



**City of Fort Lauderdale
Urban Design & Development**

**CITY OF FORT LAUDERDALE
Urban Design & Development**
700 NW 19th Avenue
Fort Lauderdale, FL 33311
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SITE PLAN AMENDMENT

Site Plan Review Application

- Cover:** Deadline, Request Type, and Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Required Documentation / Submittal Checklist
- Page 3:** Technical Specifications & Mail Notification Requirements
- Page 4:** Sign Application Supplement

DEADLINE: Submittals must be received by 12:00 PM (noon) each day. Applications will not be accepted after noon. You will be asked to come back the following day. Pursuant to Section 47-24.1(1), Urban Design & Development has five (5) business days to review all applications for a development permit to determine completeness. You will be notified by email within five (5) business days if your plans do not meet the submittal requirements.

REQUEST TYPES (check all that apply):

- _____ **Amendments to Site Plan Level II Projects aka Amended DRC** **\$ 750.00**
(Projects that have been previously approved by the Development Review Committee)

- _____ **Amendments to Site Plan Level III or IV Projects (<5%) aka AR Review** **\$ 1,240.00**
(Projects that have been previously approved by the Planning & Zoning Board and/or the City Commission)
Note: More than one modification of an approved development plan may be reviewed provided that all cumulative modifications do not exceed the maximum permitted, as per ULDR Sec. 47-24.2.A.5. Check all that apply:
 - Any modification to increase floor area or height to a proposed or existing building that does not exceed five percent (5%) of the existing or approved floor area or height. ⁽¹⁾⁽²⁾
 - Any modification to reduce yards or setbacks up to five percent (5%) of the existing or approved yard or setback, that does not violate the required minimum yard or setback; the building has not already received an approved yard modification; and the original architectural style and site character is maintained. ⁽¹⁾⁽²⁾
 - Any modification to reduce floor area or height of a proposed or existing building.
 - Any modification to allow the alteration of the interior of an existing building which does not alter the external appearance of the building.
 - Any modification to allow minor cosmetic alteration of the external facade of an existing building, including new or renovated signage, awnings and architectural detailing, provided that the overall architectural character is not changed.
 - Any modification increasing yards, setbacks or both, provided that the zoning district does not have a "build to" requirement. If the removal of any portion of a structure results in an increase in yard or setback, the original architectural and site character must be maintained and the department may impose conditions of approval to ensure this requirement is met.

- _____ **Amendments to Site Plan Level III Projects (>5%) PZB Approval** **\$ 2,330.00**
(Projects that have been previously approved by the Planning & Zoning Board)

- _____ **Amendments to Site Plan Level IV Projects (>5%) CC Approval** **\$ 2,270.00**
(Projects that have been previously approved by the City Commission)

⁽¹⁾ The applicant shall provide notice to the presidents of homeowner associations and presidents of condominium associations, or both, representing property within three hundred (300) feet of the applicant's property. See page 2 for notification requirements.
⁽²⁾ Subject to City Commission Request for Review

Page 1: Site Plan Amendment - Applicant Information Sheet

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). The following information requested is per Unified Land Development Regulations (ULDR). Incomplete applications will not be accepted.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner's Name	
Property Owner's Signature	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	<input type="checkbox"/> Warranty Deed or <input type="checkbox"/> Tax Record

NOTE: If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent's Name	
Applicant / Agent's Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name	
Development / Project Address	<u>Existing:</u> _____ <u>New:</u> _____
Legal Description	
Tax ID Folio Numbers (For all parcels in development)	
Request / Description of Project	
Applicable ULDR Sections	
Total Estimated Cost of Project	\$ _____ (Including land costs)

Future Land Use Designation	
Proposed Land Use Designation	
Current Zoning Designation	
Proposed Zoning Designation	
Current Use of Property	
Residential SF (and Type)	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Floor Area Ratio		
Lot Coverage		
Open Space		
Landscape Area		
Parking Spaces		

NOTE: State north, south, east or west for each yard.

Setbacks/Yards*	Required	Proposed
Front [____]		
Side [____]		
Side [____]		
Rear [____]		

Page 2: Required Documentation / Submittal Checklist

One (1) copy of the following documents:

- Completed application (all pages must be filled out where applicable)
- Previously approved Final-DRC signed-off set of plans with all required signatures.
- Proof of ownership (warranty deed or tax record), including corporation documents if applicable
- Property owners signature and/or agent letter signed by the property owner.
- Color photographs of the entire property and all surrounding properties, dated and labeled and identified as to orientation.

Six (6) signed and sealed sets, with plans at 24" x 36" (for either of the following project types)

Amendments to Site Plan Level II Projects aka Amended DRC, or Site Plan Level III or IV Projects (<5%) aka AR Review

One (1) signed and sealed set, with plans at 24" x 36" (for either of the following project types)

Amendments to Site Plan Level III Projects (>5%) requiring PZB Approval, or Site Plan Level IV Projects (>5%) requiring CC Approval

- Narrative** or detailed list describing all proposed changes. Narratives must be on letterhead, dated, and with author indicated. For either of the following requests, calculate the percentage of change currently requested compared to the originally approved plans (include all previously approved Administrative Reviews, if applicable):
 - Any modification to increase floor area or height to a proposed or existing building that does not exceed five percent (5%) of the existing or approved floor area or height. ⁽¹⁾
 - Any modification to reduce yards or setbacks up to five percent (5%) of the existing or approved yard or setback, that does not violate the required minimum yard or setback; the building has not already received an approved yard modification; and the original architectural style and site character is maintained. ⁽¹⁾
- Cover sheet** on plan set to state project name and table of contents.
- Current survey(s)** of property, signed and sealed, showing existing conditions; survey must be As-Built and Topographic with Right-of-Way and Easement Vacations Excluded. The survey should consist of the proposed project site alone. Do not include adjacent properties or portions of lands not included in the proposed project unless specifically requested by the City.
- Revised Plans** "A" thru "H" with all elements as listed under Technical Specifications. Drawings listed below should be provided only if they are affected by the requested changes. When submitting revised plans, sheets should show previously approved plan and proposed plan, side-by-side, with proposed changes clouded on the revised portion. If plans are too large to show side-by-side at a scale no less than 1" = 30', then you must insert previously approved plan sheets before proposed plan sheets in new set of plans. Clearly label "previously approved" and "revised plan"..
 - A. Site Plan
 - B. Details
 - C. Floor Plans
 - D. Building Elevations
 - E. Additional Renderings
 - F. Landscape Plans
 - G. Photometric Diagram
 - H. Engineering Plans

Note: All copy sets must be clear and legible. If original set is in color, copy sets must also be in color.

Note: Plans must be bound, stapled and folded to 8 ½" x 11". All non-plan documents should be 8 ½" x 11" and stapled or bound.

Note: Civil Engineering plans are only required at Final-DRC sign-off. Contact DRC Engineering Representative for details.

Note: For examples of project narratives, site plan data tables, and renderings required with your application, please refer to the "Submittal Reference Book" available at the Urban Design & Development office.

Note: If applicable, additional copies of plan submittal will be required for Planning & Zoning Board and/or City Commission Review and Approval, once application is determined complete and ready for processing:

- Fourteen (14) half size (12" x 18") for Planning and Zoning Board
- Seventeen (17) reduced (11" x 17") for City Commission

Applicant's Affidavit

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name _____

Signature _____

Date _____

Staff Intake Review

For Urban Design & Dev. staff use only:

Date _____

Received By _____

Tech. Specs Reviewed By _____

Case No. _____

MAIL NOTIFICATION: Notice shall be in the form provided by the department and mailed on the date the application is accepted by the department. The names and addresses of homeowner associations shall be those on file with the City Clerk).

- **REQUIREMENT:** Mail notice of development proposal shall be provided to real property owners within 300 feet of applicant's property, as listed in the most recent ad valorem tax records of Broward County.
- **TAX MAP:** Applicant shall provide a tax map of all property within the required notification radius, with each property clearly shown and delineated. Each property within the notice area must be numbered (by Folio ID) on the map to cross-reference with property owners notice list.
- **PROPERTY OWNERS NOTICE LIST:** Applicant shall provide a property owners notice list with the names, property control numbers (Folio ID) and complete addresses for all property owners within the required notification radius. The list shall also include all homeowners associations, condominium associations, municipalities and counties, as indicated on the tax roll.
- **ENVELOPES:** The applicant shall provide business size (#10) envelopes with first class postage attached (stamps only, metered mail will not be accepted). Envelopes must be addressed to all property owners within the required notification radius, and mailing addresses must be typed or labeled; no handwritten addresses will be accepted. Indicate the following return address on all envelopes: City of Fort Lauderdale, Urban Design & Development, 700 NW 19th Avenue, Fort Lauderdale, FL 33311.
- **DISTRIBUTION:** City of Fort Lauderdale Urban Design & Development will mail all notices prior to the public hearing meeting date, as outlined in Section 47-27.

Page 3: Technical Specifications For Plan Submittal

A. SITE PLAN

1. *Title Block including project name and design professional's address and phone number*
2. *Scale (1" = 30' min., must be engineer's scale)*
3. *North indicator*
4. *Location map showing relationship to major arterials*
5. *Drawing and revision dates, as applicable*
6. *Full legal description*
7. *Site Plan Data Table*
 - Current use of property and intensity
 - Land Use designation
 - Zoning designation
 - Water/wastewater service provider
 - Site area (sq. ft. and acres)
 - Building footprint coverage
 - Residential development: number of dwelling units, type, floor area(s), site density (gross and net)
 - Non-residential development: uses, gross floor area
 - Parking data: parking required (#), parking provided (#), loading zones (if applicable), ADA spaces
 - Floor Area Ratio (FAR) (total building square footage, including structured parking, divided by site area)
 - Building height (expressed in feet above grade)
 - Structure length
 - Number of stories
 - Setback table (required vs. provided)
 - Open space
 - Vehicular use area (as defined by Sec. 47-58.2, in sq. ft.)
 - Open space (in sq. ft.)
 - Landscape area (in sq. ft.)
8. *Site Plan Features (graphically indicated)*
 - Municipal boundaries (as applicable)
 - Zoning designation of adjacent properties with current use listed
 - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
 - Waterway width, if applicable
 - Outline of adjacent buildings (indicate height in stories and approximate feet)
 - Property lines (dimensioned)
 - Building outlines of all proposed structures (dimensioned)
 - Ground floor plan
 - Dimension of grade at crown of road, at curb, sidewalk, building entrance, and finished floor elevation
 - Dimension for all site plan features (ie., sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.)
 - Mechanical equipment dimensioned from property lines
 - Setbacks and building separations (dimensioned)
 - Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
 - On-site light fixtures
 - Proposed ROW improvements (ie. bus stops, curbs, tree plantings, etc.)
 - Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
 - Project signage
 - Traffic control signage
 - Catch basins or other drainage control devices
 - Fire hydrants (including on-site and adjacent hydrants)
 - Easements (as applicable)
 - Other site elements (as applicable)

B. DETAILS

1. *Provide details of the following (Scale 1/4" = 1' min.)*
 - Ground floor elevation
 - Storefronts, awnings, entryway features, doors, windows
 - Fence/wall
 - Dumpster
 - Light fixtures
 - Balconies, railings
 - Trash receptacles, benches, other street furniture
 - Pavers, concrete, hardscape ground cover material

C. FLOOR PLANS

1. *Delineate and dimension, indicating use of spaces*
2. *Show property lines and setbacks on all plans*
3. *Typical floor plan for multi-level structure*
4. *Floor plan for every level of parking garage*
5. *Roof plan*

D. BUILDING ELEVATIONS

1. *All building facades with directional labels (ie. North, South) and building names if more than one building*
2. *Dimensions, including height and width of all structures*
3. *Dimensions of setbacks and required setbacks from property lines*
4. *Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor*
5. *Indicate architectural elements, materials and colors*
6. *Include proposed signage*

E. ADDITIONAL RENDERINGS (as applicable)

For projects subject to Sec. 47-25.3 Neighborhood Compatibility, and/or new buildings 55' or five stories or more in height, the following are required:

- Street-level perspective drawings as one would view the project from a pedestrian level
- Oblique aerial drawings from opposing view which indicate the mass outline of all proposed structures, including the outlines of adjacent existing and previously approved structures
- Context plan indicating proposed development and outline of nearby properties with uses and height labeled

F. LANDSCAPE PLAN

1. *Site Plan information (in tabular form on plans)*
2. *Title block including project name and design professional's address and phone number*
3. *Scale (1" = 30' min, must be engineer's scale)*
4. *North indicator*
5. *Drawing and revision dates, as applicable*
6. *Landscape Plan Information (in tabular form on plans)*
 - Site area (sq. ft. and acres)
 - Vehicular use area (as defined by Sec. 47-58.2, in sq. ft.)
 - VUA landscape area (minimum 20% of VUA – in sq. ft. and percentage of VUA)
 - Perimeter landscape area (including buffers adjacent to ROW)
 - Interior landscape area (30 sq.ft. per space)
 - Total trees required/provided (1 per 1,000 sq.ft. net lot area)
 - VUA trees required/provided (1 per 1,000 sq.ft. VUA)
 - VUA shade trees required/provided (3" caliper)
 - VUA shade trees required/provided (2-3" caliper)
 - VUA flowering trees required/provided
 - VUA palms required/provided
 - VUA shrubs required/provided (6 per 1,000 sq.ft. VUA)
 - Bufferyard trees (if applicable)
7. *Landscape Plan Features (graphically indicated)*
 - Property lines
 - Easements (as applicable)
 - Landscape areas with dimensions
 - Existing trees and palms, their names and sizes (indicate whether they are to remain, be relocated, or removed)
 - Names and locations for all proposed trees, shrubs and groundcover, with quantities noted at each location
 - Plant list (note species, sizes, quantities and any appropriate specifications)
 - Site elements (buildings, parking areas, sidewalks, signs, fire hydrants, light fixtures, drainage structures, curbing, all utilities both above and below ground)
 - Grading (swales, retention areas, berms, etc.)

G. PHOTOMETRIC DIAGRAM

Foot-candle readings must extend to all property lines

Page 4: Sign Notification Requirements and Affidavit

SIGN NOTICE

Applicant must **POST SIGNS** (for Planning and Zoning Board and City Commission Hearings) according to Sec. 47-27.4.

- Sign Notice shall be given by the applicant by posting a sign provided by the City stating the time, date and place of the Public Hearing on such matter on the property which is the subject of an application for a development permit. If more than one (1) public hearing is held on a matter, the date, time and place shall be stated on the sign or changed as applicable.
- The sign shall be posted at least fifteen (15) days prior to the date of the public hearing.
- The sign shall be visible from adjacent rights-of-way, including waterways, but excepting alleys.
- If the subject property is on more than one (1) right-of-way, as described above, a sign shall be posted facing each right-of-way.
- If the applicant is not the owner of the property that is subject of the application, the applicant shall post the sign on or as near to the subject property as possible subject to the permission of the owner of the property where the sign is located or, in a location in the right-of-way if approved by the City.
- Development applications for more than one (1) contiguous development site shall be required to have sign notice by posting one (1) sign in each geographic direction, (north, south, east and west) on the public right-of-way at the perimeter of the area under consideration.
- If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign from the City and posting the sign on the property.
- The sign shall remain on the property until final disposition of the application. This shall include any deferral, rehearing, appeal, request for review or hearings by another body. The sign information shall be changed as above to reflect any new dates.
- The applicant shall, five (5) days prior to the public hearing, execute and submit to the department an affidavit of proof of posting of the public notice sign according to this section. If the applicant fails to submit the affidavit the public hearing will be postponed until the next hearing after the affidavit has been supplied.

AFFIDAVIT OF POSTING SIGNS

STATE OF FLORIDA
BROWARD COUNTY

RE: _____ BOARD OF ADJUSTMENT
_____ HISTORIC PRESERVATION BOARD
_____ PLANNING AND ZONING BOARD
_____ CITY COMMISSION

CASE NO. _____

APPLICANT: _____

PROPERTY: _____

PUBLIC HEARING DATE: _____

BEFORE ME, the undersigned authority, personally appeared _____, who upon being duly sworn and cautioned, under oath deposes and says:

1. Affiant is the Applicant in the above-cited City of Fort Lauderdale **Board or Commission** Case.
2. The Affiant/Applicant has posted or has caused to be posted on the Property the signage provided by the City of Fort Lauderdale, which such signage notifies the public of the time, date and place of the Public Hearing on the application for relief before the Board or Commission.
3. That the sign(s) referenced in Paragraph two (2) above was posted on the Property in such manner as to be visible from adjacent streets and waterways and was posted at least **fifteen (15)** days prior to the date of the Public Hearing cited above and has remained continuously posted until the date of execution and filing of this Affidavit. Said sign(s) shall be visible from and within twenty (20) feet of streets and waterways, and shall be securely fastened to a stake, fence, or building.
4. Affiant acknowledges that the sign must remain posted on the property until the final disposition of the case before the Board or Commission. **Should the application be continued, deferred or re-heard, the sign shall be amended to reflect the new dates.**
5. Affiant acknowledges that this Affidavit must be executed and filed with the City's Urban Design & Development **five (5)** calendar days prior to the date of Public Hearing and if the Affidavit is not submitted, the Public Hearing on this case shall be cancelled.
6. Affiant is familiar with the nature of an oath or affirmation and is familiar with the laws of perjury in the State of Florida and the penalties therefore.

Affiant

SWORN TO AND SUBSCRIBED before me in the County and State above aforesaid this ____ day of _____, 200_.

(SEAL)

NOTARY PUBLIC
MY COMMISSION EXPIRES:

NOTE: I understand that if my sign is not returned within the prescribed time limit as noted in Sec. 47.27.3.i of the City of Fort Lauderdale ULDR, I will forfeit my sign deposit. _____ (initial here)

_____ Initials of applicant (or representative) receiving sign as per 47-27.2(3)(A-J)