



## SITE PLAN SUBMISSION REQUIREMENTS

Quantity: 6 paper copies on 24x36 for each submittal/board review and PDF format

- ☐ Site Plan Application and fee.
- ☐ A current boundary survey (no more than 6 months old) indicating existing improvements and land topography. This survey shall be prepared in the same scale as the site plan.
- ☐ Plat and plat determination letter from Broward County Planning Council.
- ☐ Tree survey. This survey shall be prepared in the same scale as the site plan. If no trees are present on the site, the surveyor shall provide a statement to that effect.
- ☐ All site plans must be prepared, signed and sealed by one or more of the following professionals:
  - ☐ A landscape architect registered by the State of Florida.
  - ☐ An architect registered by the State of Florida.
  - ☐ A civil engineer registered by the State of Florida.
  - ☐ A land surveyor registered by the State of Florida.
- ☐ All site plans shall show, at a minimum, the following information and any other information deemed necessary by the Town Planner.
  - ☐ The proposed title of the project and the name of the engineer, architect, surveyor or landscape architect, and the developer;
  - ☐ The north point, scale and date;
  - ☐ Existing Zoning District / Land Use Plan Designation of the subject property;
  - ☐ Proposed changes in zoning and/or land uses to the subject property, if any;
  - ☐ Adjacent land uses (existing) within 300 feet of the subject property;
  - ☐ Legal description;
  - ☐ Location sketch;
  - ☐ Site boundaries clearly identified, dimensioned and tied to section corners;



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- ☐ Existing features (trees, water, structures) including topography, roadways, parking and land use areas which are to remain;
- ☐ All existing right-of-way, dedications, easements and property lines, existing streets, buildings, watercourses, waterways or lakes, and other existing physical features in or adjoining the project;
- ☐ The location and dimensions of proposed parks, playgrounds, open spaces, and other common areas, if applicable;
- ☐ The location, dimensions and character of construction of proposed curb cuts, driveway entrances and exits, parking and loading areas (including the number of required and provided parking and loading spaces), outdoor lighting systems, outdoor sound systems, storm drainage and sanitary facilities;
- ☐ Location and dimensions of all proposed buildings, excavations, and structures setback to lot lines and to each other;
- ☐ Paving and drainage plans and calculations; proposed flow direction and amount of drainage flow;
- ☐ Trash and garbage disposal system, as well as recycling system, including dumpster enclosure details and the location of each;
- ☐ Landscape plan indicating proposed landscaping, buffer yard standards, and required / provided opacity levels, type of irrigation; xeriscaping techniques; botanical and common names of materials. Indicate required and provided materials. Indicate all required and provided quantities and sizes of landscape materials. Include all wall, fence, and tree staking details. The landscaping plan should reflect all easements including utility, and all above ground utilities or drainage features, etc.
- ☐ Location, character, size, height and orientation of proposed signs;
- ☐ All pedestrian walkways and sidewalks;
- ☐ Building elevations including size, height, materials, color, and illustration of screening of roof mounted mechanical equipment;
- ☐ Floor plans for proposed structures with a simplified version superimposed on site plan drawings and a separate sheet with detailed plan;
- ☐ Site lighting plan / calculations for parking areas / buildings (see Section 20-100);
- ☐ Type and location of mail receptacles;



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- ☐ Sanitary sewer, potable water and any reuse water plans, which shall indicate the locations and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or near the project;
- ☐ The following computations:
  - ☐ Total site square footage/acreage;
  - ☐ Allowed and proposed density (residential only);
  - ☐ Vehicular use calculations (roadway, aisles, parking);
  - ☐ Recreational open space (residential only);
  - ☐ Square footage / acreage by land use type;
  - ☐ Impervious / pervious area percentages;
  - ☐ Parking spaces required/provided;
  - ☐ Landscape open space calculations
- ☐ The following are required for traffic review:
  - ☐ Size of property, and preliminary site plan showing access arrangement.
  - ☐ Specific use or uses intended for the subject property.
  - ☐ Square footage or number of dwelling units of each use.
  - ☐ If applicable, number of type of units for each phase.
  - ☐ Any information, studies or projections found to be necessary by the Town to conduct a concurrency evaluation.
  - ☐ Copies of any previous submittals made to, and approvals received from, the Broward County Commission, including, but not limited to, TRIPS runs, traffic concurrency reports and Commission actions pertaining to the applicant's subject property.
  - ☐ A traffic operations and control plan showing, at a minimum, the following:
    - A graphic, to-scale concept plan for all streets bordering the proposed project, showing existing and proposed pavement markings, signing, median



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openings, channelization, signalization and other pertinent traffic control features that would materially affect the level of service, safety, and geometric integrity of ingress/egress arrangements to the property. The nearest adjacent driveways, intersections and median openings, and visual obstructions, if any, should be clearly shown for purposes of demonstrating that all access arrangements meet desirable State, Broward County and Town design and engineering criteria and standards.

- ☐ Sufficient detail must be shown on the site plan to effectively illustrate geometric relationships relating to traffic circulation, parking, pavement markings, signing, turning radii, channelization and other traffic operations features, if appropriate, to the particular development.
  - ☐ If new traffic signalization is proposed, a signal warrant study must be submitted justifying the proposed signal installation.
  - ☐ If left-turn storage lanes are to be used or recommended, a queuing study must be submitted showing that the storage requirements of the turn lane are adequate.
  - ☐ Intersection capacity analyses of all affected signalized intersections within a one-mile radius of the project, based on existing plus approved plus project traffic.
  - ☐ Traffic network map showing existing, approved and project traffic on each link in the network.
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- ☐ Infrastructure Concurrency Impact Analysis Report analyzing transportation (road / mass transit / pedestrian), potable water, wastewater, solid waste, drainage, parks and recreation (if applicable) and schools (if applicable) facilities using the Level of Service (LOS) values listed in Chapter Section 13.5 of the Town's Code.
  - ☐ If the site is located fronting a state-owned major roadway (Hallandale Beach Boulevard aka S.R. 858 / Pembroke Road aka S.R. 824) and a driveway connection is sought to those roadways, a FDOT pre-app letter agreeing to the preliminary driveway location and design must be provided at the time of submission. The Town staff should be invited to the FDOT meeting when the driveway(s) will be discussed.