

Page 1: DRC Pre App - Applicant Information Sheet / Required Documentation

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	
Proof of Ownership	<u>Warranty Deed</u> or <u>Tax Record</u>

Applicant / Agent's Name	
Address, City, State, Zip	
E-mail Address	
Phone Number	

Development / Project Address	
Request / Description of Project	
Future Land Use Designation	
Current Zoning Designation	
Residential SF (and Type)	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	[] Yes [] No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Parking Spaces		
Front Setback [____]		
Side Setback [____]		
Side Setback [____]		
Rear Setback [____]		

NOTE: For a project to be reviewed an applicant must submit the following:

Fourteen (14) sets of the following (it is recommended that 11" x 17" plan sheets be submitted if legible):

- 1) **Proof of ownership** and a letter of consent from the owner, if agent is acting as the applicant.
- 2) **Cover letter** outlining the project and providing pertinent details regarding the use(s) and structures(s) proposed.
- 3) **Zoning and Land Use maps** of all properties within a 700' radius. This may be obtained from Urban Design & Development office, 700 NW 19th Ave., Ft. Lauderdale, (954) 828-3266.
- 4) **Survey** with all current site features, subsurface and overhead utilities, and easements shown.
- 5) **Photos** (8x10 color) of existing conditions of all adjacent sites and streetscapes.
- 6) **Preliminary or conceptual site plan** indicating structure(s), parking areas, access points, general landscape areas, and any other major site elements.
- 7) **Any other pertinent information**, plans or documents prepared that may be helpful in the DRC pre-application review. For example, conceptual building elevations, photographs, etc.

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 & Development staff use only:

Date _____

Received By _____

Tech. Specs Reviewed By _____

Case No. _____