



MASTER PLAN / SITE PLAN: SUBMITTAL REQUIREMENT CHECKLIST

PRIOR TO SUBMITTAL

Predevelopment Meeting _____ Date _____

Lobbyist registration (if applicable) _____

REVIEW COMMITTEE: (12 sets)

Application fee form _____ Application fee _____

Plat (if applicable) _____

PLANNING AND ZONING BOARD: (10 sets)

Written response to Review Committee comments _____

Concurrency Review Form _____ Architectural Rendering _____

Broward County School Board Approval (Residential only) _____

CITY COUNCIL: (14 sets)

Written response to Planning and Zoning Board comments _____

Concurrency Review Form _____ Architectural Rendering _____

(2) disks containing all plans and documentation in a PDF format _____ Notice to proceed _____

EACH SUBMITTAL MUST INCLUDE THE FOLLOWING
(in the required number of sets):

Development Review Application _____ Verification of ownership _____

Market Study (if applicable) _____ Signed & Sealed Survey _____

Master Plan (if applicable) _____ Phasing Plan (if applicable) _____

*Site Plan/Master Plan meeting minimum submittal requirements (see below) _____

***MASTER PLAN / SITE PLAN: MINIMUM REQUIREMENTS**

GENERAL REQUIREMENTS

1. All plans shall be signed and sealed by the appropriate design professional licensed in the State of Florida. All copy sets shall be clear and legible.
2. Submittals must be collated into identical sets, stapled, and folded to 8 ½" x 11". Sheets may be no larger than 24" x 36". For larger projects (>250 units or 250,000 sq. ft.) applicant may contact staff to determine if larger plans are acceptable.
3. Site plans shall be dimensioned no smaller than 1" = 30'. If the site is too large to place a 1" = 30' site plan on one sheet, provide a master plan at a maximum of 1" = 50' and match sheets at a maximum scale of 1" = 30'.

SURVEY

1. Signed, sealed and dated within the last year
2. Boundary, topographic
3. Abstracted for right-of-ways and easements.
4. Full legal description.

SITE PLAN

1. Signed and sealed by a Florida registered architect or engineer.
2. Title block including project name and design professional's address and phone number.
3. Scale (must be engineer's scale).
4. North arrow indicator.
5. Location map showing relationship to major arterials.
6. Drawing and dates of each prior revision, as applicable.
7. Site Plan Data Table:
 - Current use of property, including gross floor area of non-residential and number of units for residential use.
 - Land Use designation.
 - Zoning Map designation.
 - Site area in square feet in net acres (site only) and gross acres (site area plus one-half the area of adjacent right-of-ways).
 - Building footprint coverage.
 - Residential development: Number of dwelling units, type of unit, floor area of each unit (paint-to-paint), number of bedrooms per unit, and site density based on net and gross units per acre. Note: interior rooms such as a den, office, or craft room that are greater than 70 square feet in area and bound by walls along more than 75% of its perimeter are considered a bedroom.
 - Parking data: parking spaces required (#), standard parking spaces provided (#), handicap parking spaces provided (#), loading zones required (#), and loading zones provided (#).
 - Setback table (required vs. provided).
 - Vehicular use area in square feet and as a percentage (%) of net site area.
 - Open space in square feet and as a percentage (%) of net site area including outdoor recreational areas and excluding grass vehicular use overhangs.
 - Pervious area in square feet and as a percentage (%) of net site area with separate calculations for wet and dry land areas.
 - Impervious area in square feet and percentage (%) of net site area.

8. Site Plan Features (graphically indicated)

- Municipal boundaries (as applicable).
- Zoning designation of adjacent properties with current use listed.
- Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts).
- Waterway width, if applicable.
- Outline of adjacent buildings (indicate height (expressed in feet above grade) and number of stories).
- Property lines (dimensioned).
- Building outline of all proposed structures (dimensioned).
- Setbacks and building separations (dimensioned) for all structures.
- Grade at crown of road, curb, sidewalk, building entrance, and finished floor elevation.
- Dimensions for all site plan features such as sidewalks, building lengths and widths, balconies, patios, driveways, street widths, landscape areas including perimeter buffers and parking lot island dimensions, etc.
- Mechanical equipment dimensioned from property lines or edge of building if located on the roof.
- Parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces, as applicable).
- On-site light fixtures (light poles) locations and height.
- Proposed right-of-way improvements (i.e. bus stops, curbs, tree plantings, etc.).
- Pedestrian walkways (including public sidewalks and on-site pedestrian paths).
- Easements (as applicable).
- Indication of any site or building design methods used to conserve energy and/or water.
- Indication of any site or building design methods used to incorporate the principles of Crime Prevention Through Environmental Design (CPTED).
- Location, dimensions, and method of screening sanitation facilities, including dumpsters, trash compactors, recycling collection areas, etc.
- Location, dimensions, and screening of loading zones. If located inside a building, indicate clear height, width, and depth of interior loading zone and dock height.
- Written statement describing method of maintaining any common or joint use area.
- Project signage, location, shape and size.

FLOOR PLANS

1. Delineate and dimension the floor plan for each level of a building showing interior spaces and uses.
2. Delineate and dimension the floor plan for each level of a parking garage showing parking, drive aisles, vertical clearance, ramp slopes, and entrances.
3. Residential floor plans shall indicate hallways, units (floor plan), trash chutes (if applicable), storage areas, elevator locations (if applicable), electrical/mechanical rooms, etc.
4. Multi-story buildings providing garbage chutes: Please show on floor plans:
 - Location of trash chutes.
 - Location and dimensions of ground floor waste collection room.
 - Location of trash compactor and/or dumpster in waste collection area.
 - Route from waste collection area to waste pickup area.
 - Location and dimensions of garbage truck pickup area.
5. Provide a floor plan for each “unit type” within a residential building. Indicate interior unit dimensions (paint-to-paint) and unit area in square feet based on paint-to-paint dimensions (not including balconies).

BUILDING ELEVATIONS

1. All building facades with directional labels (i.e. north, south) and building names or numbers, if more than one building.
2. Dimensions, including height, length, and width of all building elevations in feet.

3. Dimensions of setbacks and required step-backs from property lines.
4. Indicate architectural elements, materials and colors on elevations and label accordingly.
5. Indicate doors, windows, balconies, fenestrations, and articulations and label accordingly.
6. Building light fixtures (wall lighting) locations and height.
7. Indicate dimensions (height and width) of entrances to parking garages, garbage rooms, and loading zones.

SITE DETAILS

1. Provide details of the following:
 - Ground floor elevation.
 - Storefronts, awnings, entryway features, doors, and windows.
 - Fences and walls (measured from the finished grade of the abutting property or crown of adjacent street).
 - Dumpsters.
 - Light fixtures.
 - Balconies and railings.
 - Trash receptacles, benches, and other street furniture.
 - Pavers, concrete, and hardscape ground cover materials.

PHOTOMETRIC PLANS

1. Foot-candle readings must extend to all property lines. Foot-candle readings at property line shall be one-foot candle or less
2. Note on plan: “Proposed lighting will be designed and installed so as to reflect the light away and prevent any glare or excessive light on any adjacent property”.
3. Provide wall and pole fixture locations and details of fixture type and appearance.

LANDSCAPE PLANS

1. Conceptual grading plan.
2. Planting plan with existing plant material noted and—Scale indicated.
3. Elevation plan with dimensions.
4. Overhead utility lines with locations of light poles.
5. Utility easements shown in gray scale on the planting plan as well as above and below ground utilities and associated equipment.
6. Photometric plans showing light levels to all property lines.
7. Show existing and/or proposed light poles on landscape plans.
8. All landscape areas shall be provided with an automatically-operating underground irrigation system; with a minimum of 100% coverage, with 50% minimum overlap in ground cover and shrub areas. The rain sensor must be installed as well as a rust inhibitor if applicable. Irrigation plans must be submitted at time of permitting.
9. Landscape plans must be signed and sealed by a FL certified Landscape Architect.
10. Include Tree Protection details as per City codes; 2” x 4” posts, 48” in height, with 3, 2” x 4” rails spaced equally. Please note on plant that appropriate tree protection barriers will be placed around all existing trees within the construction zone.
11. An ISA certified Arborist root prunes any existing tree within paving/curbing areas to be installed.
12. A root barrier system shall be installed in situations where a tree or palm is planted within 10’ of a paved surface or infrastructure. Please include root barrier details on landscape plans submitted.
13. All plan drawing submittals shall be drawn to a reasonable scale and bear the name and address and signature of the designer. Additionally, the drawing size shall not exceed two (2) feet by three (3) feet.
14. Full responsibility for the design, installation, maintenance, implementation and compliance with all applicable city codes of all the items on the landscape drawings shall fall upon the owner of the project.

All plans shall be executed in a professional manner acceptable to the Department of Design, Landscape and Construction Management and shall contain:

- Proposed layout plan (site plan). The proposed layout plan shall show the dimensions and radii of the landscape elements of the proposed development, including the location of plant material, surface material; existing and proposed landscape features and furnishings, including walls and fences; property lines, easements, right-of-way, drain fields and fire hydrant locations, and site lighting should also be shown.
- Proposal conceptual grading plan. The proposed conceptual grading plan shall contain existing and proposed spot grades at all building corners, roadways, parking lot corners, pedestrian walks, and around any existing vegetation, arrows indicating drainage flow, proposed slope percentages, and shall indicate in detail any proposed mound or berm construction.
- Proposed planting plan. The proposed planting plan shall identify the species, size and location of plant materials. A plant list shall be included on the drawing and for each species shall include the scientific name, the common name, the installed size and height and relevant horticultural notes, such as spread and trunk diameter for trees, planting and staking technique, top soil depth as required by this chapter, mulching material and depth for trees and shrub areas, initial fertilizer application, etc. A surface materials list shall be included on the drawing and contain the materials used such as asphalt, concrete, stone, mulch, etc., with a description of each. All landscape furnishings, such as planters, benches, trellises, fountains, etc., shall be described through drawings and specifications to illustrate their construction, method of attachment, etc. Existing trees over two-inch caliper shall be shown. A number or symbol shall identify each tree. A tabular list of the existing trees shall include botanical name, common name, caliper, spread, height, general condition and disposition of tree(s).
- Proposed elevation plan. The proposed elevation plan shall show architectural and landscaped elements in their proper relationship with enough detail to determine the impact of the proposed landscape treatment at the time of the planting installation. The drawing must be accurate and to a noted scale. Approximate size of plantings after fifth year of growth shall be indicated by dashed lines.

15. Request for adjustments (waivers) of this comprehensive landscape ordinance:

- The applicant shall clearly and in detail state what adjustments (waivers) or requirements are being requested and the reasons such adjustments (waivers) are warranted, and shall accompany the application with such supplementary data, such as sketches, surveys and statistical information as is deemed necessary to substantiate the adjustment (waivers).
- Approval or modification of any adjustment: modifications/adjustments should not be contrary to the public interest and would be in keeping with and would preserve the intent of this chapter and that literal enforcement of the above standards would be impracticable and would result in unreasonable and unnecessary hardship

16. Removal and/or relocation of trees and palms.

- As per City codes every reasonable effort must be made by the proponent to incorporate existing trees in the development project and to minimize the number of trees removed.

ENGINEERING PLANS

1. Site Plan Sheets(s) shall:

- include existing and proposed utility, drainage or right-of-way easements on or adjacent to the site.
- include existing (to remain) and proposed complete signing and marking.
- include Fire Truck vehicle turning radii at all turning points along proposed emergency vehicle route(s).
- include dimensions for driveways, drive aisles, parking spaces, sidewalks, landscape islands, etc.
- include all on-site pedestrian sidewalks/walkways/paths and delineate the proposed ADA accessible route within the site and leading to the offsite connection.

- include dimensioned off-site sidewalks, turn lanes, median improvements/modifications and driveway connections to adjacent roadways.

2. Civil Plans shall:

- be drawn to scale, 1"=10' to 1"=50'
- be signed and sealed by a Florida registered professional engineer.
- Include, but not be limited to, the following preliminary dimensioned paving, grading and drainage improvements:
 - roadways, parking areas, driveways, drive aisles, parking spaces, sidewalks, walkways, paths and landscape islands.
 - Curbing (location and type)
 - pavement markings and signage, including fire lanes and loading zones.
 - Drainage structures and pipe locations
 - Storm water retention or detention ponds
 - Civil details including but not limited to, parking stall (standard and ADA), curbing, fire lane, signage (i.e. – stop, yield, directional, etc.), typical pavement section.