



**City of Fort Lauderdale
Planning & Zoning Department**

DEVELOPMENT REVIEW COMMITTEE (DRC)

CHANGE IN USE APPLICATION

- Cover:** Deadline, Notes, and DRC Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Required Documentation
- Page 3:** Technical Specifications For Plan Submittal
- Page 4:** Submittal Checklist

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), the Planning and Zoning Department 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.

NOTE: If your development site is separated by any public right-of-way (alley, alley reservation, or ROW easement) you must complete a separate application for each parcel.

NOTE: Only City of Fort Lauderdale audio and video equipment shall be used during any public meeting.

DRC FEES: All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

CHANGE OF USE: \$300.00

**CITY OF FORT LAUDERDALE
PLANNING & ZONING DEPARTMENT**
700 NW 19th Avenue, Fort Lauderdale, FL 33311
Telephone: (954) 828-3266
Fax (954) 828-5858
Website: www.fortlauderdale.gov

Page 1: DRC Site Plan - 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	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	<input type="checkbox"/> <u>Warranty Deed</u> or <input type="checkbox"/> <u>Tax Record</u>

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/Proposed Project Description	
Applicable ULDR Sections	

Future Land Use Designation	
Current 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 (if applicable)	Required	Proposed
Parking Spaces		
Landscape Area		
Lot Size (SF/Acreage)		
Lot Density		
Lot Width		
Building Height (Feet/Levels)		
Structure Length		
Floor Area Ratio		
Lot Coverage		
Open Space		

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

Setbacks/Yards (If Applicable)	Required	Proposed
Front [____]		
Side [____]		
Side [____]		
Rear [____]		

Page 2: Required Documentation

Pursuant to Section 47-24.1(1), the Planning and Zoning Department 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.

One (1) copy of the following:

- Completed application (all pages must be filled out where applicable)
- Proof of ownership (warranty deed or tax record), including corporation documents if applicable
- Property owners signature and agent letter
- Obtain Business Tax documentation to establish previous use.
- Color photographs of site and all building facades. All photographs are required to be dated and labeled and identified as to orientation.

One (1) original signed and sealed set AND seventeen (17) copy sets (11" x 17") in the following order:

- Narrative describing project specifics, to include but not be limited to: trash disposal system, security/gating system, hours of operation, dock facilities, etc.. Narratives must be on letterhead with author indicated.
- Narrative quoting all applicable sections of the ULDR, with point-by-point responses of how project complies with such criteria. Narratives must be on letterhead with author indicated. See ULDR Sec. 47-24. Change of Use and if applicable, Sec. 47-25.3 Neighborhood Compatibility Requirements.
- Land Use and Zoning maps of all properties within 700 ft. of the subject property. These should be obtained from the Planning and Zoning Office, 700 NW 19 Avenue, 954-828-3266. Site should be highlighted or marked clearly to easily locate the parcel
- Cover sheet on plan set to state project name and table of contents
- Current survey(s) of property showing existing conditions (one copy signed and sealed); 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.
- Plans "A" thru "G" as listed under Technical Specifications
 - A. Floor Plans
 - B. Landscape Plans (if applicable) *
 - C. Site Plan (if applicable) *
 - D. Details (if applicable) *
 - E. Building Elevations (if applicable) *
 - F. Additional Renderings (if applicable) *
 - G. Photometric Diagram (if applicable) *
 - H. Engineering Plans (if applicable) *

Note: (B thru H) May be obtained from Property Records if showing current conditions.

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

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

Page 3: Technical Specifications For Plan Submittal

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 stepbacks 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: Submittal Checklist

NOTE: The project Architect or Engineer must complete the portion below in order for the application and plans to be accepted.

General Requirements

- Application submitted prior to noon
- Sheet size of plans cannot exceed 24" x 36"
- Plan sets must be bound, stapled, and folded into a size no larger than 8 ½" x 11"
- Two (2) sets of all plan sheets reduced to 11" x 17"
- All other required documents must be stapled, bound or in a folder, not larger than 8 ½ " x 11"
- Copy sets are provided in color if original signed and sealed set is in color

One (1) copy of the following:

- Completed application
- Proof of ownership
- Property owners signature and agent letter
- Color photographs of site and all building facades. All photographs are required to be dated and labeled and identified as to orientation.

One (1) original signed and sealed set AND seventeen (17) copy sets in the following order:

- Narrative describing project details
- Narrative responding to applicable ULDR Sec. 47-26 Change In Use and if applicable, Sec. 47.25.3 Neighborhood Compatibility
- Zoning and Land Use maps
- Cover sheet for plan package
- Current survey(s) of property **(must be signed and sealed)**
- Plans as outlined in Technical Specifications
 - A. Floor Plans **(must be signed and sealed)**
 - B. Landscape Plans
 - C. Site Plan
 - D. Details
 - E. Photometric Diagram
 - F. Engineering Plans

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

Print Name _____

PE / AIA Seal

Signature _____

Date _____

For Planning & Zoning Department staff use only:

Date _____

Received By _____

Tech. Specs
Reviewed By _____

Case No. _____