox"/>	Location of all landscaped areas with dimensions	
<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	
<b>TREE SURVEY &amp; TREE APPRAISALS:</b>		
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	
<b>IRRIGATION PLAN: Must be sealed by a FL Registered Landscape Architect or Professional Engineer:</b>		
<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	
<b>CIVIL PLAN(S): Must be sealed by a Florida Registered Professional Engineer and include the following:</b>		
<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	
<b>PHOTOMETRIC PLAN:</b>		
<input type="checkbox"/>	Lighting / Photometric Plan: Location, height, and detail of Lighting fixtures; and Illumination levels, direction and shielding	
<b>PUBLIC SAFETY SECURITY PLAN: Incorporating security strengthening and CPTED principles:</b>		
<input type="checkbox"/>	<b>Signed &amp; Sealed CPTED (Crime Prevention Through Environmental Design) Security Drawing Plan 24"x36"</b> . 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"/>	<b>CPTED Security Narrative 8.5"x11"</b> 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	

### 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](mailto: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/propertymanagement/growthmanagement/docs/PublicSchoolImpactApplication.pdf>