



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

**CITY OF FORT LAUDERDALE
PLANNING & ZONING
DEPARTMENT**
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DESIGN REVIEW TEAM (DRT)

Site Plan Review Application

Cover: Deadline, Notes, and Fees
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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.

A Design Review must be completed before an applicant can make the DRC submittal for any residential project in the Downtown Regional Activity Center (Downtown-RAC) for units available after November 20, 2003.

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: The intent of the Design Review process is to help applicants desiring to develop projects within the Downtown RAC zoning districts and the South RAC South Andrews zoning district meet the intent of the applicable master plan and design guidelines and standards for the area. These guidelines are designed as benchmarks against which a development proposal will be measured. Applicants may also show additional ways in which a particular project helps to support the goals and objectives of the Master Plan.

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.

DRT Review **\$ 1,380.00**

Page 1: DRT - 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	If a signed agent letter is provided, no property owner signature required.
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

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

A narrative of the general scope and description of the proposed project that includes:

- 1) Any Visions and Principles of the Downtown Master Plan that are being met.
- 2) Any Framework Goals of the Downtown Master Plan that are being met.
- 3) A response as to how each Guideline Recommendation is being met (those that are not applicable may be indicated as N/A). If a specific Guideline Recommendation is not met, identify how the intent is met in an alternate way.
- 4) Any other requirements, districts, overlays that might apply to the proposed site.

Three (3) sets of the following (plan sheets should not exceed 24 x 36 inches):

- 5) **Zoning and Land Use maps** of all properties within a 700' radius. This may be obtained from the Planning and Zoning Office, 700 NW 19th Ave., Ft. Lauderdale, (954) 828-3266.
- 6) **Survey** with all current site features, subsurface and overhead utilities, and easements shown.
- 7) **Photos** (8x10 color) of existing conditions of all adjacent sites and streetscapes.
- 8) **Aerial photo simulations** with mass outlines of all proposed structures superimposed and showing the existing surrounding conditions, including a minimum of two (2) such photos from opposing views that show all four (4) sides of the structure.
- 9) **Site Plan** should include any site features and the following basic project data (in tabular form on site plan):
 - a) Land Use designation
 - b) Zoning designation
 - c) Downtown Master Plan Character Area designation
 - d) Identification of Precinct Plan if applicable
 - e) Site area (square feet and acres)
 - f) Residential: number of proposed dwelling units
 - g) Non-residential: gross floor area, and areas of each specific use
 - h) Parking data: parking number to be provided and all parking areas (on and off site) shown on plans
 - i) Building footprint area at grade, total S.F. and as a percent of the total site
 - j) Number of stories and floor plate sizes including floor area at each level where a step back is proposed, GSF
 - k) Building height (expressed in feet above grade) for each major building element. And at each step back
 - l) Other information as appropriate
- 10) **Conceptual Site Plan** with conceptual building footprints including shoulder and tower configurations for all proposed and existing buildings.
- 11) **Conceptual Site Plan** showing all properties and improvements within one block from the project site, showing existing and proposed buildings in a figure/ground format with a graphic distinction made between existing and proposed structures.
- 12) **Conceptual Site Plan** identifying pedestrian and vehicular circulation paths including site access points and crossing points.
- 13) **Conceptual Floor Plans** at grade and at each level where a step back is proposed.
- 14) **Conceptual Elevations**, all sides, showing dimensions of all proposed setbacks and step backs and showing all proposed architectural features or treatment.
- 15) **Conceptual Sections** through the proposed project showing all adjacent structures and street profiles including the relationship to all across street structures. Sections should be provided anywhere significant variations in the pedestrian street experience will occur. Sections should identify any on-street parking, bulb-outs and landscape areas including dimensions. Sections should include an indication of the design envelope envisioned by the Master Plan.
- 16) **Perspective sketches** (4 min.) at street eye level from points that will show each of the primary facades of the proposed structure(s) and their relationship to the adjacent street.