



Life's Just Better Here

SITE PLAN APPLICATION PACKAGE

This package includes:

- General Submittal Procedures
- Submittal Checklist
- Application
- Authorized Agent Affidavit
- Permission to Reproduce Drawings and Documents

GENERAL PROCEDURES FOR FILING A SITE PLAN SUBMITTAL APPLICATION:

- ❖ Site plan submittal applications may be obtained at the Community Development Services Department and may be initiated by the owner of the property involved or his legally designated representative.
- ❖ Applicants for site plan approval are required to arrange a pre-application conference prior to submittal to discuss their requests with a member of the Community Development Services Department staff. You may arrange an appointment by calling 954-390-2180.
- ❖ An application for site plan review together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Development Services Department following the pre-application conference.
- ❖ The Community Development Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Development Services Department has determined that the application and support documents are complete, the application and support documents shall be distributed to the Development Review Committee (DRC). The DRC consists of staff from several different City Departments who review plans for compliance within their areas of expertise.
- ❖ For purposes of expediting the review process the DRC shall simultaneously review site plans for concurrency management and compliance with City codes, rules and regulations.
- ❖ The DRC shall forward their recommendations and findings to the Planning and Zoning Board.
- ❖ The Community Development Services Department shall place the site plan review application upon the next most appropriate Planning and Zoning Board agenda for public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Development Services Department. The applicant will receive an agenda and staff report concerning the proposed site plan and staff recommendations prior to the Planning and Zoning Board meeting.
- ❖ The initial application submittal shall be accompanied by ten (10) copies of the site plan and other required plans and documents. All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Development Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws.

SITE PLAN APPLICATION

Submittal Checklist

(Please refer to Unified Land Development Regulations Article 85 for more information)

Staff Use— √ for each item submitted	Required Items (This list may be modified after the pre-application with Staff)
	<ul style="list-style-type: none"> • Boundary surveys;
	<ul style="list-style-type: none"> • One (1) topographic survey certified by a surveyor and mapper registered in the State of Florida, with elevations provided on a one hundred (100) foot grid, including natural features and improvements and their current use, top of bank and edge of water for all water bodies and water courses, the location of utility lines within and adjacent to the site, right-of-way width and dedication information, pavement location and width, and all easements of record;
	<ul style="list-style-type: none"> • One (1) tree survey;
	<ul style="list-style-type: none"> • One (1) copy of a recorded plat, if the property has been platted. The plat shall be recorded in the official records of Broward County after June 4, 1953, with the following exceptions:
	<ul style="list-style-type: none"> • Draft of any required or proposed restrictive covenants, written sureties, and common area maintenance association documents, including those for the preservation of common open space areas; grants of easement for access, drainage, utilities or other purpose; or other restrictions to be imposed upon the use of the land and buildings;
	<ul style="list-style-type: none"> • Site plans, including all information listed below to demonstrate compliance with all requirements of the ULDR. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as determined by Florida Law, who are licensed and registered in the State of Florida.
	<ul style="list-style-type: none"> • The proposed title of the project and the name of the professionals who prepared each plan, including engineer, architect, landscape architect and the developer
	<ul style="list-style-type: none"> • The north arrow, scale and date
	<ul style="list-style-type: none"> • Existing zoning of the subject site and adjacent properties
	<ul style="list-style-type: none"> • Proposed changes in zoning to the applicant property, if any
	<ul style="list-style-type: none"> • Adjacent land uses and buildings, including use and number of floors, dimensioned to property line of subject site
	<ul style="list-style-type: none"> • Legal description;
	<ul style="list-style-type: none"> • Location sketch of subject property in relation to surrounding area;
	<ul style="list-style-type: none"> • Site boundaries clearly identified, dimensioned, and tied to section corners;
	<ul style="list-style-type: none"> • Existing features (trees, water, structures) including topography, roadways, and use areas;
	<ul style="list-style-type: none"> • The location and dimensions of proposed setback lines;
	<ul style="list-style-type: none"> • Locations and dimensions of all existing and proposed rights-of-way and dedications, including ultimate right-of-way lines (if applicable), easements, property lines, streets, buildings, watercourses and water bodies, pedestrian areas, and other existing physical features in or adjoining the project;
	<ul style="list-style-type: none"> • The location and dimensions of proposed reservations for parks, playgrounds, open spaces and other common areas;
	<ul style="list-style-type: none"> • The location, dimensions and character of construction, including bearings, centerline dimensions and curve data of proposed street alleys, driveways and grading plans;
	<ul style="list-style-type: none"> • The location, dimensions and character of construction of proposed curb

	cuts, entrances and exits, parking and loading areas (including number of parking spaces and loading spaces), pedestrian use areas, and vehicular use areas;
	<ul style="list-style-type: none"> • Photometric plan;
	<ul style="list-style-type: none"> • Location and dimensions of all proposed buildings, excavations, and structures to lot lines and to each other;
	<ul style="list-style-type: none"> • Conceptual preliminary drainage plans and statement of proposed drainage systems and methods;
	<ul style="list-style-type: none"> • Typical trash and garbage disposal and recycling system, including typical enclosure details and the location of each;
	<ul style="list-style-type: none"> • Separate landscape plan prepared in accordance with Sec.150-190;
	<ul style="list-style-type: none"> • Location, character, size, height and orientation of proposed signs, including building signage details shown on plan elevations;
	<ul style="list-style-type: none"> • All existing and proposed pedestrian walkways and bicycle paths;
	<ul style="list-style-type: none"> • Existing and proposed public transit routes, bus shelter locations and easements for such shelters, and proposed layout of rights-of-way, if necessary;
	<ul style="list-style-type: none"> • Proposed building floor plans and architectural elevations, including building height and finished floor elevations;
	<ul style="list-style-type: none"> • Conceptual utilities plan, including all underground and above-ground improvements;
	<ul style="list-style-type: none"> • Type and location of mail receptacles;
	<ul style="list-style-type: none"> • Traffic circulation and pavement marking plan (may be shown on site plan sheets)
	<ul style="list-style-type: none"> • Phasing plan, if applicable, with beginning and ending dates of construction of the entire project and beginning and ending dates for all phases of the project
	<ul style="list-style-type: none"> • For properties under consideration for rezoning to Planned Unit Development (PUD), a PUD Document detailing development standards and criteria (i.e., building height, setbacks, density, lot area, landscaping, parking, open space, lot coverage, sign regulations, etc.)
	<ul style="list-style-type: none"> • Color site plan elevations and renderings for meeting presentation purposes
	<ul style="list-style-type: none"> • The following computations: <ul style="list-style-type: none"> ○ Total gross and net acreage ○ Proposed net and gross density, and number of dwelling units for site plans with residential components ○ Total existing and proposed square footage of buildings and breakdowns by floor, use type, bay or tenant space, and dwelling unit, including required and provided minimum floor areas ○ Area devoted to vehicular use areas (roadways, aisles, parking) ○ Gross project area allocated for common open space ○ Plot coverage by roofed structures ○ Pervious and impervious surface area, also expressed as a percentage of the site area ○ Number of required and provided parking spaces including handicapped, compact and any spaces devoted to attendant parking if permitted ○ Minimum lot area, width and depth required and provided ○ Minimum yard setbacks or specific build-to lines required and provided ○ Maximum and minimum (if applicable) required and proposed building height ○ Minimum floor area required ○ Adjacent zoning and existing land uses



COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

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SITE PLAN APPLICATION

Address/Location of Subject Property: _____

Owner (Applicant): _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Applicant: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Relationship: _____

Legal Description of Property Involved: _____

Existing Zoning _____ Future Land Use Map designation _____

Total Acreage/Square Footage of Subject Property _____

Associated Applications (i.e., Rezoning, Plat, Comprehensive Plan amendment, etc.): _____

Current Use of Land _____

Description of Proposed Development _____

Authorized Agent Affidavit

NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY MUST BE PROPERLY EXECUTED.

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint
_____ my true and lawful agent, to execute the foregoing instrument in my name, place and
stead this ____ day of _____, ____.

Signature of owner or authorized agent

Date

Print or type name

Name of owner/agent entity if a corporation, L.L.C., partnership,
trust, etc.

Representative capacity of person signing Affidavit:

- President or Vice President of Corporation
- Managing Member of L.L.C.
- General Partner
- Trustee
- Etc.

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by
_____ who is personally known to me or who has produced
_____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

Permission to Reproduce Drawings and Documents

IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE PERMISSION TO REPRODUCE ON THE FOLLOWING PAGE.

AFFIDAVIT

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of Wilton Manors permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing application.

Signature

Print or type name

Title: _____

Date: _____

STATE OF FLORIDA)

)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.