



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

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"/> 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
<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 type="checkbox"/>	Non-Residential Use
<input type="checkbox"/>	Total Gross square footage for all buildings
<input type="checkbox"/>	Gross square footage for all uses



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<input type="checkbox"/>	Non-Residential	Gross square footage for individual buildings
<input type="checkbox"/>	Non-Residential Use (cont.)	Gross square footage for individual buildings per floor
C. Use Information:		
<input type="checkbox"/>	Proposed Principal Use(s), fill in: Commercial	
<input type="checkbox"/>	Proposed Accessory Use(s), fill in:	
D. Development and Design Information:		
<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	
ARCHITECTURAL PLAN(S) 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 Façades 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 Façades 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	
LIFE SAFETY PLAN(S):		
<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	
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 with bearings, 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:		
<input type="checkbox"/>	Location of all landscaped areas with dimensions	



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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 the <i>CTLA Guide for Plant Appraisal</i> (as amended)	
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 water and sewer utilities	
<input type="checkbox"/>	Traffic markings and signage (TMS) plan showing all pavement makings 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"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 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"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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