



DEPARTMENT OF SUSTAINABLE DEVELOPMENT
Administrative Approval Application
(Modification to Site Plan)

PROJECT NAME: _____
PROJECT LOCATION: _____
PLAT NAME: _____
CURRENT ZONING: _____ ACREAGE: _____ FOLIO NO.: _____
EXISTING USE: _____ FUTURE LAND USE DESIGNATION: _____
PLAT RESTRICTION: _____

DESCRIBE IN DETAIL APPLICATION REQUEST

AGENT/CONTACT: _____ PHONE NO. _____ FAX NO. _____
ADDRESS: _____
E-MAIL ADDRESS: _____

NOTE: ATTACH COPY OF AGENT LETTER

OWNER'S NAME _____ PHONE NO. _____
ADDRESS: _____

ADDITIONAL INVOLVED PARTIES: SEE ATTACHED SHEET

DEVELOPMENT ACTION:

- SITE PLAN MODIFICATION SITE PLAN-12 MONTH EXTENSION WAYFINDING SIGNAGE
 MONUMENT SIGNAGE OTHER: _____

FEES:

- RESIDENTIAL: **\$1,000.00** NONRESIDENTIAL : **\$1,000.00** 12 MONTH EXTENSION: **\$1,000.00**
 TELECOMMUNICATION TOWERS & ANTENNAS: **\$4,000.00** OUTDOOR CAFÉ AREA: **\$250.00**
 WAYFINDING: **\$100.00** MONUMENT SIGNAGE: **\$100.00**

NOTE: ADDITIONAL FEES MAY BE ASSIGNED AS COST RECOVERY FOR CONSULTANT REVIEW

PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION



ADDITIONAL INVOLVED PARTIES:
(include name, address, phone number, fax number & email)

OWNER:

APPLICANT/AGENT:

DEVELOPER:

LANDSCAPE ARCHITECT:

ENGINEER:

PLANNER:

SURVEYOR:

ATTORNEY:

TRAFFIC ENGINEER:

OTHER:



OWNERSHIP CERTIFICATION/AGENT LETTERS

All applicants must provide proof of ownership of the subject property for development or modification at the time of submittal. If an applicant is other than the owner, the applicant must also provide an agent letter authorizing the agent to represent the property owner at the time of submittal. The following is a list of requirements that must be included with proof of ownership/agent letters:

1. Legal description of property.
2. Property tax folio number.
3. Effective date of ownership of property.
4. Copy of Warranty Deed.
5. Description of developer interest, if different than owner.
6. Copy of executed contract of sale and purchase.
7. Owner's name, address, telephone number, fax number, and email.
8. Agent's name, address, telephone number, fax number, and email.
9. Agent's authorization from owner to submit specific action (site plan, plat, etc.)
10. Names, addresses, telephone numbers and fax numbers of all firms involved in the application process including attorneys, engineers, architects, etc.

NOTE: Owner must attest to ownership and his/her notarized signature must be included on ownership certification/agent letters.



GUIDELINES FOR ADMINISTRATIVE APPROVAL

1. The applicant is required to schedule a pre-application conference with staff prior to submittal. The purpose of the meeting shall be to advise the applicant of filing requirements, filing fees, the City's development review process and other issues which may affect the application. Please call 954-973-6756 for an appointment.
2. In addition to the attached application, a letter detailing the modification and a justification statement addressing each of the following standards as established in the City's Land Development Code are required (For outdoor café areas or signage approval, please refer to applicable guidelines available upon request):

Sec. 13-549. Modifications to approved site plan.

Modifications to an approved site plan may be permitted by administrative approval in accordance with the following standards:

- (1) *The modification does not substantially alter the intent and character of an approved site plan;*
 - (2) *Any additional structures contemplated by any modification shall clearly be accessory to a principal use or structure;*
 - (3) *Any modification shall not generate additional off-street parking or intrude into approved off-street parking areas;*
 - (4) *Any modification shall not substantially alter approved on or off-site schematic engineering.*
3. The application shall be accompanied by a legal description of the subject property with a current signed and sealed survey prepared by a registered land surveyor. The person who files the application must be the property owner or agent of the owner.
 4. For Wayfinding Signage: signs shall not exceed five (5) square feet in area, shall not interfere with traffic safety or visibility, shall be constructed in a compatible color, style, size, and format to the existing project signs, and are not permitted adjacent to public right-of-way. During the review process, staff may place additional restrictions related to design, location, and safety.
 5. DRC re-submittals are due as determined by staff. DRC comments will be emailed to the applicant approximately two weeks after the application is accepted. The applicant is required to provide written responses to each comment in the format emailed and revise plans accordingly by the re-submittal date.



SUBMITTAL REQUIREMENTS

The Administrative Approval Application must include **6 digital sets** of the submittal and **3 hard copies** of project plans. Each digital set of the submittal must be saved onto a compact disc.

Each disc must be identical and include required application materials in pdf format. Pdf files should be organized in two folders with the titles as described below:

Folder #1: Project Name and Application Type (e.g. '*Creek Homes Administrative Approval*')

Pdf files located in Folder #1:

- Completed Application
- Involved Parties List
- Ownership Certification Documents
- Agent Letters
- Letter Detailing Proposed Modification to an Existing Site Plan
- Justification Responses Addressing Code Standards 1-4 as found in Land Development Code Section 13-549 (see page 4 of application instructions)
- Survey and Legal Description

Folder #2: Project Name and Plans (e.g. '*Creek Homes Plans*')

Pdf files located in Folder #2:

- Site Plans (as needed)
- Landscape Plans (as needed)
- Building Elevations or Project Details (as needed)
- Preliminary Engineering Plans (as needed)

Note: Each pdf within Folder #2 should be named to identify its contents (e.g. Pdf of landscape plans should be named 'Landscape Plans')

Re-submittals: City staff will advise applicant on re-submittal procedures and deadlines.