



3150 SW 52nd Avenue Pembroke Park, Florida 33023
 Phone: 954.966.4600

Pre-Application Meeting Checklist

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"/> Conceptual Landscape Plan	<input type="checkbox"/> Conceptual Civil Plan
<input type="checkbox"/> Conceptual Site Plan	<input type="checkbox"/> Conceptual Architectural Plan	<input type="checkbox"/> Other Documents

All plans to be oriented the same as survey. Each plan must be submitted 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"/>	Location of all easements and utilities	
<input type="checkbox"/>	Flood zone and flood elevation data	
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"/>	All adjacent rights-of-way, indication of required right-of-way dedications, and right-of-way and pavement widths	
<input type="checkbox"/>	Scale and north arrow	
B. Zoning District Information:		
<input type="checkbox"/>	Location of all principal and accessory structures with dimensions to lot lines and between structures	
<input type="checkbox"/>	Total square footage of pervious and impervious areas and as percentages of total area computation	
<input type="checkbox"/>	Net acreage	
<input type="checkbox"/>	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 with dimensions	
<input type="checkbox"/>	Residential & Non-Residential Use	Number of dwellings
<input type="checkbox"/>		Total Gross square footage for all buildings
<input type="checkbox"/>		Gross square footage for individual buildings
<input type="checkbox"/>		Gross square footage for individual buildings per floor
C. Use Information:		
<input type="checkbox"/>	Proposed Principal Use(s), fill in:	
<input type="checkbox"/>	Proposed Accessory Use(s), fill in:	
D. Development and Design Information:		
<input type="checkbox"/>	Location of all ground-mounted mechanical equipment and commercial containers/dumpsters	
<input type="checkbox"/>	Location and height of all fences and walls	
<input type="checkbox"/>	Location and type of all signs.	
LANDSCAPE PLAN: Must include the following:		
<input type="checkbox"/>	Location of all landscaped areas with dimensions	
<input type="checkbox"/>	Table indicating all landscape requirements	Common and scientific names for all plant material
<input type="checkbox"/>		Plant location
<input type="checkbox"/>		Quantities and sizes of plant material
<input type="checkbox"/>	Screening of ground-mounted mechanical equipment	
ARCHITECTURAL PLAN(S) Must include the following:		
<input type="checkbox"/>	Dimensioned floor plan	
<input type="checkbox"/>	Dimensioned building elevation and height	



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Planning & Zoning Division

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CIVIL PLAN(S): Must include the following:	
<input type="checkbox"/>	Location of all existing and proposed paving specifications, all existing and proposed spot grades, and all existing and proposed drainage utilities.
<input type="checkbox"/>	Location of all existing and proposed utilities.