



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

Pre-Application Meeting Checklist

Pre-Application Meetings (Site Plan)

DEADLINE:

- Pre-Application Meetings shall always be on a Tuesday. Initial submission and fee must be received by 12:00 PM six business days prior (or two Thursday's prior) to the desired meeting date, excluding Fridays.
- Electronic file submission must be uploaded into the ePlan system within the same business day of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, Pre-Application Meetings can only be scheduled when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the allotted time, the application will be rejected via email.

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
Minor Site Plan Review	Pre-Application Meeting (Optional)	DRC Review	Development Order from the DSD	
Major Site Plan Review	Pre-Application Meeting (Required)	DRC Review	AAC/P&Z Review	Development Order from the P&Z

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. Note that Electronic Signature Affidavits are not required at this time.

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

	<input checked="" type="checkbox"/>	The fee and application pages shall be submitted via Camino.		
ePLAN	<input checked="" type="checkbox"/>	Current survey (with flood information)	<input checked="" type="checkbox"/>	Narrative with project specifics including a full description of the proposed development.
	<input checked="" type="checkbox"/>	Completed Plans Checklist on pages 2-3 (<i>this must be filled out</i>)	<input checked="" type="checkbox"/>	Digital Plans*

*Refer to the Plans Checklist on pages 2 - 3 of this application for more information.

P&Z



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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"/> Conceptual Landscape Plan	<input checked="" type="checkbox"/> Conceptual Civil Plan
<input checked="" type="checkbox"/> Conceptual Site Plan	<input checked="" type="checkbox"/> Conceptual Architectural Plan	<input checked="" type="checkbox"/> Conceptual 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"/>	Location of all easements and utilities	
<input checked="" type="checkbox"/>	Flood zone and flood elevation data	
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"/>	All adjacent rights-of-way, indication of required right-of-way dedications, and right-of-way and pavement widths	
<input checked="" type="checkbox"/>	Scale and north arrow	
B. Article 3 / Zoning District Information:		
<input checked="" type="checkbox"/>	Location of all principal and accessory structures with dimensions to lot lines and between structures	
<input checked="" type="checkbox"/>	Total square footage of pervious and impervious areas and as percentages of total area computation	
<input checked="" type="checkbox"/>	Net acreage	
<input checked="" type="checkbox"/>	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 with dimensions	
<input type="checkbox"/>	Residential & Non-Residential Use	Number of dwellings
<input checked="" type="checkbox"/>		Total Gross square footage for all buildings
<input checked="" type="checkbox"/>		Gross square footage for individual buildings
<input type="checkbox"/>		Gross square footage for individual buildings per floor
C. Use Information:		
<input checked="" type="checkbox"/>	Proposed Principal Use(s), fill in: industrial building	
<input checked="" type="checkbox"/>	Proposed Accessory Use(s), fill in: NA	
D. Development and Design Information:		
<input checked="" type="checkbox"/>	Location of all ground-mounted mechanical equipment and commercial containers/dumpsters	
<input checked="" type="checkbox"/>	Location and height of all fences and walls	
<input type="checkbox"/>	Location and type of all signs. none proposed at this time	
LANDSCAPE PLAN: Must include the following:		
<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
<input checked="" type="checkbox"/>		Quantities and sizes of plant material
<input checked="" type="checkbox"/>	Screening of ground-mounted mechanical equipment	
ARCHITECTURAL PLAN(S) Must include the following:		
<input checked="" type="checkbox"/>	Dimensioned floor plan	
<input checked="" type="checkbox"/>	Dimensioned building elevation and height	

P&Z
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07/26/2023



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CIVIL PLAN(S): Must include the following:	
<input checked="" type="checkbox"/>	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"/>	Location of all existing and proposed utilities for water and sewer, AT&T, Comcast, FPL, and Teco Gas.
PUBLIC SAFETY SECURITY PLAN: Incorporating security strengthening and CPTED principles:	
<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"/>	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"/>	Narrative identifying how <u>all 5 CPTED Principles</u> will be achieved in the Security Drawing Plan. See principles in the table below.

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.