



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

**PLANNING & ZONING BOARD (PZB)**

**Site Plan with Flex Allocation 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
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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.

**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.

**PZB 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.

<b><u>Plot Size</u></b>	
<b>0 – 9,999 Square Feet</b>	\$ 650.00
<b>10,000 – 49,000 Square Feet</b>	\$ 915.00
<b>50,000 – 99,999 Square Feet</b>	\$1,230.00
<b>100,000 Square Feet and Over</b>	\$1,630.00
<b>Amendments</b> to above P&Z site plans	\$845.00
<b>Applicant Deferral &amp; Site Plan Extension Requests</b> (P&Z Board and City Commission)	\$265.00
<b>Appeals</b> to City Commission when an application is DENIED by Planning and Zoning Board	\$200.00

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

**CITY OF FORT LAUDERDALE  
PLANNING & ZONING DEPARTMENT**  
700 NW 19<sup>th</sup> Avenue, Fort Lauderdale, FL 33311  
Telephone: (954) 828-8980  
Fax (954) 828-5858  
Website: [www.fortlauderdale.gov](http://www.fortlauderdale.gov)

# Page 1: PZB Site Plan with Flex Allocation - 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>	
<b>NOTE:</b> For purpose of identification, the <b>PROPERTY OWNER</b> is the <b>APPLICANT</b>	
<b>Property Owner's Name</b>	
<b>Property Owner's Signature</b>	
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Proof of Ownership</b>	<input type="checkbox"/> Warranty Deed or <input type="checkbox"/> Tax Record

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

<b>Future Land Use Designation</b>	
<b>Proposed Land Use Designation</b>	
<b>Current Zoning Designation</b>	
<b>Proposed Zoning Designation</b>	
<b>Current Use of Property</b>	
<b>Residential SF (and Type)</b>	
<b>Number of Residential Units</b>	
<b>Non-Residential SF (and Type)</b>	
<b>Total Bldg. SF</b> (include structured parking)	
<b>Site Adjacent to Waterway</b>	<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

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:

- Pre-P&Z signed-off set of plans with all required signatures
- 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
- Address verification letter from George Sutcavage (Building Services – 954-828-5233)
- Traffic study for projects that meet the trip threshold (see Sec. 47-24 or contact DRC Engineering Representative for details)
- Color photographs of the entire property and all surrounding properties. All photographs are required to be dated and labeled and identified as to orientation.

### Two (2) signed/sealed copies of Pre-P&Z signed-off set in the following order:

- Narrative describing project specifics, to include but not be limited to: architectural style and important design elements, 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.
- Provide ground truths on perspectives to depict and determine appropriate scale of project.
- 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
- Most current recorded plat including amendments. This may be obtained from Broward County Public Records at 115 S. Andrews Ave. Site should be highlighted
- Aerial photo. Must be clear and current with site highlighted
- Plans “A” thru “G” as listed under Technical Specifications
  - A. Site Plan
  - B. Details
  - C. Floor Plans
  - D. Building Elevations
  - E. Additional Renderings
  - F. Landscape Plans
  - G. Photometric Diagram

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

**Note:** All items above (with the exception of proof of ownership, agent letter, color photographs, narratives and Land Use and Zoning maps) should be on 24” x 36” plan size sheets. Plan sets must be bound, stapled and folded to 8 ½” x 11”. The remaining documents can be 8 ½” x 11” and should be stapled, bound, or in a folder.

**Note:** **Thirteen (13) reduced sets that are ½ size of all plan sheets required.**

**Note:** For any development proposal located in the Central Beach Districts, provide one (1) copy of information requested in ULDR Section 47-12.6.D.1 a thru j.

**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 Planning & Zoning Department office.

# 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: 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:

- Pre-P&Z signed-off set of plans
- Completed application
- Proof of ownership
- Property owners signature and agent letter
- Traffic study if applicable
- Color photographs of the entire property and all surrounding properties. All photographs are required to be dated and labeled and identified as to orientation.

### Two (2) signed/sealed copy sets of Pre-P&Z signed-off plans in the following order:

- Narrative describing project details
- Narrative responding to applicable ULDR sections
- Zoning and Land Use maps
- Cover sheet for plan sets
- Current survey(s) of property
- Most current recorded plat including amendments
- Current aerial photo
- Plans as outlined in Technical Specifications
  - A. Site Plan
  - B. Details
  - C. Floor Plans
  - D. Building Elevations
  - E. Additional Renderings
  - F. Landscape Plans
  - G. Photometric Diagram

**Thirteen (13) reduced sets of plans reduced to ½ size**

**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. \_\_\_\_\_

# Page 5: 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 Planning & Zoning Department **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 \_\_\_\_\_, 20\_\_.

(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)