



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

**CITY OF FORT LAUDERDALE  
PLANNING & ZONING  
DEPARTMENT**  
700 NW 19<sup>th</sup> Avenue  
Fort Lauderdale, FL 33311  
Telephone: (954) 828-8980  
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**Bicycle Sharing Facility Station**

**Site Plan Review Application**

- Cover:** Deadline, Request Type, and 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.

**FEES:** 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.

**REQUEST TYPES (check all that apply):**

- One Location** **\$ 100.00**
- Annual Renewal – One Location** **\$ 100.00**

# Page 1: Bicycle Sharing Facility Station - 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

<b>Case Number</b>	
<b>Date of complete submittal</b>	

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

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

<b>Program Name</b>	
<b>Development/Program Address</b>	<u>Existing:</u> _____ <u>New:</u> _____
<b>Legal Description</b>	
<b>Tax ID Folio Numbers</b> (For each parcel included in the program)	
<b>Request / Description of Program</b>	
<b>All applications must comply with the following City Ordinance Section</b>	<i>VOLUME I, ARTICLE VII. NONMOTORIZED VEHICLES - SELF PROPELLED DIVISION 1. BICYCLE-SHARING FACILITIES</i>

<b>Future Land Use Designation</b>	
<b>Current Zoning Designation</b>	
<b>Current Use of Property</b>	

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

<b>Setbacks/Yards</b>	<b>Proposed</b>
<b>Front</b> [____]	
<b>Side</b> [____]	
<b>Side</b> [____]	
<b>Rear</b> [____]	

## Page 2: Required Documentation / Submittal Checklist

### One (1) copy of the following documents:

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- Completed application (all pages must be filled out where applicable)
- Applicant signature and agent letter
- Color photographs of the entire property and all surrounding properties, dated and labeled and identified as to orientation.

### Six (5) signed and sealed sets, (1 set 24" x 36", 4 sets at 11" x 17")

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- Narrative** describing program specifics, to include, but not be limited to, hours of operation. Narratives must be on letterhead, dated, and with author indicated.
- Land Use and Zoning maps** indicating 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) or As-Built drawings, for each location**, of property, surveys must be signed and sealed, showing existing conditions; survey must be As-Built and Topographic with Right-of-Way and Easement Vacations Excluded **OR** As-Built drawings with facility dimension and distance from landmark. The survey or as-built drawings 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.
- Aerial photo** indicating all properties within 700 ft. of the subject property. Must be clear and current with site highlighted.
- Plans** "A" thru "F" with all elements as listed under Technical Specifications.
  - A. Site Plan
  - B. Details
  - C. Elevations
  - D. Additional Renderings
  - E. Landscape Plans as applicable

**Note:** All copy sets must be clear and legible.

**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.

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### 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 Planning & Zoning Department staff use only:

Date \_\_\_\_\_

Received By \_\_\_\_\_

Tech. Specs Reviewed By \_\_\_\_\_

Case No. \_\_\_\_\_

## 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. Drawing and revision dates, as applicable
5. Full legal description
6. Site Plan Data Table
  - Current use of property
  - Land Use designation
  - Zoning designation
  - Site area (sq. ft. and acres)
  - Parking data: existing and proposed (if applicable)
  - Setback table
  - Open space impacts
  - Vehicular use area impacts
  - Landscape area impacts
7. Site Plan Features (graphically indicated)
  - Municipal boundaries (if applicable)
  - Zoning designation of adjacent properties with current use listed
  - Property lines (dimensioned)
  - Building outlines of all on-site structures (dimensioned)
  - Driveways, parking areas, pavement markings (including existing parking and handicapped spaces as applicable)
  - On-site light fixtures
  - Dimension all pedestrian walkways (including public sidewalks and on-site pedestrian paths)
  - Project signage
  - On-site fire hydrants
  - Easements (as applicable, for both above and below ground utilities)
  - Other site elements (as applicable)

### B. ELEVATIONS

1. Include proposed signage
2. Typical elevations of the Bicycle Sharing Facility Station

### C. LANDSCAPE PLAN AS APPLICABLE

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)
  - Perimeter landscape area (including buffers adjacent to ROW)
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.)