

5/8/2007

**CITY OF POMPANO BEACH
ZONING DEPARTMENT
SITE PLAN APPLICATION**

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNED AND SEALED PLANS (One (1) COPY 11"X17" FOR FILE), CURRENT SURVEYS AND COMPLETED CHECKLIST. ALL DRC COMMENTS MUST BE ADDRESSED BEFORE PLANS CAN BE SUBMITTED FOR THE ARCHITECTURAL APPEARANCE COMMITTEE AND THE PLANNING AND ZONING BOARD

The **Development Review Committee** meets on the **1st and 3rd Wednesday** of each month at **9:00 a.m.** (see attached **Development Review Meeting Dates & Deadlines for 2005**).

Submittal for DRC is 15 business days (approx. 3 weeks) prior to a scheduled meeting. Providing the application is determined to be complete, the application is then scheduled for the next available **DRC** meeting date. Applicant/agent is then notified of meeting date by letter or fax if the application is incomplete, applicant/agent will be notified promptly.

Projects which include new construction over 5,000 sq. ft. or additions which exceed 25% of the floor area or additions exceeding 25,000 sq. ft. require approval from the **Architectural Appearance Committee**. **After the DRC meeting and when all comments have been addressed, eight (8) compiled sets of revised plans signed and sealed shall be submitted for AAC.** The **Architectural Appearance Committee** meets at **4:00 p.m.** on the **2nd Tuesday** and **4th Monday** of the month. **Submittal for AAC is 14 business days prior to a regularly scheduled meeting subsequent to DRC meeting.**

After the DRC and AAC meetings and when all comments have been addressed, ten (10) compiled sets of revised plans signed and sealed shall be submitted for P&Z. The **Planning and Zoning Board** meets at **7:00 p.m.** on the **4th Wednesday** of each month. **Submittal for P&Z is 15 days prior to regularly scheduled meeting subsequent to AAC meeting.**

PLANS: All plans for submittal must be signed, sealed and folded accordion style for submittal. All plans must be sealed by the appropriate discipline. A brief cover letter giving the name of owner, address of property an **itemized statement addressing each comment must accompany the plans for the AAC & P&Z Boards.** Plans submitted for the **Architectural Appearance Committee** measure no larger than **24" x 36"** and that color renderings measure **11" x 17"** for all projects.

AGENDAS: Comments are not distributed prior the meeting. Agendas are faxed to the applicant/agent prior to the meeting and at City Hall. AAC and P&Z Board agendas and staff reports are mailed to the applicant by the Advisory Board Secretary.

5/8/2007

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PLEASE RETURN TO ZONING TECHNICIAN WITH SEVEN (7) SETS OF SIGNED AND SEALED PLANS (ONE 1 COPY 11"X17" FOR FILE), CURRENT SURVEYS AND COMPLETED CHECKLIST. ALL DRC COMMENTS MUST BE ADDRESSED BEFORE PLANS CAN BE SUBMITTED FOR THE ARCHITECTURAL APPEARANCE COMMITTEE AND THE PLANNING AND ZONING BOARD

Please take notice that, pursuant to Section 155._____ of the Code of Ordinances, the undersigned requests a review, recommendation and approval of development plans on the following described property zoned _____ .

Lot(s) _____ Block _____ Subdivision _____

or Acreage: _____

Project Street Address: _____

Improvements located on property: _____

Proposed development: _____

Permit Review Application (P&Z) No: _____

Review Fee Paid - Receipt # _____

Property Owner: _____ Agent: _____

Company Name: _____ Company Name: _____

Owner's Address: _____ Agent's Address: _____

Owner's Telephone #: _____ Agent's Telephone #: _____

Owner's Fax #: _____ Agent's Fax #: _____

Owner's Signature: _____ Agent's Signature: _____

5/8/2007

OWNER'S CERTIFICATE

This is to certify that I _____ am the owner of

and that I have authorized the filing of the aforesaid application.

Owner's Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Company Name: _____

Company's Address: _____

Signature of Owner or Authorized Official: _____

SWORN AND SUBSCRIBED before me this ____ day of _____, 20 ____

NOTARY PUBLIC, STATE OF FLORIDA

Name of Notary Public: Print, stamp, or Type as Commissioned

Personally known to me, or

Produced identification: _____

Type of Identification Produced: _____

FEE SCHEDULE

The following are the applicable fees for Applications for Development in the City of Pompano Beach.

APPLICATION TYPE & FEES

- ◆ Concurrency Management
\$420.00
- ◆ Development of Regional Impact
\$6,400.00
- ◆ Land Use Plan Amendment
\$2,800.00 Local Amendment
\$4,200.00 County Amendment
(Applicant must also pay all advertising costs.)
- ◆ Rezoning
\$1,125.00
- ◆ Plat-Residential
\$100.00 plus \$22.00 per acre plus \$10.50 per unit
- ◆ Plat-Non-Residential-\$600.00 plus \$60.00 per acre
- ◆ Modification of any previously approved item on a plat
\$150.00
- ◆ **Site Plan-Residential
\$300.00 plus \$30.00 per acre plus \$15.00 per dwelling unit
- ◆ **Site Plan-Non-Residential-\$900.00 plus \$90.00 per acre
- ◆ Revised Site Plan
\$70.00
- ◆ **Master Plan Residential
\$300.00 plus \$30.00 per acre plus \$15.00 per dwelling unit
- ◆ ** Master Plan-Non-Residential
\$900.00 plus \$90.00 per acre
- ◆ Landscape Plan Review Residential
\$70.00 for single-family;
\$130.00 plus \$13.00 per acre plus \$7.00 per unit for all others
- ◆ Landscape Plan Review Commercial
\$400.00 plus \$40.00 per acre
- ◆ ****Landscape Plan Review Fee Required.**
- ◆ ****Concurrency Management Fee Required.**

5/8/2007

ALL DRAWINGS MUST BE SIGNED AND SEALED BY THE APPROPRIATE DISCIPLINE

Please initial each item to indicate that it is included in the application.

No application will be accepted without this checklist, signed and sealed plans and current copies of survey.

The following information shall be submitted to the Zoning Technician in Room 333.

SITE PLAN APPLICATION:

ALL DRC COMMENTS MUST BE ADDRESSED BEFORE PLAN CAN BE SUBMITTED FOR ARCHITECTURAL APPEARANCE COMMITTEE AND THE PLANNING AND ZONING BOARD.

- _____ Application Fee: Appropriate fee as established by resolution of the City Commission.
- _____ Three (3) completed application forms for site plan approval.
- _____ One (1) copy of the recorded or proposed plat.
- _____ Proof of ownership (owner's certificate form must be completed by owner).
- _____ Agent authorization letter (if applicable).
- _____ Seven (7) sets of signed and sealed plans including floor plans, Landscape Plans and Engineering Plans.
- _____ One set of 11"x17" site plans including floor plans, Landscape Plans and Engineering Plans for file.
- _____ List of color samples on a letter size paper (can be submitted for AAC).
- _____ Building material and color samples (can be submitted for AAC).
- _____ Seven (7) copies of current survey.

A. SITE PLAN MUST BE DRAWN TO ONE (1) INCH EQUALS TWENTY (20) FEET WHERE PRACTICAL AND INCLUDE THE FOLLOWING:

- _____ Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses, telephone and fax numbers.
- _____ Legal description of property.
- _____ Location map showing arterial streets and section lines.
- _____ Current land use designation of property.
- _____ Current zoning of project and abutting properties (and proposed zoning, if applicable).
- _____ Location of all principal and accessory structures with dimensions to lot lines and between structures.
- _____ Location of all fences and walls.
- _____ Building elevations and height.
- _____ Vehicular circulation system, connections to traffic-ways, dimensions of drives, parking and loading areas.
- _____ All adjacent rights-of-way, indication of centerline and width, pavement width, median cuts and intersections.
- _____ Sidewalks and paths.
- _____ Utility lines with sizes including water, sewer and gas serving site.
- _____ Scale and north arrow.
- _____ Property lines clearly shown.
- _____ The following computation:
 - _____ a. Gross acreage
 - _____ b. Net acreage
 - _____ c. Residential use:

| |
|---|
| _____ 1. Number of dwellings |
| _____ 2. Density |
| _____ 3. Dwelling units by type |
| _____ 4. Floor area of dwelling units by type |
 - _____ d. Gross square footage of non-residential buildings.

| |
|----------------------------------|
| _____ 1. Total for all buildings |
| _____ 2. Total for all uses |

- _____ 3. Total for individual buildings
- _____ 4. Total for individual buildings by floor
- _____ Square footage of vehicular use area and percentage of interior landscaping.
- _____ Number of parking spaces required and provided including handicapped: with typical sizes shown.
- _____ Total square footage of pervious and impervious areas and as percentages of total area.
- _____ Location of all water features, drainage improvements and on-site retention areas.
- _____ Flow calculations.
- _____ Sight triangles (when applicable).
- _____ Dumpster locations and screening.
- _____ Light fixture detail.
- _____ Photometric drawings for all commercial and industrial plans. Residential must have a note on the first sheet of the Engineering drawing stating the maximum light intensity allowed.
- _____ 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.
- _____ **Sign Plan to include location and type of signs.**

B. LANDSCAPE PLAN MUST BE SEALED WITH NAME OF LANDSCAPE ARCHITECT AND REGISTRATION NUMBER AND MUST INCLUDE THE FOLLOWING:

- _____ Location of all landscaped areas with dimensions.
- _____ Table indicating all landscape requirements:
 - _____ a. Common and scientific names for all plant material
 - _____ b. Plant location and spacing of plant material
 - _____ c. Quantities and sizes of plant material with percentages of material by species and nativity
- _____ Building location.
- _____ Tree survey with corresponding appraisals *by a certified arborist* in table form. Table is to include common name, scientific name, size, condition, value and status (existing vegetation on site, vegetation to remain, to be removed and relocated).
- _____ Irrigation plan showing irrigation layout.
- _____ Light fixture location.
- _____ Parking and vehicular-use areas.
- _____ Current zoning of abutting properties.
- _____ Location of all walls, fences, berms and other buffers with material specifications and heights.
- _____ Dumpster locations and screening.

C. ENGINEERING PLAN MUST BE SIGNED AND SEALED BY AN ENGINEER REGISTERED WITH THE STATE OF FLORIDA AND MUST INCLUDE:

- _____ Paving.
- _____ Grading.
- _____ Drainage.
- _____ Water and Sewer Connections.
- _____ Proposed Off-site Improvements.
- _____ Water Site Plan including all main sizes and fire hydrants locations.

D. PRELIMINARY SITE PLAN REVIEW

A developer is encouraged to setup a pre-application meeting with the Zoning Director. Also, submit preliminary site plans to the Zoning Director as well as the Fire Plans Review Official for informal reviews prior to the formal application procedure.