



DEPARTMENT OF SUSTAINABLE DEVELOPMENT

Site Plan Application

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 SITE PLAN MODIFICATION/REVISIONS OTHER _____

FEES:

SITE PLAN, FIRST 10 ACRES: **\$2,000.00** (ADD **\$100.00** PER ACRE FOR EACH AREA OVER 10 ACRES)
 SITE PLAN MODIFICATIONS: SAME AS ORIGINAL FEE

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

PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION

PHONE (954) 973-6756 www.coconutcreek.net FAX (954) 956-1424



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

OWNER:

APPLICANT/AGENT:

DEVELOPER:

LANDSCAPE ARCHITECT:

ENGINEER:

PLANNER:

SURVEYOR:

ATTORNEY:

TRAFFIC ENGINEER:

OTHER:

DRC MEMBERS

PLANNING & ZONING:

W. Scott Stoudenmire, Deputy Director of Sustainable Development 954-973-6756
Lizet Aguiar, Development Review Supervisor 954-973-6756

BUILDING:

Sean Flanagan, Chief Structural Inspector 954-973-6750

LANDSCAPE ARCHITECT:

Pamela Stanton, Landscape Architect 954-973-6756

UTILITIES & ENGINEERING:

Raj Verma, Director of Engineering & Utilities 954-973-6786
Osama Elshami, Senior Engineer 954-973-6786

FIRE:

Steve Pollio, Fire Rescue Administrator 954-956-1534
Rodney Zancanata, Deputy Fire Marshal 954-956-1563

POLICE:

Anthony Avello, Public Information Officer 954-973-6721

FAX No. 954-956-1424

DRC SCHEDULE*

1. Application Submittal Deadline: 4th Tuesday of each month
2. DRC Meeting: 2nd Thursday of each month
3. Resubmit: As indicated on DRC comments
4. Planning & Zoning Board Meeting: 2nd Wednesday of each month
5. City Commission Meetings (if applicable): 2nd & 4th Thursday of each month

* Please contact Marianne Bowers at 954-973-6756 to confirm dates and times.

NOTE: ALL SUBMITTALS AND RE-SUBMITTALS MUST BE RECEIVED NO LATER THAN 5:00 PM ON THE SUBMITTAL DAY. ANY SUBMITTAL RECEIVED AFTER 5:00 PM WILL BE CONSIDERED A SUBMITTAL FOR THE NEXT MONTH'S DEADLINE DATE.



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.

The application may not proceed to the Planning and Zoning Board meeting if the above information is not provided to the Department of Sustainable Development one week prior to the scheduled meeting date.



GUIDELINES FOR SITE PLAN APPROVAL:

1. The applicant is required to schedule a pre-application conference with staff no later than one week prior to the DRC submittal date. 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 to schedule an appointment. At a minimum, the site plan, building elevations, and landscape plan should be available for the meeting.
2. Site plan submissions shall be prepared in accordance with the standards established in the City's Land Development Code, Section 13-548 "Required form and information on site plan" as described below:
 - (1) *General specifications:*
 - a. *Name of site plan;*
 - b. *Names, addresses, and telephone numbers of all owners of the site as listed by the County Property Appraiser. Also, names, addresses, and telephone numbers of all engineers, architects, and agents of the property;*
 - c. *Statement of interest in the land including conditions for sale or purchase of parcels, such as deed restrictions, reservations of land for other uses, or other conditions, which may impact the total land development;*
 - d. *Vicinity map of all property within two hundred fifty (250) feet of the development showing street, easements, zoning, and land uses;*
 - e. *Time schedule indicating anticipated starting and completion dates of proposed development;*
 - f. *North indicator;*
 - g. *Legal description and survey sketch measuring a minimum of twenty four (24) by thirty six (36) inches, signed and sealed by a registered land surveyor in the state;*
 - h. *Location and identification of all public areas and municipal corporation lines within or adjacent to the site;*
 - i. *One (1) copy of a recorded plat for the site. If a proposed plat is submitted with the site plan, one (1) copy must accompany each site plan;*
 - j. *Site plans must show all property lines, bearings, dimensions, geometric control, proposed buildings, existing buildings, parking areas, driveways and access lanes, dedicated rights-of-way, lakes, ponds, canals, dedicated open space, preserves, environmental areas, utilities, landscape buffers, dumpsters, mailboxes, sidewalks, and address sign locations;*
 - k. *Acreage description and data box, including total acreage of the subject parcel and total acreage of public roads contained in the parcel, percentage of paved area on the site, percentage of open space on the site, percent of building area and use, total parking spaces required and provided with calculations, and loading zones required and provided. For single-family projects, provide smallest lot, largest lot and average lot in sq. ft.*

- l. The site plan must be submitted to All Service Refuse to verify the location and adequacy of the trash dumpsters or trash compactor. Written approval from All Service Refuse is required (Telephone number 954-583-1830);*
- m. Complete recreation area data; building location; size and use, athletic courts, pool, and any other amenity information;*
- n. All building elevations must be provided with floor plans, building heights, and common color names, and materials indicated.*

(2) Site condition, natural features, landscaping, and lighting:

- a. Tree vegetative survey of existing native species and general location of exotics including adjacent areas within 50 ft. of property. (Survey must be signed and sealed.) Conceptual Broward County approval in potential wetland areas should be submitted along with a mitigation plan, if required;*
- b. Total area required for landscaping;*
- c. Size of individual areas for landscaping;*
- d. Type of plant (botanical and common name) and landscape material to be used. Plans must be signed and sealed by a Florida Registered Landscape Architect;*
- e. Spacing of trees, shrubs, and ground cover;*
- f. Size of trees and shrubs at time of planting methods and details;*
- g. Soil conditions and specifications;*
- h. Proposed and existing park land and open space;*
- i. Existing and proposed watercourses;*
- j. Elevations, dimensions, location, extent and slope of all proposed grading, including building and driveway grades and grassed areas;*
- k. All drainage provisions, retaining walls, curbing, planting, or other protective devices to be constructed in connection with the proposed site;*
- l. A site lighting photometric plan and light detail (including specifications) must be provided to conform with Sec. 13-374 of the Land Development Code. Plans must be signed and sealed by a lighting engineer. Light locations must be shown on the landscaping plan to ensure limited foliage obstructions;*
- m. Minimum scale of one (1) to fifty (50) feet;*
- n. Layout of irrigation system, including location of water sources. Irrigation plan to be submitted for approval prior to building permit.*

(3) Land use:

- a. Zoning on the site and adjacent sites;*
- b. Number and type of units;*
- c. Height, number of stories, and placement of proposed structures or accessory structures as applicable, including shape, size, floor area, and finished floor elevations of all buildings;*
- d. Number and detailed dimensions of parking spaces, loading zones, and aisles, including wheelstops, curbing, and landscape encroachment, if any;*
- e. Front, rear, and side setbacks, building to building, building to vehicular use, building to right-of-way, building to water and vehicular use, or structure to PUD boundary, if applicable;*
- f. Placement, height, and type of construction for all fences, enclosures and walls;*
- g. Refuse stations, and dumpster locations, and screening detail;*

h. Uniform sign plan in conformance with Subdivision V of Division 4 of the Land Development Code.

(4) General improvements:

- a. Location, width, and names of all proposed and existing platted streets or private ingress-egress easements, utility rights-of-way, or other underground or aboveground facilities within or adjacent to the site;*
- b. Location of all proposed and existing sanitary sewer, storm sewer, water main, and any other underground facilities within or adjacent to the site;*
- c. Location and dimensions of all proposed sidewalks and easements;*
- d. Location and dimension of curb cuts;*
- e. Proposed street grades;*
- f. Proposed street and aisle horizontal and vertical alignments and survey control;*
- g. Access to local, arterial or regional roadways;*
- h. Master sign plan in conformance with Sec. 13-458 the Land Development Code.*

3. The site plan submittal must be in the following order: cover sheet, site plan, geometric control plan, current survey, recorded plat, floor plan, building elevations, uniform sign plan (if applicable), tree vegetative survey, landscape plan, site lighting photometric plan, and preliminary engineering. Each sheet must be signed and sealed by the person responsible for its preparation.
4. In addition to the above requirements, a written justification statement demonstrating that the proposed site plan meets the aesthetic design criteria, as established in the City's Land Development Code, Section 13-37 "Aesthetic design," is required.
5. Section 13-142 of the City's Land Development Code requires underground placement of all utilities for any project which seeks site plan approval. All utilities, including existing overhead utilities, located within or in public right-of-way adjacent to the site plan development shall be installed underground. Electrical transmission and distribution lines with a rate load of 23K volts or higher shall be exempt from this requirement. Applicant must complete one of the following requirements prior to Planning and Zoning Board meeting:
 - a. A signed agreement between the applicant and each relevant utility showing that the utility will be placed underground.
 - b. An agreement with the City indicating their intent to comply with the undergrounding requirements for utilities.
 - c. If electrical lines with a rate load of 23K volts or higher exists, then a written detailed statement from a licensed professional engineer, qualified to verify utility issues, stating the rate load.
 - d. Process an Underground Utility Waiver Application. The application is available with the Sustainable Development Department and shall be processed concurrently with the site plan.

6. DRC re-submittals are due one week after the DRC meeting or as directed by staff. DRC comments will be emailed to the applicant. The applicant is required to provide written responses to each comment in the format emailed to them and revise plans accordingly by the re-submittal date.
7. Once all DRC comments are addressed, 20 copies of the reduced 11" x 17" site plan package must also be provided for Planning and Zoning Board review. The Planning and Zoning Board will review and approve with conditions or deny the final site plan

NOTE: Denial of an application shall preclude the applicant from re-filing the same application for 12 months from the date of denial. Applicants are advised that the site plan approval shall be effective for a period of 18 months from the date of the issuance of the approval.



SUBMITTAL REQUIREMENTS

The Site Plan Application must include **6 digital sets** of the submittal and **3 hard copies** of site plan package. 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 Site Plan*')

Pdf files located in Folder #1:

Completed Application

Involved Parties List

Ownership Certification Documents

Agent Letters

Letter Detailing Proposed Site Plan

Justification Statement demonstrating that the proposed Site Plan meets the Aesthetic Design Criteria as established in the City's Land Development Code, Section 13-37 "Aesthetic Design" (see page 7 of application instructions)

Survey and Legal Description

Completed agreement, statement or application concerning existing overhead utilities. (see page 7 of application instructions)

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

Pdf files located in Folder #2:

Site Plan Package in Accordance with Section 13-548 and in the Correct Order as listed on page 7 of application instructions

Note: In addition to digital sets, 3 hard copies of project plans will be required.

Note: If provided individually within Folder #2, each pdf 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 as needed.