



**Town of Davie**  
Planning and Zoning Division  
Development Services Department

*Land Development Procedures Manual*

Originally created: June 1990  
Updated: June 2008

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## **Introduction.**

The Land Development Procedures Manual is intended to serve as a reference for those who wish to apply for development permits in the Town of Davie. The manual originally was created in June 1990 and contained the procedures/requirements for seven (7) development applications. Since that time, the manual has been officially updated containing a total of eighteen (18) development applications including flow charts, time tables, answers to commonly asked questions, and information regarding the application requirements for each type of application. Additionally, the manual also consists of information relating landscaping, business tax receipt, alcoholic beverage licenses, and other development review requirements.

The manual is provided solely to facilitate convenient reference by affected parties and may not represent all aspects of review. The data provided in this document is for information purposed only. The reader should become familiar with the applicable laws, ordinances, regulations and policies for each process as they are subject to change from time to time. Questions not answered by this manual should be directed to the Planning and Zoning Division, Development Services Department, Town of Davie, 6591 Orange Drive, Davie, Florida 33314, (954) 797-1103.

## **Town Profile.**

The Town of Davie is strategically located in the heart of Broward County, with major transportation corridors; I-595 to the north, I-75 to the west, Florida's Turnpike/State Road 7 to the east and a portion of Stirling and Griffin Roads to the south defining its borders. Its incorporated area covers 34.2 square miles or approximately 21,891 acres and contains, according to the Broward County Population Forecasting Model 2004, a population of approximately 84,035. Neighboring jurisdictions include the cities of Weston, Pembroke Pines, Cooper City, Southwest Ranches, Hollywood, Plantation, Sunrise, unincorporated areas of Broward County, and the Hollywood Seminole Indian reservation.

The Town's rural atmosphere and western theme district foster an environment that separates Davie from all other municipalities in Broward County. The Town's green open spaces, numerous parks and over 165 miles of trail system along with the opportunity to live an equestrian lifestyle are amenities that cannot be found in fast growing South Florida.

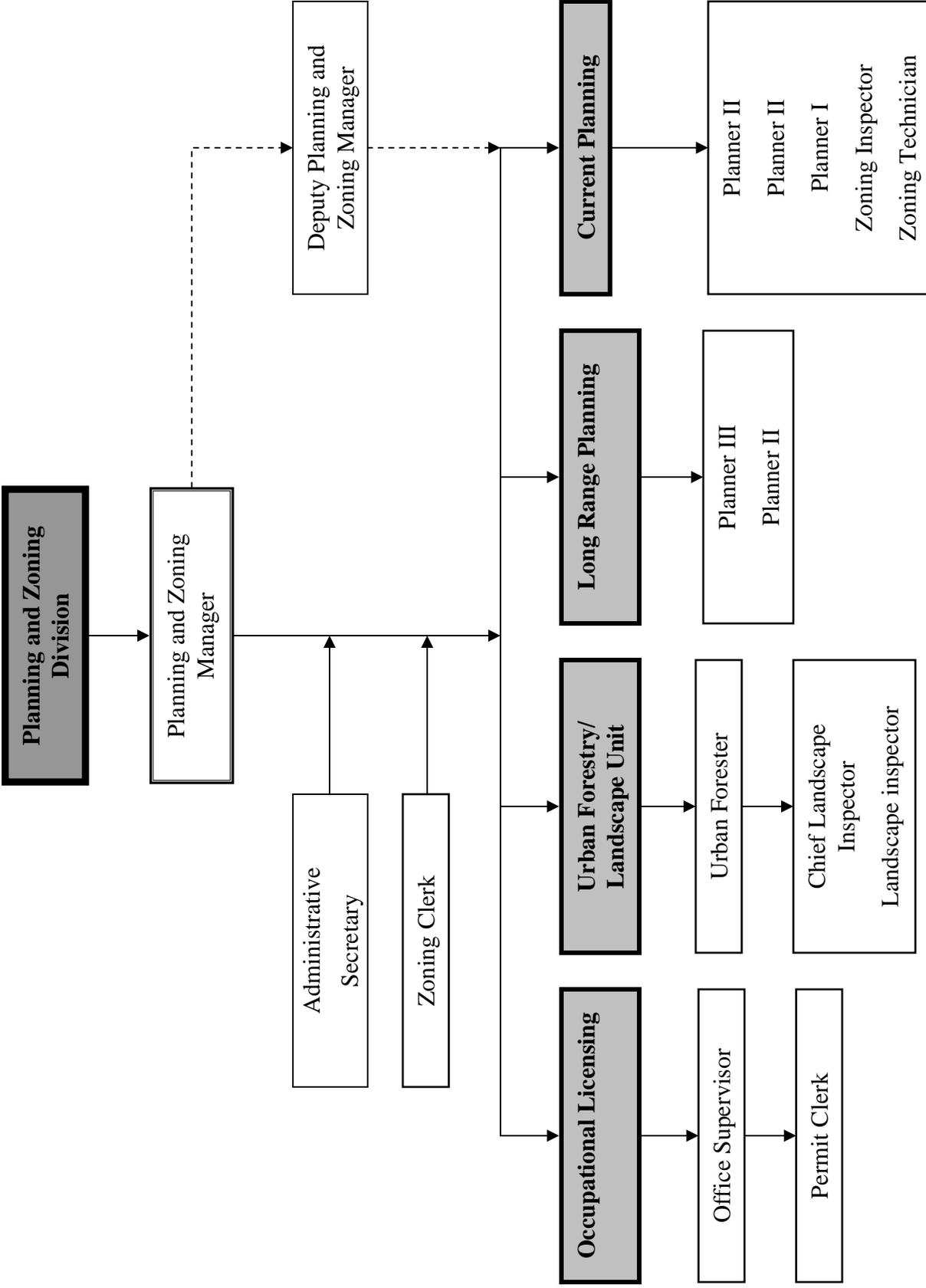
The Town of Davie is also the nexus of higher education in South Florida where several nationally known colleges, technical institutes, and universities make up the South Florida Educational Center. These include Nova Southeastern University, University of Florida, Florida Atlantic University, Broward Community College, Broward Education Communications Network (BECON), and McFatter Technical Center.

The Town's economic base is heavily dependant upon residential land uses creating a long term economic challenge. However, Davie's business climate has potential for expansion in appropriate and suitable locations and currently ranges from typical small proprietor to the headquarters of Fortune 500 firms.

The Town of Davie is a warm, close-knit community with a rich heritage and many connections to the past. The Town is fortunate to draw from its pioneer families the history of the area and the stories of those who first helped to develop the Town. Today, the Town of Davie is a dynamic and unique community located in the heart of one of the state's highest growth areas. With its hometown ambience and emphasis on quality of life, Davie truly stands out as a unique and special place.

## **Planning & Zoning.**

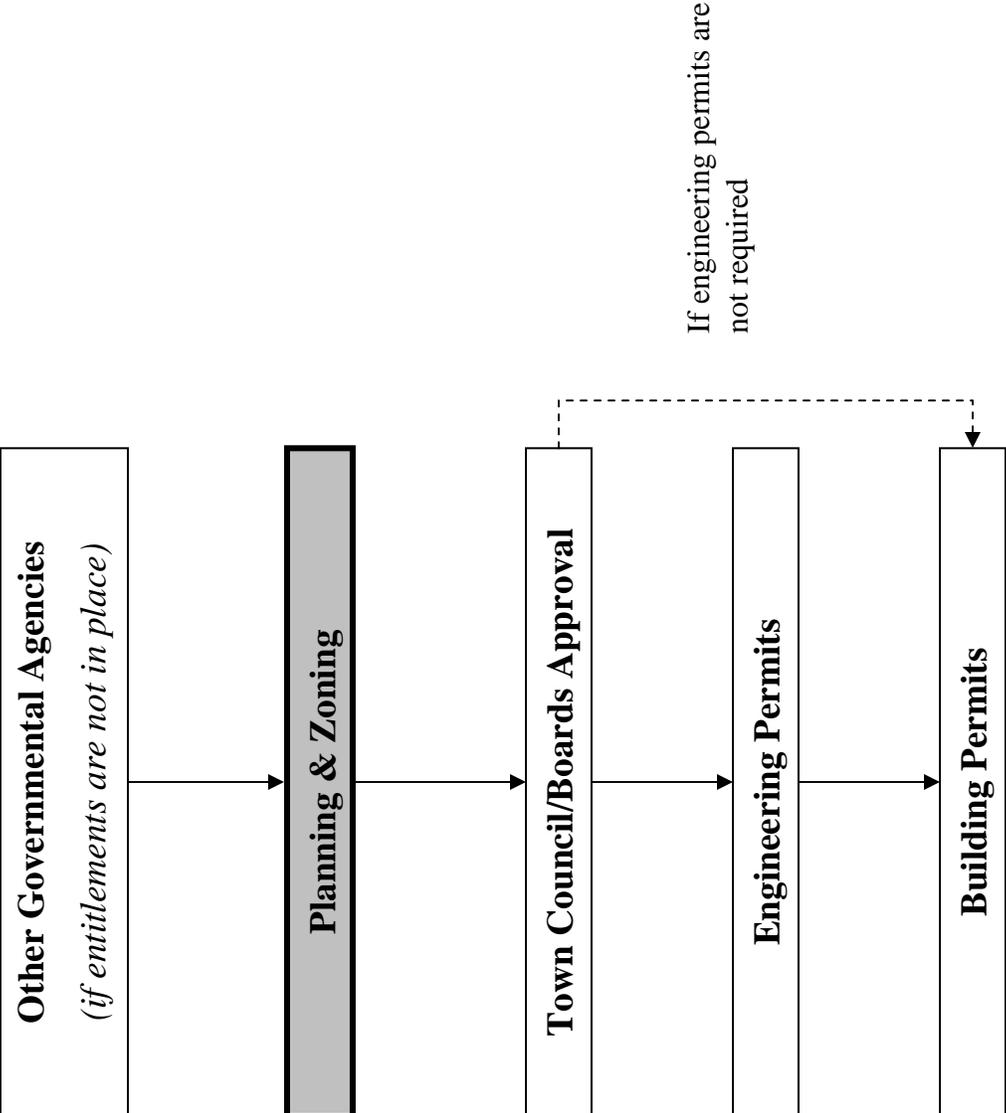
The Planning and Zoning Division is responsible for: long-range planning and current planning; staff support to the Planning and Zoning Board, and Site Plan Committee; land use and zoning code information; guidance and assistance to customers through the development (permit) review process; code amendments; landscaping permits, business tax receipts (aka. Occupational licenses), and to provide accurate and timely information to citizens and staff.



## **Development Application Procedures.**

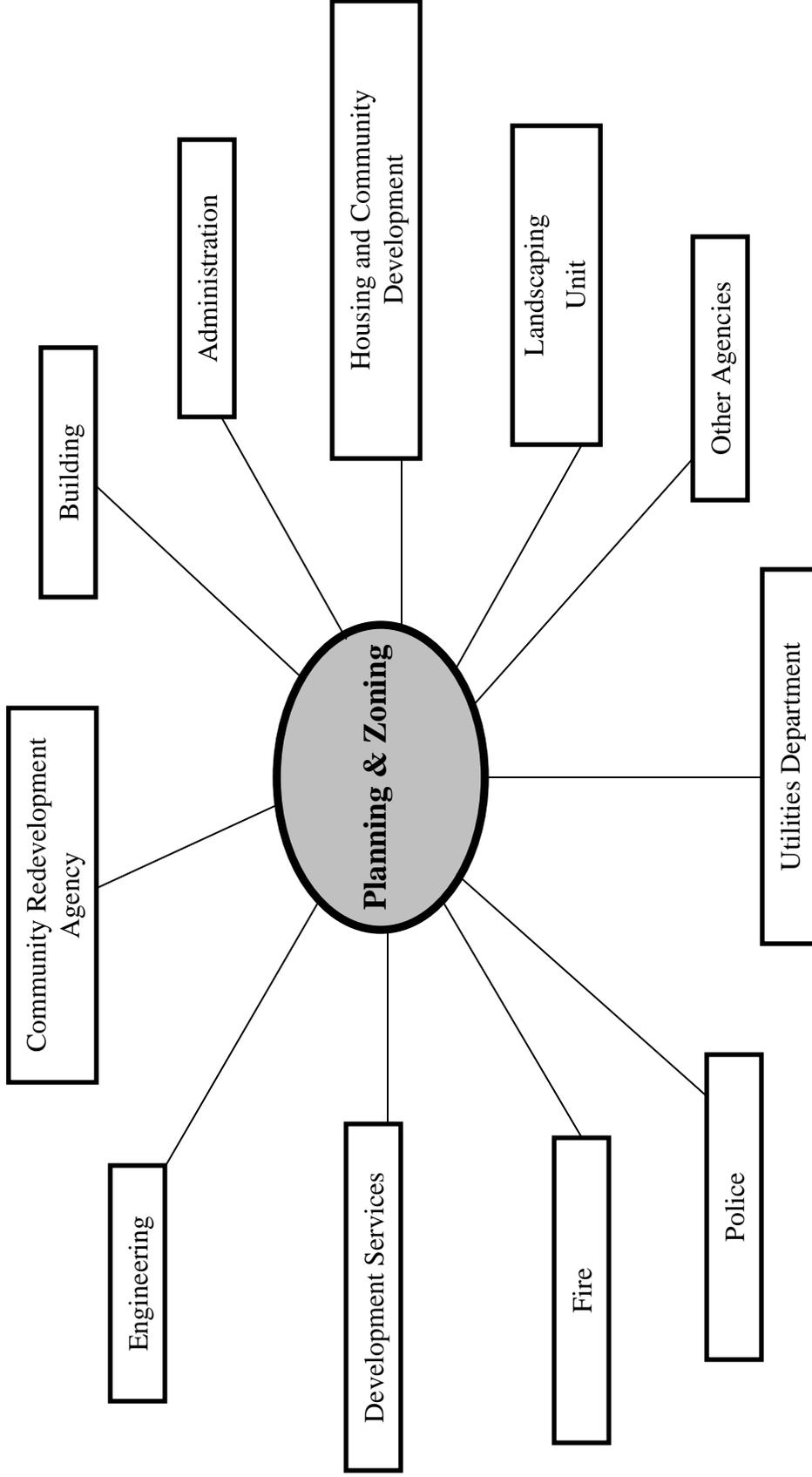
Local Government Comprehensive Planning and Land Development Regulations Act of 1985, requires that local governments adopt and maintain land development regulations "that are consistent with and implement" the adopted comprehensive plan (Section 163.3202, Florida Statutes). The Town of Davie, Code of Ordinance, Chapter 12, Article XI., Section 12-320 describes further the requirements and procedures for determination of proposed development projects.

# Overall Development Process



# Coordination Chart

*Agencies that review development projects in the Town of Davie (a.k.a. Development Review Committee (DRC))*



# The Town of Davie - Application Process Matrix

next page...

PROCESS STEPS	Pre-Application Meeting	Submittal Cycle	Staff DRC Meeting	1st Public Participation Meeting	2nd Public Participation Meeting	DRC Comments due	Public DRC Meeting	Public Notice Requirements	Staff Report Due for Review	Staff Report Due for Manager Review
DEVELOPMENT APPLICATIONS	Minimum 1 week prior to submittal	Due between the 10th and 20th	Due the month following submittal/2nd Wednesday	Between the staff and public DRC meetings	Due a minimum of 1 week prior to Public DRC	Due the Friday prior to Public DRC/4th Wednesday	4th Wednesday of the Month	Refer to local regulations and state statutes	Due the Wednesday prior to staff reports to PZ Manager	Due the Friday prior to staff reports/packets
Administrative Non-Use Special Permit										
Developer Agreement										
Delegation Request										
Development of Regional Impact										
Flexibility										
Land Use Plan Amendment										
Plat										
Special Permit										
Site Plan Modification - Internal										
Site Plan Modification - DRC										
Site Plan Modification - DRC, SPC										
Site Plan Modification - DRC, SPC, TC										
Site Plan										
Site Plan Conceptual										
Site Plan, Master										
Rezoning										
Text Amendment										
Temporary Use Permit										
Vacation of Right-of-Way										
Variance										



Required steps in the process  
Not required steps in the process



**i. Site Plan.**



**Site Plan (SP) Application**  
*Planning and Zoning Division*  
*Development Services Department*

**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

Folio Number: 

5		-	4		-		-		-					
---	--	---	---	--	---	--	---	--	---	--	--	--	--	--

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Future Land Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

Project Name: \_\_\_\_\_

Number of Units for Residential Site Plans: 

		,			
--	--	---	--	--	--

Floor area for Non-residential Site Plans: 

		,				,			
--	--	---	--	--	--	---	--	--	--

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

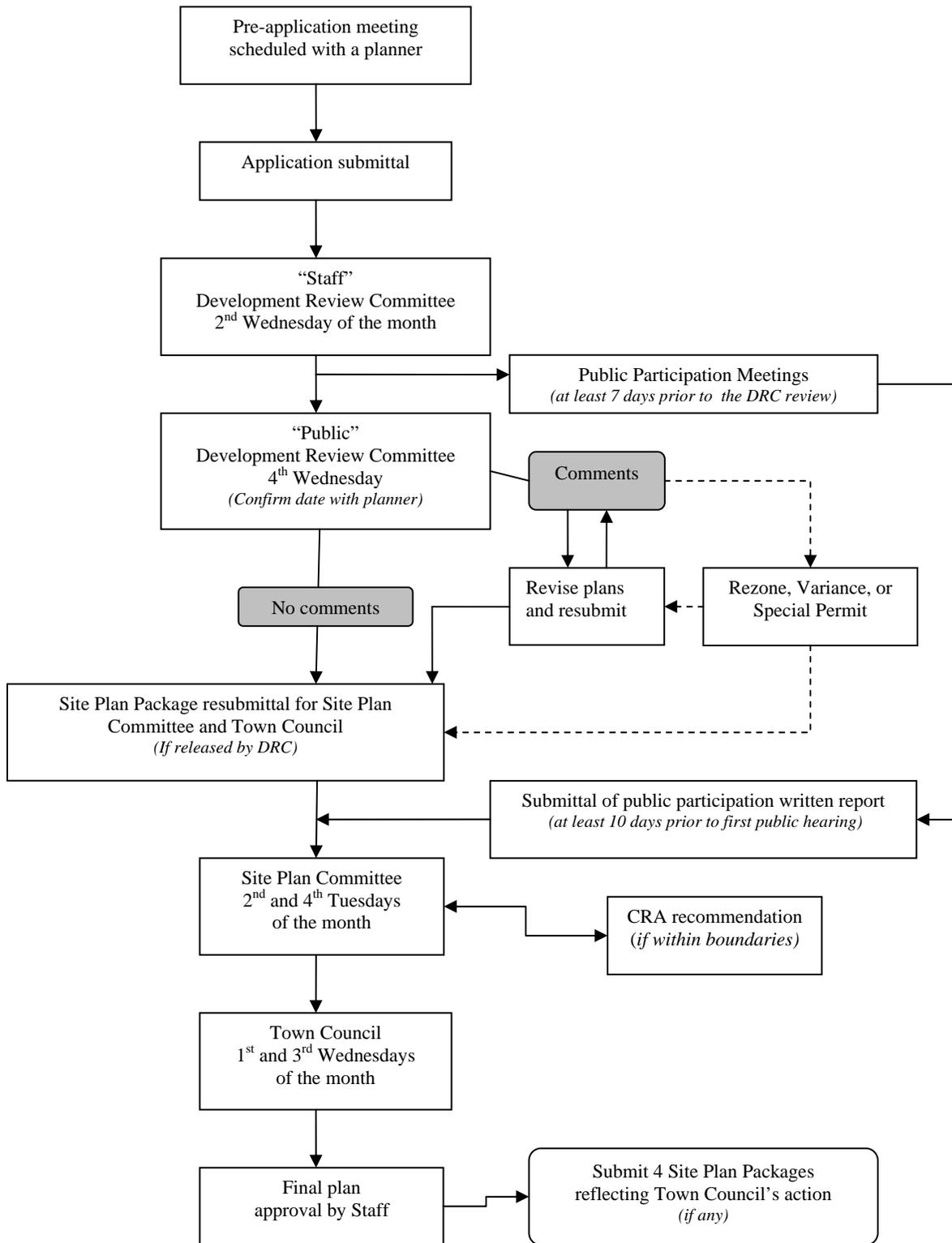
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Site Plan Application Flowchart



# Site Plan Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations).
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A letter of intent (on petitioner's letterhead) providing point-by-point proposed detail information relating to the submitted application. This letter shall be attached to all site plan packages that are initially submitted into the Planning and Zoning Division.
- \_\_6. A letter (on petitioner's letterhead) indicating that the proposed design had a preliminary review and was submitted into Central Broward Water Control District (CBWCD) for approval. (or letter stating the know, etc.)
- \_\_7. If the proposed residential development consists of ten (10) or more units, provide a letter (on petitioner's letterhead) explaining how the criteria for "Affordable Housing Incentive Program" was fulfilled.
- \_\_8. Three (3) full size copies of the plat, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County.
- \_\_9. One (1) tree survey that is to include the location of all non-invasive trees on the site identified by species name (common and botanical), diameter at breast height "dbh" (54" high), and the condition of the trees as determined by an ISA Certified Arborist or a Registered Landscape Architect. Palm trees shall also be measured by linear feet of clear trunk. The tree survey must include the plan for each tree on site (remain, relocate or remove) along with the total sum in inches (dbh) for canopy trees, and the total linear feet of palms to be removed. Existing trees within 25 feet of the property line shall also be identified by species, and size to avoid future growing space conflicts.
- \_\_10. All site plans must be a maximum size of 24" x 36", drawn at a scale no smaller than 1" = 40'. Provide master site plans at a maximum scale of 1" = 60' and match sheets at a maximum scale of 1" = 40'.
- \_\_11. For all new construction the following presentation materials must be submitted to staff for review at least one (1) week prior to the Site Plan Committee meeting:
  - a. Color chart that indicates the proposed colors and materials
  - b. Color elevations of all sides of the proposed structure(s)
  - c. Three-dimensional color perspective rendering. Renderings must match proposed elevations or the application will not be scheduled for the Site Plan Committee meeting.
- \_\_12. Number of site plan packets required:
  - a. Development Review Committee (DRC), Twenty four (24) (*Only one package has to be signed and sealed*)
    - i. When resubmitting, provide a written response to all DRC comments and staple to the front of each site plan packet. Number of packages depends on how many departments have comments that need to be answered.
  - b. Site Plan Committee, twelve (12) (*signed and sealed*)
  - c. Town Council, fourteen (14) (*signed and sealed*)
  - d. Four (4) complete signed and sealed site plans reflecting Town Council action must be provided in order to receive Final Site Plan approval from staff.

\* Note: A completed citizen participation plan and a completed citizen participation plan report are required as part of all site plan applications. (Ord.No.2004-31)

# Site Plan Application Requirements

The following information must be included within the site plan packages. Construction drawings are not required for site plan review; however, please submit the site plans sheets in the following order with the information noted below:

Please submit site plan packages with the sheets in the following order:

- \_\_1. Cover Sheet**  
**Demolition Plans** (*if applicable*)
  - \_\_2. Site Plans**
  - \_\_3. Survey**
  - \_\_4. Site Details**
  - \_\_5. Conceptual Paving, Grading, and Drainage Plans** (*a.k.a. Civil Plans*)
  - \_\_6. Floor Plans**
  - \_\_7. Elevations** (*a.k.a. Frontage Plans*)
  - \_\_8. Landscaping Plans and Tree Survey** (*if applicable*)
  - \_\_9. Lighting Plans** (*a.k.a. Photometric Plans*)
  - \_\_10. Fire and Rescue Plans**  
**Temporary Uses Plans** (*if applicable*)
- 

## 1. Cover Sheet

- \_\_1.1.** Index
- \_\_1.2.** Title block with project name
- \_\_1.3.** Project address or folio number
- \_\_1.4.** Project name
- \_\_1.5.** Names of developer and team with addresses, telephone fax numbers and e-mail
- \_\_1.6.** Legal description
- \_\_1.7.** General location map showing the project site in relation to the major road systems and/or natural features within the Town
- \_\_1.8.** Current level of development approved by Broward County based upon the plat
- \_\_1.9.** Statement describing the character of the proposed development that includes the following information:
  - \_\_1.9.1.** Name of the development
  - \_\_1.9.2.** Adult or family orientation/purpose/use
  - \_\_1.9.3.** Estimated overall and/or per unit cost as applicable
  - \_\_1.9.4.** Proposed ownership and control
  - \_\_1.9.5.** Anticipated traffic generation (*provide Traffic Impact Study* )
  - \_\_1.9.6.** Type of utilities to serve the project

## 2. Site Plans

- \_\_2.1.** Scale
- \_\_2.2.** North arrow
- \_\_2.3.** Signed and sealed
- \_\_2.4.** Site boundaries clearly shown and tied to section corners
- \_\_2.5.** Building envelope (*footprint*)
- \_\_2.6.** Provider of utilities (*i.e. water, wastewater, cable, solid waste, and electric*)
- \_\_2.7.** Street signage (*i.e. Stop, Do Not Enter, etc.*)
- \_\_2.8.** Street striping (*i.e. Stop Bar, Lane Striping, etc.*)
- \_\_2.9.** Crosswalks
- \_\_2.10.** Walls (fences, retaining walls)
- \_\_2.11.** Curb types
- \_\_2.12.** Right-of-way locations/information

- \_\_2.13. Drainage, utilities, and other easements
- \_\_2.14. Vehicular access openings (*including non-vehicular access lines (NVAL)*)
- \_\_2.15. Future land use of the property and all contiguous parcels
- \_\_2.16. Existing Zoning of the property and all contiguous parcels
- \_\_2.17. Existing structures or elements to remain
- \_\_2.18. Indicate adjacent areas under same ownership (*if applicable*)
- \_\_2.19. Water bodies, measured to the top of bank
- \_\_2.20. Water body maintenance easements
- \_\_2.21. Bicycle lanes/paths
- \_\_2.22. Sidewalks or pedestrian access ways connecting with rights-of-way
- \_\_2.23. Equestrian trails
- \_\_2.24. Recreation trails
- \_\_2.25. Location of ground mounted equipment (*i.e. air conditioners, mailboxes, back flow preventors, F.P.L. boxes, powerlines, etc.*)
- \_\_2.26. Location of existing intersections, bridges, sidewalks, driveways, curbs and streets
- \_\_2.27. Internal streets, public or private, and their size
- \_\_2.28. Services truck turning radii
- \_\_2.29. Sight triangles
- \_\_2.30. Stacking spaces (*if applicable*)
- \_\_2.31. Indicate elevations of parking
- \_\_2.32. Indicate elevations of building pads
- \_\_2.33. Vehicular circulation
- \_\_2.34. Pedestrian circulation
- \_\_2.35. Parking landscaping isle dimensions
- \_\_2.36. Parking feasibility
- \_\_2.37. Number parking spaces (*i.e. circled numbers, linear dimensions, etc.*)
- \_\_2.38. Compact parking spaces (*i.e. provided with the letter "C"*)
- \_\_2.39. Parking with wheel stops
- \_\_2.40. Parking with two-foot overhangs
- \_\_2.41. Handicap ramps
- \_\_2.42. Handicap spaces
- \_\_2.43. Illustrate handicapped feasibility
- \_\_2.44. Locate handicapped signs
- \_\_2.45. Loading areas
- \_\_2.46. Fire lanes
- \_\_2.47. Dumpster enclosures
- \_\_2.48. Light poles
- \_\_2.49. Mark areas needed for enlarged plans (*i.e. dumpster, HC stalls, and signs*)
- \_\_2.50. Show dimensioned distances, clearly differentiating between existing and proposed:
  - \_\_2.50.1. Between all structures and property lines
  - \_\_2.50.2. Structures from easements and rights-of-way, including corner chord
  - \_\_2.50.3. Structures from water bodies, measured to the top of bank
  - \_\_2.50.4. Paved areas
  - \_\_2.50.5. Roadways
  - \_\_2.50.6. Bicycle lanes/paths
  - \_\_2.50.7. Sidewalks/pedestrian access ways
  - \_\_2.50.8. Equestrian/recreation trails

- \_\_2.51. Residential site plan tabular information:
  - \_\_2.51.1. Future land use plan map classification
  - \_\_2.51.2. Town of Davie official zoning map designation
  - \_\_2.51.3. Size of site (*square footage, gross and net acreage*)
  - \_\_2.51.4. Total open space/landscape area (*square footage, acreage and percent*)
  - \_\_2.51.5. Total impervious (*square footage, acreage and percent*)
  - \_\_2.51.6. Total square footage of each building or structure on site
  - \_\_2.51.7. Percentage of total site occupied by buildings or structures
  - \_\_2.51.8. Number of dwelling units
  - \_\_2.51.9. Gross and net density per acre
  - \_\_2.51.10. Number of dwelling units in each building
  - \_\_2.51.11. Number of 1,2,3, etc. bedroom units
  - \_\_2.51.12. Total gross floor area of each type of residential unit
  - \_\_2.51.13. Number of required and provided parking spaces, including handicapped, and the method used to calculate
- \_\_2.52. Non-residential site plan tabular information:
  - \_\_2.52.1. Future land use plan map classification
  - \_\_2.52.2. Town of Davie official zoning map designation
  - \_\_2.52.3. Size of site (*square footage, gross, and net acreage*)
  - \_\_2.52.4. Total open space/landscape area (*square footage, acreage, and percent*)
    - \_\_2.52.4.1. Total open space in vehicular use area (*square footage, acreage, percent*)
    - \_\_2.52.4.2. Total landscape buffers (*square footage, acreage, percent*)
  - \_\_2.52.5. Total impervious area (*square footage, acreage, percent*)
  - \_\_2.52.6. Total square footage of each building or structure
    - \_\_2.52.6.1. Percentage of total site occupied by buildings or structures
  - \_\_2.52.7. Number of required and provided parking spaces, including handicapped, and the method used to calculate
  - \_\_2.52.8. Number of required and provided loading spaces, and the method used to calculate

### 3. Survey

- \_\_3.1. Scale
- \_\_3.2. North arrow
- \_\_3.3. Signed and sealed
- \_\_3.4. Legal description
- \_\_3.5. Site boundaries clearly shown and tied to section corners
- \_\_3.6. Survey shall have been conducted within the last two (2) years and have the seal of the appropriate professional
- \_\_3.7. Date of drawing (*including revision dates*)
- \_\_3.8. Angles and bearings
- \_\_3.9. Utility poles
- \_\_3.10. Catch basin
- \_\_3.11. Manholes
- \_\_3.12. Fire hydrants
- \_\_3.13. Water, sewer, and storm lines
- \_\_3.14. Topographic showing the existing ground elevations, pavement, structures, watercourses, all easements, road right-of-way within and adjacent to the property
- \_\_3.15. Water bodies measured from the top of bank
- \_\_3.16. Trees over 3" caliper (*located on the site, identified by species name, caliper, size, and condition be provided, the survey shall fulfill the site plan application submittal requirement of a separate tree survey*)
- \_\_3.17. Buildings
- \_\_3.18. Berms and walls
- \_\_3.19. Light poles

- \_\_3.20. Fire hydrants
- \_\_3.21. Underground facilities
- \_\_3.22. Intersections
- \_\_3.23. Bridges
- \_\_3.24. Sidewalks
- \_\_3.25. Driveways
- \_\_3.26. Curbs
- \_\_3.27. Streets
- \_\_3.28. Adjoining and internal streets and their widths
- \_\_3.29. Rights-of-way, dedications, and/or easements with O.R. books and pages

#### 4. Site Details

- \_\_4.1. Scale
- \_\_4.2. North arrow (*if applicable*)
- \_\_4.3. Signed and sealed

#### 5. Civil Plans

- \_\_5.1. Scale
- \_\_5.2. North arrow
- \_\_5.3. Signed and sealed
- \_\_5.4. Legal description
- \_\_5.5. Provide clear boundaries with dimensions and bearings
- \_\_5.6. Broward County's conditions for plat approval
- \_\_5.7. Internal sidewalks
- \_\_5.8. Sidewalks along public roads (*if applicable*)
- \_\_5.9. Retention areas
- \_\_5.10. Drainage easements
- \_\_5.11. Canals, including lake cross sections
- \_\_5.12. Curb types
- \_\_5.13. Sidewalks ramps
- \_\_5.14. Sidewalk connection from public right-of-way to internal walkway or building
- \_\_5.15. Equestrian/recreational trails (*if applicable*)
- \_\_5.16. Dimensions between access points (*minimum 250 feet between them*)
- \_\_5.17. Traffic control including stop signs, stop bar, stripping and markings
- \_\_5.18. Clear sight triangles at the driveway entrance (*Section 12-205(6)(b)*)
- \_\_5.19. Cross-sections and profile sections
- \_\_5.20. Dimensions, setback lines, bearings, centerline, and curve data
- \_\_5.21. Dimensions and character of construction, including bearings, centerline dimensions and curve data of proposed street, alleys, driveways, and grading plan.
- \_\_5.22. Provide storm water management calculations (*Drainage District approval is required*)
- \_\_5.23. Traffic study or traffic analysis on how project will affect local road network
- \_\_5.24. Location and proper access to trash enclosure (*if applicable*)
- \_\_5.25. Location for lift station or proposed wells (*if applicable*)
- \_\_5.26. Location for all backup generators (*if applicable*)
- \_\_5.27. Radii for driveway entrances (*minimum 25'*)
- \_\_5.28. American Disability Act (ADA) requirements
- \_\_5.29. Parking space to drive aisle throat (*minimum 25' avoiding conflict with clear aisle flow of traffic*)
- \_\_5.30. Computation for total acres and show lot sizes on plan
- \_\_5.31. Fire hydrants location (*existing and proposed*)

- \_\_5.32. Schematic Engineering Plans Showing:
  - \_\_5.32.1.1. Stormwater management plan
  - \_\_5.32.1.2. Preliminary design of grading and grading plan
  - \_\_5.32.1.3. Preliminary design of water distribution and sewer collection systems indicating location and size of water main and sanitary sewer
  - \_\_5.32.1.4. Existing and proposed elevations of the adjoining sites, abutting the property in review on all sides along its perimeter
  - \_\_5.32.1.5. Existing and proposed lakes, canals, and waterways with elevations and depths
  - \_\_5.32.1.6. Existing and proposed off-site improvements
  - \_\_5.32.1.7. Locations of buildings, lots driveways sidewalks and roads
  - \_\_5.32.1.8. Finished floor elevation of buildings
- \_\_5.33. Streetscape features
- \_\_5.34. Traffic engineering plans showing all pavement markings, traffic signs, street number signs and other signs (*a separate plan must be submitted*)
- \_\_5.35. Service truck access route plan (*indicated minimum inside, centerline and outside radii required and shade route area on plan*)
- \_\_5.36. Fire lanes

## **6. Floor Plans**

- \_\_6.1 Scale
- \_\_6.2 North arrow
- \_\_6.3 Signed and sealed
- \_\_6.4 Dimension room labels
- \_\_6.5 Hidden lines (*i.e. roof, equipment, proposed walls, etc*)

## **7. Elevations**

- \_\_7.1 Scale
- \_\_7.2 Signed and sealed
- \_\_7.3 Label elevation sides (*north, east, south, and west*)
- \_\_7.4 Dimensions
- \_\_7.5 Label materials
- \_\_7.6 Label colors
- \_\_7.7 Label conceals equipment on roof
- \_\_7.8 Label height of structure

## **8. Landscape Plans**

- \_\_8.1 Scale
- \_\_8.2 North arrow
- \_\_8.3 Signed and sealed
- \_\_8.4 Preserved trees
- \_\_8.5 Dimensions of landscape elements, pedestrian zones, and buffers
- \_\_8.6 Species – height, spread, scientific name, common name, trunk diameter
- \_\_8.7 Surface materials list
- \_\_8.8 Number of trees required/provided and sq. ft. of landscape areas
- \_\_8.9 Length of landscape islands

- \_\_8.10 Landscape calculations in tabular form:
  - \_\_8.10.1 Data indicating the overall square feet
  - \_\_8.10.2 Square feet of parking areas and buildings
  - \_\_8.10.3 Square feet of open space, gross, and net acreage
  - \_\_8.10.4 Number of street trees, and buffer trees
  - \_\_8.10.5 Parking island trees
  - \_\_8.10.6 Lot trees required and provided
  - \_\_8.10.7 Percent native at least 25%
  - \_\_8.10.8 Percent palms-no more than 25%
  - \_\_8.10.9 Percentage of 10', 12', 14'-16' trees
- \_\_8.11 Easements
- \_\_8.12 Rights-of-way
- \_\_8.13 Drainage structures
- \_\_8.14 Existing trees, shrubs, site improvements, and utilities (including power lines) on abutting properties within 25 feet of the property line
- \_\_8.15 Site lighting (*min. 15' separation on large trees and 7.5/on small trees/palms w/ dashed symbols*)
- \_\_8.16 Landscape islands trees
- \_\_8.17 Sight triangles
- \_\_8.18 Add a note that a Tree Removal/Relocation Permit are required prior to removing or relocating any tree(s)
- \_\_8.19 Trees which are to remain or be relocated
- \_\_8.20 Survey should be conducted by a registered Landscape Architect or an ISA Certified Arborist that has completed a course in tree hazard assessment
- \_\_8.21 Tree protection barriers
- \_\_8.22 A note on the landscape plans that all trees must be installed at least 5 feet from hardscape
- \_\_8.23 A note on the landscape plans that all palm trees must be installed at least 3 feet from hardscape
- \_\_8.24 Large and medium maturing trees must be a minimum of 10 feet from a building
- \_\_8.25 Minimum distance away from a building or light pole should be the length of a given species' typical frond length plus two feet
- \_\_8.26 A note on the landscape plans that no substitution can be made without the Town of Davie approval.
- \_\_8.27 A note to remove all invasive, and exotic pest plants from the site
- \_\_8.28 Ground appliances (*shall be screened on 3 sides with landscaping shrubs (not Ficus benjamina) installed every 2 feet, at a minimum height of 3 feet, and with mulch applied to the plant bed*)
- \_\_8.29 A note on the landscape plans that states all owners of the land or their agents shall be responsible for the maintenance
- \_\_8.30 A note on the landscape plan that all fire hydrants and fire check valves must be clear of landscaping at a minimum of 7.5 feet from the front and sides, with 4 feet at the rear
- \_\_8.31 A note on Xeriscape principles and drought tolerant plants consistent with § 12-103.
- \_\_8.32 Soil requirements:
  - \_\_8.32.1 2 inches under sod
  - \_\_8.32.2 4-6 inches in plant beds
  - \_\_8.32.3 30 inches where existing asphalt is being eliminated (*backfilled with 70% sand and 30% organic soil mix*)
- \_\_8.33 Fertilizing notes consistent with Best Management Practices (*fertilizer formulas contain 2% or less of Phosphorus, and incorporate 90 to 100% slow release Nitrogen*)
- \_\_8.34 Note that required landscape buffers must be completely installed prior to or by the first 25% of the C.O.s are issued
- \_\_8.35 Note that the landscape contractor must schedule an on-site pre-installation meeting with Town Landscape Unit.

## 9. Lighting Plans

- \_\_9.1 Scale
- \_\_9.2 North arrow
- \_\_9.3 Signed and sealed
- \_\_9.4 Light pole location
- \_\_9.5 Fixture colors
- \_\_9.6 Photometric counts must be extended to all property lines
- \_\_9.7 Foot candle measured at grade level
- \_\_9.8 Light pole detail

## 10. Fire and Rescue Plans

Place all notes and details on separate labeled and numbered Fire Department Standard (FDSS) sheet(s)

- \_\_10.1 Scale
- \_\_10.2 North arrow
- \_\_10.3 Signed and sealed
- \_\_10.4 Details for all signs (*i.e. FD Connections, fire hydrant installation, and lock box location(s) and all other signs that may apply*)
- \_\_10.5 Fire Department connection sign stating “No Parking, Fire Department Connection”
- \_\_10.6 Addresses on commercial buildings and properties including suite number for multiple tenants buildings (*required on front and rear doors of all properties in minimum 6” numerals contrasting with their background*)
- \_\_10.7 Addresses on residential buildings and properties (*required on front doors of all in minimum 6” numerals contrasting with their background*)
- \_\_10.8 Public fire protection water supply system
- \_\_10.9 Water supply facilities either existing or proposed shall be adequate to meet the fire protection needs and shall be installed prior to construction.
- \_\_10.10 Fire flow calculations as provided by a professional engineer (*calculations must be shown on separate, sealed sheets*) all calculations shall be in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office
- \_\_10.11 Denote existing and proposed fire hydrant locations
- \_\_10.12 Residential projects fire hydrants placed on lines 6” or larger in diameter and shall be spaced so that the furthest portion of all principal buildings or dwelling units therein, and all buildings areas of site plan and parcels are within 300’ of a hydrant as a fire hose is normally layed
- \_\_10.13 Other than residential main size is a minimum of 8” in diameter and on a looped water main
- \_\_10.14 Other than residential, fire hydrants shall be spaced so that the furthest exterior portion of a building is within 200’ of a hydrant as a fire hose are normally layed
- \_\_10.15 Fire hydrants deliver fire flow gallon-age with a residual pressure of 20 psi
- \_\_10.16 Fire hydrant shall be installed within 50’ of any fire department connection
- \_\_10.17 Fire hydrant clearance from landscaping or other obstructions (*7 1/2 ‘ in front and to the sides, 4’ to the rear*)
- \_\_10.18 Include a detail of fire hydrant installation on the plan
- \_\_10.19 No Parking within 15’ from either side of a fire hydrant
- \_\_10.20 Road pavement markers (*blue for hydrants and red for fire department connections*)
- \_\_10.21 Fire access road extending within 50’ of a single exterior door providing access to the interior of the building
- \_\_10.22 Fire access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft from fire department access roads as measured by an approved route around the exterior of the building or facility

- \_\_10.23 Fire access area is constructed of a paved surface, or sod on crushed rock with concrete grids capable of supporting vehicles weighing up to 32 tons
- \_\_10.24 Fire access area is connecting to public streets, roadways, or private streets with curb cuts extending at least 2' beyond each edge of the fire access area
- \_\_10.25 Fire access areas are no closer than 10' or further than 30' from the building
- \_\_10.26 Fire access areas shall be free of all obstructions
- \_\_10.27 Fire access signs shall be properly posted at entrances and shall not be blocked by any structure or landscaping
- \_\_10.28 A recordable instrument granting perpetual access to the subject property for public safety purposes
- \_\_10.29 All traffic limiting devices (*i.e. speed bumps*) not creating delays for emergency response vehicle
- \_\_10.30 A route shall be provided for all fire apparatus to have a forward means of exiting the drive with a minimum centerline turning radius of 50'
- \_\_10.31 Dead-end roads exceeding 150' shall have a turning area
- \_\_10.32 Dead-end roads exceeding 300' shall have a turning area, no less than 100' in diameter
- \_\_10.33 Paved roads and turning areas have 14' of vertical clearance
- \_\_10.34 Fire access roads shall be a minimum 20' wide
- \_\_10.35 The AHJ authority to require an access box(s) to be installed in an accessible location where access to or within a structure or area is difficult because of security
- \_\_10.36 Automatic security gates have a Davie Fire Rescue (DFR) approved key override, and an audio (yelp) override system, a numerical keypad with D.F.R approved access codes. In the event of power failure the access gate shall open.
- \_\_10.37 Fire access roads posted with fire lane signs at every 60'
- \_\_10.38 Striping along continuous curbing for the length of the structure and extending 50' beyond the structure or to the edge of the pavement, whichever is less (*striping parallel four-inch-wide yellow striped lines every 5' on center extending at least 3' from the edge of the pavement*)
- \_\_10.39 Approved no parking fire lane signs (*no parking fire lane by order of the fire department*) and designation (*striping*) provided at normal emergency access points to structures and within 10' of each fire hydrant, sprinkler or standpipe riser
- \_\_10.40 Fire lane sign size shall be 12" by 18", white background with red letters and shall be a maximum of 7' in height from the roadway to the bottom part of the sign.

## **ii. Site Plan Modification.**



I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

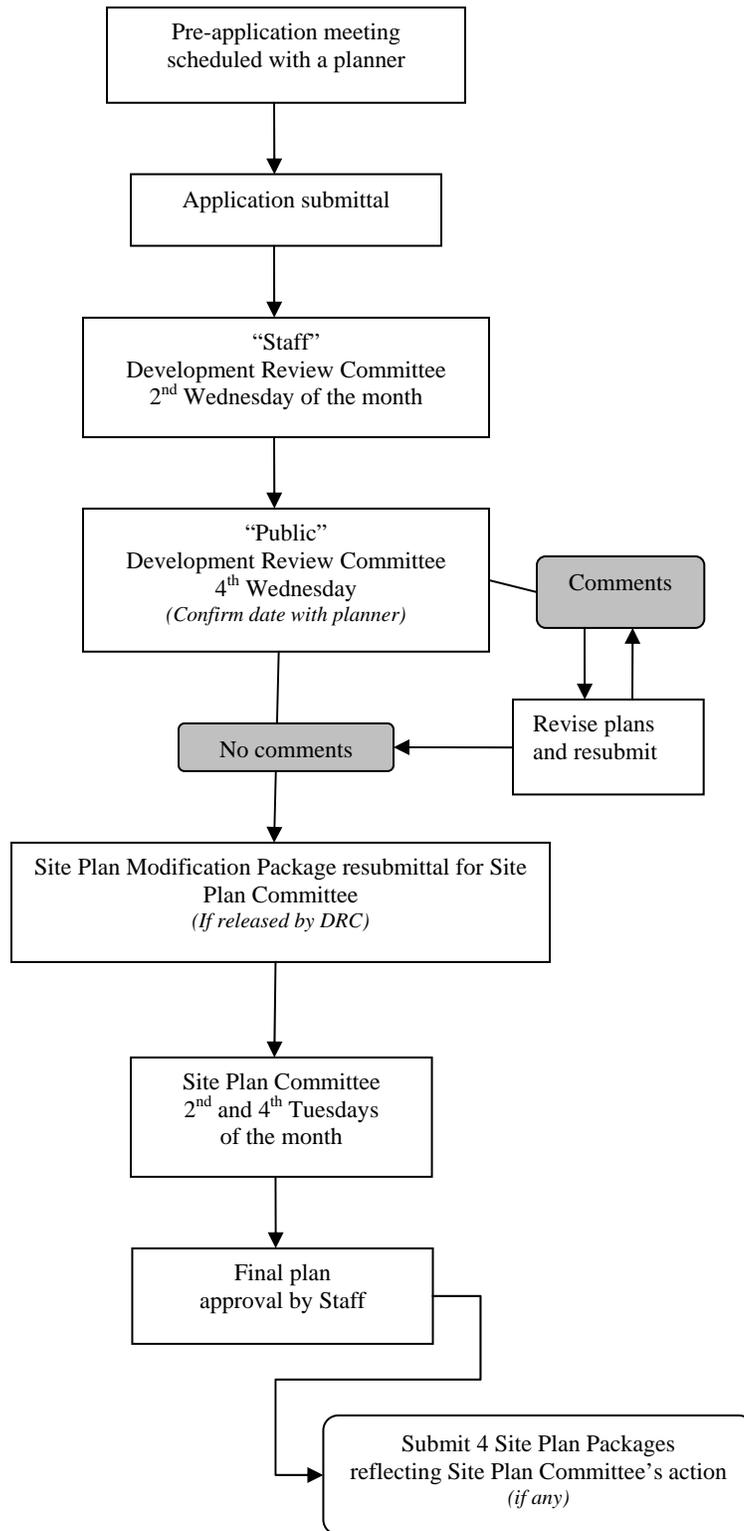
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Site Plan Modification Application Flowchart



*Per Section 12-374 (C) the Director of the Development Services Department, or their designee, shall render a decision as to whether the modification shall be reviewed by the town staff and/or the site plan committee. The director shall have the discretionary authority to require town council review of any modification whether non-material or material.*

## Site Plan Modification Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations).
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A letter of intent (on petitioner's letterhead) providing point-by-point proposed detail information relating to the submitted application. This letter shall be attached to all site plan packages that are initially submitted into the Planning and Zoning Division.
- \_\_6. A justification letter with the criteria of Section 12-374 (B)(1) of the Land Development Code as follow:
  - \_(1) The change is a non-use modification;
  - \_(2) The change is not an alteration that would otherwise require a variance or would not meet the requirements of the Code of Ordinances;
  - \_(3) The setback or yard shown on the approved site plan for both principle and accessory buildings is not reduced below five (5) percent of that which was approved;
  - \_(4) The lot coverage is not increased by more than two (2) percent of that which was approved;
  - \_(5) The spacing between principal and accessory buildings is not reduced below five (5) percent of that which was approved;
  - \_(6) The height of a building or structure is not increased by more than five (5) feet or the maximum permitted in the district, whichever is less;
  - \_(7) The floor area ratio is not increased by more than two (2) percent of that which was approved, however in no event shall the floor area be increased under this subsection by more than two hundred (200) square feet;
  - \_(8) The change or addition of a model dwelling unit having building colors, landscaping, and architectural features similar to other models which were approved;
  - \_(9) Changes to lot configurations in a residential development that do not increase the total number of lots shown on the approved plan;
  - \_(10) Changes to lot configurations in a residential development that do not reduce the square footage of any lot by more than two (2) percent or five hundred (500) square feet, whichever is less;
  - \_(11) Changes to lot configurations in a residential development that do not decrease the overall open space on the approved plan;
  - \_(12) Changes to landscape material, location, planting techniques, species, or size as deemed necessary due to availability or site conditions; and
  - \_(13) Changes that do not substantially decrease the value of or substantially change the character of any improvement or amenity.
- \_\_7. A letter (on petitioner's letterhead) indicating that the proposed design had a preliminary review and was submitted into Central Broward Water Control District (CBWCD) for approval. (or letter stating the know, etc.)
- \_\_8. Three (3) full size copies of the plat, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County.

- \_\_9. One (1) tree survey that is to include the location of all non-invasive trees on the site identified by species name (common and botanical), diameter at breast height “dbh” (54” high), and the condition of the trees as determined by an ISA Certified Arborist or a Registered Landscape Architect. Palm trees shall also be measured by linear feet of clear trunk. The tree survey must include the plan for each tree on site (remain, relocate or remove) along with the total sum in inches (dbh) for canopy trees, and the total linear feet of palms to be removed. Existing trees within 25 feet of the property line shall also be identified by species, and size to avoid future growing space conflicts.
- \_\_10. All site plans modifications must be a maximum size of 24” x 36”, drawn at a scale no smaller than 1” = 40’. Provide master site plans at a maximum scale of 1” = 60’ and match sheets at a maximum scale of 1” = 40’.
- \_\_11. For all new construction the following presentation materials must be submitted to staff for review at least one (1) week prior to the Site Plan Committee meeting:
- a. Color chart that indicates the proposed colors and materials
  - b. Color elevations of all sides of the proposed structure(s)
  - c. Three-dimensional color perspective rendering. Renderings must match proposed elevations or the application will not be scheduled for the Site Plan Committee meeting.
- \_\_12. Number of site plan modification packets required:
- a. Development Review Committee (DRC), Twenty four (24) (*Only one package has to be signed and sealed*)
    - i. When resubmitting, provide a written response to all DRC comments and staple to the front of each site plan packet. Number of packages depends on how many departments have comments that need to be answered.
  - b. Site Plan Committee, twelve (12) (*signed and sealed*)
  - c. Town Council, fourteen (14) (*signed and sealed*). Per Section 12-374 (C) the Director of the Development Services Department, or their designee, shall render a decision as to whether the modification shall be reviewed by the town staff and/or the site plan committee. The director shall have the discretionary authority to require town council review of any modification whether non-material or material.
  - d. Four (4) complete signed and sealed site plans reflecting Site Plan Committee (*Town Council if applicable*) action must be provided in order to receive Final Site Plan approval from staff.

# Site Plan Application Requirements

The following information must be included within the site plan packages. Construction drawings are not required for site plan review; however, please submit the site plans sheets in the following order with the information noted below:

Please submit site plan packages with the sheets in the following order:

- 1. Cover Sheet**  
**Demolition Plans** (*if applicable*)
  - 2. Site Plans**
  - 3. Survey**
  - 4. Site Details**
  - 5. Conceptual Paving, Grading, and Drainage Plans** (*a.k.a. Civil Plans*)
  - 6. Floor Plans**
  - 7. Elevations** (*a.k.a. Frontage Plans*)
  - 8. Landscaping Plans and Tree Survey** (*if applicable*)
  - 9. Lighting Plans** (*a.k.a. Photometric Plans*)
  - 10. Fire and Rescue Plans**  
**Temporary Uses Plans** (*if applicable*)
- 

## 1. Cover Sheet

- 1.1. Index
- 1.2. Title block with project name
- 1.3. Project address or folio number
- 1.4. Project name
- 1.5. Names of developer and team with addresses, telephone fax numbers and e-mail
- 1.6. Legal description
- 1.7. General location map showing the project site in relation to the major road systems and/or natural features within the Town
- 1.8. Current level of development approved by Broward County based upon the plat
- 1.9. Statement describing the character of the proposed development that includes the following information:
  - 1.9.1. Name of the development
  - 1.9.2. Adult or family orientation/purpose/use
  - 1.9.3. Estimated overall and/or per unit cost as applicable
  - 1.9.4. Proposed ownership and control
  - 1.9.5. Anticipated traffic generation (*provide Traffic Impact Study*)
  - 1.9.6. Type of utilities to serve the project

## 2. Site Plans (*Denote Existing and proposed*)

- 2.1. Scale
- 2.2. North arrow
- 2.3. Signed and sealed
- 2.4. Site boundaries clearly shown and tied to section corners
- 2.5. Building envelope (*footprint*)
- 2.6. Provider of utilities (*i.e. water, wastewater, cable, solid waste, and electric*)
- 2.7. Street signage (*i.e. Stop, Do Not Enter, etc.*)
- 2.8. Street striping (*i.e. Stop Bar, Lane Striping, etc.*)
- 2.9. Crosswalks
- 2.10. Walls (fences, retaining walls)
- 2.11. Curb types
- 2.12. Right-of-way locations/information

- \_\_2.13. Drainage, utilities, and other easements
- \_\_2.14. Vehicular access openings (*including non-vehicular access lines (NVAL)*)
- \_\_2.15. Future land use of the property and all contiguous parcels
- \_\_2.16. Existing Zoning of the property and all contiguous parcels
- \_\_2.17. Existing structures or elements to remain
- \_\_2.18. Indicate adjacent areas under same ownership (*if applicable*)
- \_\_2.19. Water bodies, measured to the top of bank
- \_\_2.20. Water body maintenance easements
- \_\_2.21. Bicycle lanes/paths
- \_\_2.22. Sidewalks or pedestrian access ways connecting with rights-of-way
- \_\_2.23. Equestrian trails
- \_\_2.24. Recreation trails
- \_\_2.25. Location of ground mounted equipment (*i.e. air conditioners, mailboxes, back flow preventors, F.P.L. boxes, powerlines, etc.*)
- \_\_2.26. Location of existing intersections, bridges, sidewalks, driveways, curbs and streets
- \_\_2.27. Internal streets, public or private, and their size
- \_\_2.28. Services truck turning radii
- \_\_2.29. Sight triangles
- \_\_2.30. Stacking spaces (*if applicable*)
- \_\_2.31. Indicate elevations of parking
- \_\_2.32. Indicate elevations of building pads
- \_\_2.33. Vehicular circulation
- \_\_2.34. Pedestrian circulation
- \_\_2.35. Parking landscaping isle dimensions
- \_\_2.36. Parking feasibility
- \_\_2.37. Number parking spaces (*i.e. circled numbers, linear dimensions, etc.*)
- \_\_2.38. Compact parking spaces (*i.e. provided with the letter "C"*)
- \_\_2.39. Parking with wheel stops
- \_\_2.40. Parking with two-foot overhangs
- \_\_2.41. Handicap ramps
- \_\_2.42. Handicap spaces
- \_\_2.43. Illustrate handicapped feasibility
- \_\_2.44. Locate handicapped signs
- \_\_2.45. Loading areas
- \_\_2.46. Fire lanes
- \_\_2.47. Dumpster enclosures
- \_\_2.48. Light poles
- \_\_2.49. Mark areas needed for enlarged plans (*i.e. dumpster, HC stalls, and signs*)
- \_\_2.50. Show dimensioned distances, clearly differentiating between existing and proposed:
  - \_\_2.50.1. Between all structures and property lines
  - \_\_2.50.2. Structures from easements and rights-of-way, including corner chord
  - \_\_2.50.3. Structures from water bodies, measured to the top of bank
  - \_\_2.50.4. Paved areas
  - \_\_2.50.5. Roadways
  - \_\_2.50.6. Bicycle lanes/paths
  - \_\_2.50.7. Sidewalks/pedestrian access ways
  - \_\_2.50.8. Equestrian/recreation trails

- \_\_2.51. Residential site plan tabular information:
  - \_\_2.51.1. Future land use plan map classification
  - \_\_2.51.2. Town of Davie official zoning map designation
  - \_\_2.51.3. Size of site (*square footage, gross and net acreage*)
  - \_\_2.51.4. Total open space/landscape area (*square footage, acreage and percent*)
  - \_\_2.51.5. Total impervious (*square footage, acreage and percent*)
  - \_\_2.51.6. Total square footage of each building or structure on site
  - \_\_2.51.7. Percentage of total site occupied by buildings or structures
  - \_\_2.51.8. Number of dwelling units
  - \_\_2.51.9. Gross and net density per acre
  - \_\_2.51.10. Number of dwelling units in each building
  - \_\_2.51.11. Number of 1,2,3, etc. bedroom units
  - \_\_2.51.12. Total gross floor area of each type of residential unit
  - \_\_2.51.13. Number of required and provided parking spaces, including handicapped, and the method used to calculate
- \_\_2.52. Non-residential site plan tabular information:
  - \_\_2.52.1. Future land use plan map classification
  - \_\_2.52.2. Town of Davie official zoning map designation
  - \_\_2.52.3. Size of site (*square footage, gross, and net acreage*)
  - \_\_2.52.4. Total open space/landscape area (*square footage, acreage, and percent*)
    - \_\_2.52.4.1. Total open space in vehicular use area (*square footage, acreage, percent*)
    - \_\_2.52.4.2. Total landscape buffers (*square footage, acreage, percent*)
  - \_\_2.52.5. Total impervious area (*square footage, acreage, percent*)
  - \_\_2.52.6. Total square footage of each building or structure
    - \_\_2.52.6.1. Percentage of total site occupied by buildings or structures
  - \_\_2.52.7. Number of required and provided parking spaces, including handicapped, and the method used to calculate
  - \_\_2.52.8. Number of required and provided loading spaces, and the method used to calculate

### 3. Survey

- \_\_3.1. Scale
- \_\_3.2. North arrow
- \_\_3.3. Signed and sealed
- \_\_3.4. Legal description
- \_\_3.5. Site boundaries clearly shown and tied to section corners
- \_\_3.6. Survey shall have been conducted within the last two (2) years and have the seal of the appropriate professional
- \_\_3.7. Date of drawing (*including revision dates*)
- \_\_3.8. Angles and bearings
- \_\_3.9. Utility poles
- \_\_3.10. Catch basin
- \_\_3.11. Manholes
- \_\_3.12. Fire hydrants
- \_\_3.13. Water, sewer, and storm lines
- \_\_3.14. Topographic showing the existing ground elevations, pavement, structures, watercourses, all easements, road right-of-way within and adjacent to the property
- \_\_3.15. Water bodies measured from the top of bank
- \_\_3.16. Trees over 3" caliper (*located on the site, identified by species name, caliper, size, and condition be provided, the survey shall fulfill the site plan application submittal requirement of a separate tree survey*)
- \_\_3.17. Buildings
- \_\_3.18. Berms and walls
- \_\_3.19. Light poles

- \_\_3.20. Fire hydrants
- \_\_3.21. Underground facilities
- \_\_3.22. Intersections
- \_\_3.23. Bridges
- \_\_3.24. Sidewalks
- \_\_3.25. Driveways
- \_\_3.26. Curbs
- \_\_3.27. Streets
- \_\_3.28. Adjoining and internal streets and their widths
- \_\_3.29. Rights-of-way, dedications, and/or easements with O.R. books and pages

#### 4. Site Details

- \_\_4.1. Scale
- \_\_4.2. North arrow (*if applicable*)
- \_\_4.3. Signed and sealed

#### 5. Civil Plans

- \_\_5.1. Scale
- \_\_5.2. North arrow
- \_\_5.3. Signed and sealed
- \_\_5.4. Legal description
- \_\_5.5. Provide clear boundaries with dimensions and bearings
- \_\_5.6. Broward County's conditions for plat approval
- \_\_5.7. Internal sidewalks
- \_\_5.8. Sidewalks along public roads (*if applicable*)
- \_\_5.9. Retention areas
- \_\_5.10. Drainage easements
- \_\_5.11. Canals, including lake cross sections
- \_\_5.12. Curb types
- \_\_5.13. Sidewalks ramps
- \_\_5.14. Sidewalk connection from public right-of-way to internal walkway or building
- \_\_5.15. Equestrian/recreational trails (*if applicable*)
- \_\_5.16. Dimensions between access points (*minimum 250 feet between them*)
- \_\_5.17. Traffic control including stop signs, stop bar, stripping and markings
- \_\_5.18. Clear sight triangles at the driveway entrance (*Section 12-205(6)(b)*)
- \_\_5.19. Cross-sections and profile sections
- \_\_5.20. Dimensions, setback lines, bearings, centerline, and curve data
- \_\_5.21. Dimensions and character of construction, including bearings, centerline dimensions and curve data of proposed street, alleys, driveways, and grading plan.
- \_\_5.22. Provide storm water management calculations (*Drainage District approval is required*)
- \_\_5.23. Traffic study or traffic analysis on how project will affect local road network
- \_\_5.24. Location and proper access to trash enclosure (*if applicable*)
- \_\_5.25. Location for lift station or proposed wells (*if applicable*)
- \_\_5.26. Location for all backup generators (*if applicable*)
- \_\_5.27. Radii for driveway entrances (*minimum 25'*)
- \_\_5.28. American Disability Act (ADA) requirements
- \_\_5.29. Parking space to drive aisle throat (*minimum 25' avoiding conflict with clear aisle flow of traffic*)
- \_\_5.30. Computation for total acres and show lot sizes on plan
- \_\_5.31. Fire hydrants location (*existing and proposed*)

- \_\_5.32. Schematic Engineering Plans Showing:
  - \_\_5.32.1.1. Stormwater management plan
  - \_\_5.32.1.2. Preliminary design of grading and grading plan
  - \_\_5.32.1.3. Preliminary design of water distribution and sewer collection systems indicating location and size of water main and sanitary sewer
  - \_\_5.32.1.4. Existing and proposed elevations of the adjoining sites, abutting the property in review on all sides along its perimeter
  - \_\_5.32.1.5. Existing and proposed lakes, canals, and waterways with elevations and depths
  - \_\_5.32.1.6. Existing and proposed off-site improvements
  - \_\_5.32.1.7. Locations of buildings, lots driveways sidewalks and roads
  - \_\_5.32.1.8. Finished floor elevation of buildings
- \_\_5.33. Streetscape features
- \_\_5.34. Traffic engineering plans showing all pavement markings, traffic signs, street number signs and other signs (*a separate plan must be submitted*)
- \_\_5.35. Service truck access route plan (*indicated minimum inside, centerline and outside radii required and shade route area on plan*)
- \_\_5.36. Fire lanes

## 6. Floor Plans

- \_\_6.1 Scale
- \_\_6.2 North arrow
- \_\_6.3 Signed and sealed
- \_\_6.4 Dimension room labels
- \_\_6.5 Hidden lines (*i.e. roof, equipment, proposed walls, etc*)

## 7. Elevations

- \_\_7.1 Scale
- \_\_7.2 Signed and sealed
- \_\_7.3 Label elevation sides (*north, east, south, and west*)
- \_\_7.4 Dimensions
- \_\_7.5 Label materials
- \_\_7.6 Label colors
- \_\_7.7 Label conceals equipment on roof
- \_\_7.8 Label height of structure

## 8. Landscape Plans

- \_\_8.1 Scale
- \_\_8.2 North arrow
- \_\_8.3 Signed and sealed
- \_\_8.4 Preserved trees
- \_\_8.5 Dimensions of landscape elements, pedestrian zones, and buffers
- \_\_8.6 Species – height, spread, scientific name, common name, trunk diameter
- \_\_8.7 Surface materials list
- \_\_8.8 Number of trees required/provided and sq. ft. of landscape areas
- \_\_8.9 Length of landscape islands

- \_\_8.10 Landscape calculations in tabular form:
  - \_\_8.10.1 Data indicating the overall square feet
  - \_\_8.10.2 Square feet of parking areas and buildings
  - \_\_8.10.3 Square feet of open space, gross, and net acreage
  - \_\_8.10.4 Number of street trees, and buffer trees
  - \_\_8.10.5 Parking island trees
  - \_\_8.10.6 Lot trees required and provided
  - \_\_8.10.7 Percent native at least 25%
  - \_\_8.10.8 Percent palms-no more than 25%
  - \_\_8.10.9 Percentage of 10', 12', 14'-16' trees
- \_\_8.11 Easements
- \_\_8.12 Rights-of-way
- \_\_8.13 Drainage structures
- \_\_8.14 Existing trees, shrubs, site improvements, and utilities (including power lines) on abutting properties within 25 feet of the property line
- \_\_8.15 Site lighting (*min. 15' separation on large trees and 7.5/on small trees/palms w/ dashed symbols*)
- \_\_8.16 Landscape islands trees
- \_\_8.17 Sight triangles
- \_\_8.18 Add a note that a Tree Removal/Relocation Permit are required prior to removing or relocating any tree(s)
- \_\_8.19 Trees which are to remain or be relocated
- \_\_8.20 Survey should be conducted by a registered Landscape Architect or an ISA Certified Arborist that has completed a course in tree hazard assessment
- \_\_8.21 Tree protection barriers
- \_\_8.22 A note on the landscape plans that all trees must be installed at least 5 feet from hardscape
- \_\_8.23 A note on the landscape plans that all palm trees must be installed at least 3 feet from hardscape
- \_\_8.24 Large and medium maturing trees must be a minimum of 10 feet from a building
- \_\_8.25 Minimum distance away from a building or light pole should be the length of a given species' typical frond length plus two feet
- \_\_8.26 A note on the landscape plans that no substitution can be made without the Town of Davie approval.
- \_\_8.27 A note to remove all invasive, and exotic pest plants from the site
- \_\_8.28 Ground appliances (*shall be screened on 3 sides with landscaping shrubs (not Ficus benjamina) installed every 2 feet, at a minimum height of 3 feet, and with mulch applied to the plant bed*)
- \_\_8.29 A note on the landscape plans that states all owners of the land or their agents shall be responsible for the maintenance
- \_\_8.30 A note on the landscape plan that all fire hydrants and fire check valves must be clear of landscaping at a minimum of 7.5 feet from the front and sides, with 4 feet at the rear
- \_\_8.31 A note on Xeriscape principles and drought tolerant plants consistent with § 12-103.
- \_\_8.32 Soil requirements:
  - \_\_8.32.1 2 inches under sod
  - \_\_8.32.2 4-6 inches in plant beds
  - \_\_8.32.3 30 inches where existing asphalt is being eliminated (*backfilled with 70% sand and 30% organic soil mix*)
- \_\_8.33 Fertilizing notes consistent with Best Management Practices (*fertilizer formulas contain 2% or less of Phosphorus, and incorporate 90 to 100% slow release Nitrogen*)
- \_\_8.34 Note that required landscape buffers must be completely installed prior to or by the first 25% of the C.O.s are issued
- \_\_8.35 Note that the landscape contractor must schedule an on-site pre-installation meeting with Town Landscape Unit.

## 9. Lighting Plans

- \_\_9.1 Scale
- \_\_9.2 North arrow
- \_\_9.3 Signed and sealed
- \_\_9.4 Light pole location
- \_\_9.5 Fixture colors
- \_\_9.6 Photometric counts must be extended to all property lines
- \_\_9.7 Foot candle measured at grade level
- \_\_9.8 Light pole detail

## 10. Fire and Rescue Plans

Place all notes and details on separate labeled and numbered Fire Department Standard (FDSS) sheet(s)

- \_\_10.1 Scale
- \_\_10.2 North arrow
- \_\_10.3 Signed and sealed
- \_\_10.4 Details for all signs (*i.e. FD Connections, fire hydrant installation, and lock box location(s) and all other signs that may apply*)
- \_\_10.5 Fire Department connection sign stating “No Parking, Fire Department Connection”
- \_\_10.6 Addresses on commercial buildings and properties including suite number for multiple tenants buildings (*required on front and rear doors of all properties in minimum 6” numerals contrasting with their background*)
- \_\_10.7 Addresses on residential buildings and properties (*required on front doors of all in minimum 6” numerals contrasting with their background*)
- \_\_10.8 Public fire protection water supply system
- \_\_10.9 Water supply facilities either existing or proposed shall be adequate to meet the fire protection needs and shall be installed prior to construction.
- \_\_10.10 Fire flow calculations as provided by a professional engineer (*calculations must be shown on separate, sealed sheets*) all calculations shall be in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office
- \_\_10.11 Denote existing and proposed fire hydrant locations
- \_\_10.12 Residential projects fire hydrants placed on lines 6” or larger in diameter and shall be spaced so that the furthest portion of all principal buildings or dwelling units therein, and all buildings areas of site plan and parcels are within 300’ of a hydrant as a fire hose is normally layed
- \_\_10.13 Other than residential main size is a minimum of 8” in diameter and on a looped water main
- \_\_10.14 Other than residential, fire hydrants shall be spaced so that the furthest exterior portion of a building is within 200’ of a hydrant as a fire hose are normally layed
- \_\_10.15 Fire hydrants deliver fire flow gallon-age with a residual pressure of 20 psi
- \_\_10.16 Fire hydrant shall be installed within 50’ of any fire department connection
- \_\_10.17 Fire hydrant clearance from landscaping or other obstructions (*7 1/2 ‘ in front and to the sides, 4’ to the rear*)
- \_\_10.18 Include a detail of fire hydrant installation on the plan
- \_\_10.19 No Parking within 15’ from either side of a fire hydrant
- \_\_10.20 Road pavement markers (*blue for hydrants and red for fire department connections*)
- \_\_10.21 Fire access road extending within 50’ of a single exterior door providing access to the interior of the building
- \_\_10.22 Fire access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft from fire department access roads as measured by an approved route around the exterior of the building or facility

- \_\_10.23 Fire access area is constructed of a paved surface, or sod on crushed rock with concrete grids capable of supporting vehicles weighing up to 32 tons
- \_\_10.24 Fire access area is connecting to public streets, roadways, or private streets with curb cuts extending at least 2' beyond each edge of the fire access area
- \_\_10.25 Fire access areas are no closer than 10' or further than 30' from the building
- \_\_10.26 Fire access areas shall be free of all obstructions
- \_\_10.27 Fire access signs shall be properly posted at entrances and shall not be blocked by any structure or landscaping
- \_\_10.28 A recordable instrument granting perpetual access to the subject property for public safety purposes
- \_\_10.29 All traffic limiting devices (*i.e. speed bumps*) not creating delays for emergency response vehicle
- \_\_10.30 A route shall be provided for all fire apparatus to have a forward means of exiting the drive with a minimum centerline turning radius of 50'
- \_\_10.31 Dead-end roads exceeding 150' shall have a turning area
- \_\_10.32 Dead-end roads exceeding 300' shall have a turning area, no less than 100' in diameter
- \_\_10.33 Paved roads and turning areas have 14' of vertical clearance
- \_\_10.34 Fire access roads shall be a minimum 20' wide
- \_\_10.35 The AHJ authority to require an access box(s) to be installed in an accessible location where access to or within a structure or area is difficult because of security
- \_\_10.36 Automatic security gates have a Davie Fire Rescue (DFR) approved key override, and an audio (yelp) override system, a numerical keypad with D.F.R approved access codes. In the event of power failure the access gate shall open.
- \_\_10.37 Fire access roads posted with fire lane signs at every 60'
- \_\_10.38 Striping along continuous curbing for the length of the structure and extending 50' beyond the structure or to the edge of the pavement, whichever is less (*striping parallel four-inch-wide yellow striped lines every 5' on center extending at least 3' from the edge of the pavement*)
- \_\_10.39 Approved no parking fire lane signs (*no parking fire lane by order of the fire department*) and designation (*striping*) provided at normal emergency access points to structures and within 10' of each fire hydrant, sprinkler or standpipe riser
- \_\_10.40 Fire lane sign size shall be 12" by 18", white background with red letters and shall be a maximum of 7' in height from the roadway to the bottom part of the sign.

### **iii. Master Planned Development**



**Master Planned  
Development (MSP) Application**  
*Planning and Zoning Division  
Development Services Department*

**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

Folio Number: 

5		-	4		-		-		-				
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Property Address: \_\_\_\_\_

Future Land Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

Project Name: \_\_\_\_\_

Number of Units for Residential Site Plans: 

		,			
--	--	---	--	--	--

Floor area for Non-residential Site Plans: 

		,				,			
--	--	---	--	--	--	---	--	--	--

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

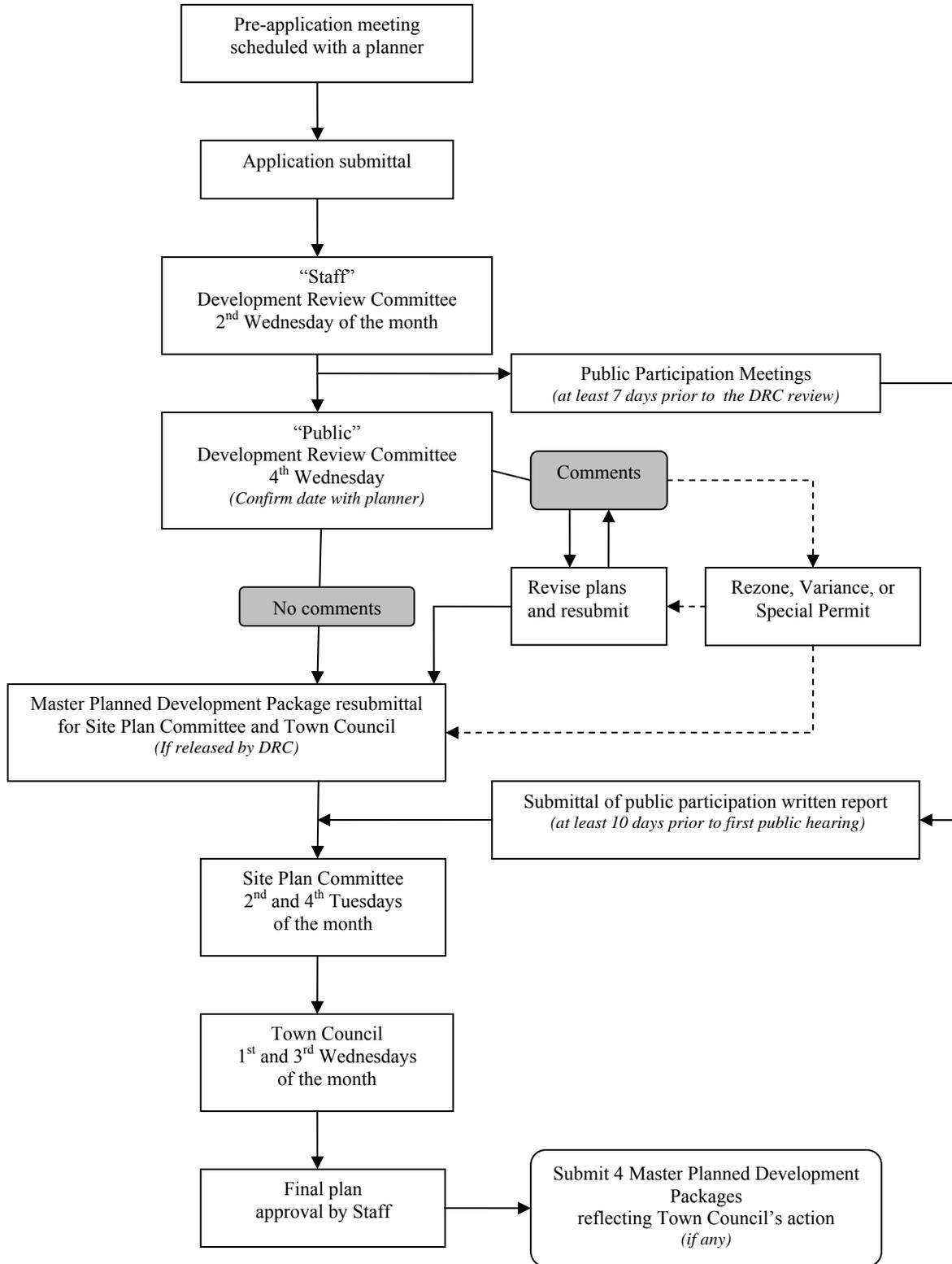
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Master Planned Development Application Flow-Chart



# Master Planned Development Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations).
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A letter of intent (on petitioner's letterhead) providing point-by-point proposed detail information relating to the submitted application. This letter shall be attached to all site plan packages that are initially submitted into the Planning and Zoning Division.
- \_\_6. A letter (on petitioner's letterhead) indicating that the proposed design had a preliminary review and was submitted into Central Broward Water Control District (CBWCD) for approval. (or letter stating the know, etc.)
- \_\_7. If the proposed residential development consists of ten (10) or more units, provide a letter (on petitioner's letterhead) explaining how the criteria for "Affordable Housing Incentive Program" was fulfilled.
- \_\_8. Three (3) full size copies of the plat, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County.
- \_\_9. One (1) tree survey that is to include the location of all non-invasive trees on the site identified by species name (common and botanical), diameter at breast height "dbh" (54" high), and the condition of the trees as determined by an ISA Certified Arborist or a Registered Landscape Architect. Palm trees shall also be measured by linear feet of clear trunk. The tree survey must include the plan for each tree on site (remain, relocate or remove) along with the total sum in inches (dbh) for canopy trees, and the total linear feet of palms to be removed. Existing trees within 25 feet of the property line shall also be identified by species, and size to avoid future growing space conflicts.
- \_\_10. All site plans must be a maximum size of 24" x 36", drawn at a scale no smaller than 1" = 40'. Provide master site plans at a maximum scale of 1" = 60' and match sheets at a maximum scale of 1" = 40'.
- \_\_11. For all new construction the following presentation materials must be submitted to staff for review at least one (1) week prior to the Site Plan Committee meeting:
  - a. Color chart that indicates the proposed colors and materials
  - b. Color elevations of all sides of the proposed structure(s)
  - c. Three-dimensional color perspective rendering. Renderings must match proposed elevations or the application will not be scheduled for the Site Plan Committee meeting.
- \_\_12. Number of site plan packets required:
  - a. Development Review Committee (DRC), Twenty four (24) (*Only one package has to be signed and sealed*)
    - i. When resubmitting, provide a written response to all DRC comments and staple to the front of each site plan packet. Number of packages depends on how many departments have comments that need to be answered.
  - b. Site Plan Committee, twelve (12) (*signed and sealed*)
  - c. Town Council, fourteen (14) (*signed and sealed*)
  - d. Four (4) complete signed and sealed site plans reflecting Town Council action must be provided in order to receive Final Site Plan approval from staff.

*\* Note: A completed citizen participation plan and a completed citizen participation plan report are required as part of all Master Planned Development applications. (Ord.No.2004-31)*

# Master Planned Development Application Requirements

The following information must be included within the site plan packages. Construction drawings are not required for site plan review; however, please submit the site plans sheets in the following order with the information noted below:

Please submit site plan packages with the sheets in the following order:

## **General Information**

- \_\_1. Cover Sheet**  
**Demolition Plans** (*if applicable*)
  - \_\_2. Site Plans**
  - \_\_3. Survey**
  - \_\_4. Site Details**
  - \_\_5. Conceptual Paving, Grading, and Drainage Plans** (*a.k.a. Civil Plans*)
  - \_\_6. Floor Plans**
  - \_\_7. Elevations** (*a.k.a. Frontage Plans*)
  - \_\_8. Landscaping Plans and Tree Survey** (*if applicable*)
  - \_\_9. Lighting Plans** (*a.k.a. Photometric Plans*)
  - \_\_10. Fire and Rescue Plans**  
**Temporary Uses Plans** (*if applicable*)
- 

## **General Information**

- Evidence of unity of title or unified control agreement. A plan of common development and common ownership may also be provided either through common ownership association, condominium declarations, or other forms of ownership where unity of title does not exist for all lands covered by the master planned development approval.
- Present evidence in an agreement, that any development successors in title are bound to the approval of said master planned development; said title or agreement shall include all assessment and membership provisions and require the town to be party for any amendments to the title or agreement.
- The approval of a master planned development shall include as an enforceable condition: "All plans, specifications, agreements, and requirements as herein set out, together with an enforceable agreement on the part of the developer that the land so planned shall not be developed in any other way except in substantial accord with the said plans, specifications, agreements and requirements approved as part of the master planned development."
- A restrictive covenant shall be provided along with said Unity of Title or Unified Control Agreement. The restrictive covenant shall provide for the maintenance of all common master plan elements, such as access drives, easements, landscaping, irrigation, lighting, shared drainage facilities, utilities, and any other elements deemed necessary by the town council to ensure the proper upkeep and maintenance of said master planned development.
- Boundary Survey
- Proposed parcel division within the master planned development.
- General schematic presentation of the land uses included within the development.
- Entrance feature, if any and perimeter landscaping schematic design.

- Proposed building location, maximum heights, floor area and setbacks.
- Delineation of internal circulation, including streets and pedestrian access.
- Points of connection of the local streets to the trafficways, including general indication of the necessary improvements to the trafficways to accommodate the local trips generated by development.
- General location and size of any community facility included within the development such as parks, schools, fire stations, community centers, etc.
- Site data table showing proposed uses, acreage, and number of units and density in the case of residential uses, and any other information deemed necessary by the development services department.
- Schematic depiction of surface water management elements, including retention facilities, drainage easements and swales.
- Schematic depiction of the water and wastewater treatment facilities and/or source of public water and wastewater disposal facilities; general distribution and collection plans within the development, including easements for utility pipelines.
- Survey detailing surrounding features, both natural and manmade, within a five hundred (500) foot radius on all sides of the site.
- Elevations of one or more of the buildings, renderings, building materials, and building colors shall be provided on a material presentation board no greater than twenty-four (24) inches by thirty-six (36) inches. In addition, architectural parameters shall be established at this time, through a master architectural package, providing at a minimum, colors, building materials, roof materials, and facade details, to ensure architectural cohesion for all buildings.
- Traffic study indicating the impact the proposed development may have upon the existing roadway network. At a minimum the following shall be provided; trip generation, trip assignment, and trip distribution. Additional information shall be determined based upon the size and scale of the development at the discretion of the development services director.
- Master signage plan indicating all monument, wall, directional prototype signs including color, height, material, letter style, and method of illumination.
- Irrigation plan indicating that all irrigation shall be commonly controlled as set forth in the restrictive covenant.
- Demonstrate architectural consistency and harmony with the existing and approved developments in the surrounding area.

#### **1. Cover Sheet**

- 1.1. Index
- 1.2. Title block with project name
- 1.3. Project address or folio number
- 1.4. Project name
- 1.5. Names of developer and team with addresses, telephone fax numbers and e-mail
- 1.6. Legal description
- 1.7. General location map showing the project site in relation to the major road systems and/or natural features within the Town
- 1.8. Current level of development approved by Broward County based upon the plat
- 1.9. Statement describing the character of the proposed development that includes the following information:

- \_\_\_ 1.9.1. Name of the development
- \_\_\_ 1.9.2. Adult or family orientation/purpose/use
- \_\_\_ 1.9.3. Estimated overall and/or per unit cost as applicable
- \_\_\_ 1.9.4. Proposed ownership and control
- \_\_\_ 1.9.5. Anticipated traffic generation (*provide Traffic Impact Study* )
- \_\_\_ 1.9.6. Type of utilities to serve the project

## 2. Site Plans

- \_\_\_ 2.1. Scale
- \_\_\_ 2.2. North arrow
- \_\_\_ 2.3. Signed and sealed
- \_\_\_ 2.4. Site boundaries clearly shown and tied to section corners
- \_\_\_ 2.5. Building envelope (*footprint*)
- \_\_\_ 2.6. Provider of utilities (*i.e. water, wastewater, cable, solid waste, and electric*)
- \_\_\_ 2.7. Street signage (*i.e. Stop, Do Not Enter, etc.*)
- \_\_\_ 2.8. Street striping (*i.e. Stop Bar, Lane Striping, etc.*)
- \_\_\_ 2.9. Crosswalks
- \_\_\_ 2.10. Walls (fences, retaining walls)
- \_\_\_ 2.11. Curb types
- \_\_\_ 2.12. Right-of-way locations/information
- \_\_\_ 2.13. Drainage, utilities, and other easements
- \_\_\_ 2.14. Vehicular access openings (*including non-vehicular access lines (NVAL)*)
- \_\_\_ 2.15. Future land use of the property and all contiguous parcels
- \_\_\_ 2.16. Existing Zoning of the property and all contiguous parcels
- \_\_\_ 2.17. Existing structures or elements to remain
- \_\_\_ 2.18. Indicate adjacent areas under same ownership (*if applicable*)
- \_\_\_ 2.19. Water bodies, measured to the top of bank
- \_\_\_ 2.20. Water body maintenance easements
- \_\_\_ 2.21. Bicycle lanes/paths
- \_\_\_ 2.22. Sidewalks or pedestrian access ways connecting with rights-of-way
- \_\_\_ 2.23. Equestrian trails
- \_\_\_ 2.24. Recreation trails
- \_\_\_ 2.25. Location of ground mounted equipment (*i.e. air conditioners, mailboxes, back flow preventors, F.P.L. boxes, powerlines, etc.*)
- \_\_\_ 2.26. Location of existing intersections, bridges, sidewalks, driveways, curbs and streets
- \_\_\_ 2.27. Internal streets, public or private, and their size
- \_\_\_ 2.28. Services truck turning radii
- \_\_\_ 2.29. Sight triangles
- \_\_\_ 2.30. Stacking spaces (*if applicable*)
- \_\_\_ 2.31. Indicate elevations of parking
- \_\_\_ 2.32. Indicate elevations of building pads
- \_\_\_ 2.33. Vehicular circulation
- \_\_\_ 2.34. Pedestrian circulation
- \_\_\_ 2.35. Parking landscaping isle dimensions
- \_\_\_ 2.36. Parking feasibility
- \_\_\_ 2.37. Number parking spaces (*i.e. circled numbers, linear dimensions, etc.*)
- \_\_\_ 2.38. Compact parking spaces (*i.e. provided with the letter "C"*)
- \_\_\_ 2.39. Parking with wheel stops
- \_\_\_ 2.40. Parking with two-foot overhangs
- \_\_\_ 2.41. Handicap ramps
- \_\_\_ 2.42. Handicap spaces
- \_\_\_ 2.43. Illustrate handicapped feasibility
- \_\_\_ 2.44. Locate handicapped signs
- \_\_\_ 2.45. Loading areas
- \_\_\_ 2.46. Fire lanes
- \_\_\_ 2.47. Dumpster enclosures

- \_\_2.48. Light poles
- \_\_2.49. Mark areas needed for enlarged plans (i.e. dumpster, HC stalls, and signs)
- \_\_2.50. Show dimensioned distances, clearly differentiating between existing and proposed:
  - \_\_2.50.1. Between all structures and property lines
  - \_\_2.50.2. Structures from easements and rights-of-way, including corner chord
  - \_\_2.50.3. Structures from water bodies, measured to the top of bank
  - \_\_2.50.4. Paved areas
  - \_\_2.50.5. Roadways
  - \_\_2.50.6. Bicycle lanes/paths
  - \_\_2.50.7. Sidewalks/pedestrian access ways
  - \_\_2.50.8. Equestrian/recreation trails
- \_\_2.51. Residential site plan tabular information:
  - \_\_2.51.1. Future land use plan map classification
  - \_\_2.51.2. Town of Davie official zoning map designation
  - \_\_2.51.3. Size of site (*square footage, gross and net acreage*)
  - \_\_2.51.4. Total open space/landscape area (*square footage, acreage and percent*)
  - \_\_2.51.5. Total impervious (*square footage, acreage and percent*)
  - \_\_2.51.6. Total square footage of each building or structure on site
  - \_\_2.51.7. Percentage of total site occupied by buildings or structures
  - \_\_2.51.8. Number of dwelling units
  - \_\_2.51.9. Gross and net density per acre
  - \_\_2.51.10. Number of dwelling units in each building
  - \_\_2.51.11. Number of 1,2,3, etc. bedroom units
  - \_\_2.51.12. Total gross floor area of each type of residential unit
  - \_\_2.51.13. Number of required and provided parking spaces, including handicapped, and the method used to calculate
- \_\_2.52. Non-residential site plan tabular information:
  - \_\_2.52.1. Future land use plan map classification
  - \_\_2.52.2. Town of Davie official zoning map designation
  - \_\_2.52.3. Size of site (*square footage, gross, and net acreage*)
  - \_\_2.52.4. Total open space/landscape area (*square footage, acreage, and percent*)
    - \_\_2.52.4.1. Total open space in vehicular use area (*square footage, acreage, percent*)
    - \_\_2.52.4.2. Total landscape buffers (*square footage, acreage, percent*)
  - \_\_2.52.5. Total impervious area (*square footage, acreage, percent*)
  - \_\_2.52.6. Total square footage of each building or structure
    - \_\_2.52.6.1. Percentage of total site occupied by buildings or structures
  - \_\_2.52.7. Number of required and provided parking spaces, including handicapped, and the method used to calculate
  - \_\_2.52.8. Number of required and provided loading spaces, and the method used to calculate

### 3. Survey

- \_\_3.1. Scale
- \_\_3.2. North arrow
- \_\_3.3. Signed and sealed
- \_\_3.4. Legal description
- \_\_3.5. Site boundaries clearly shown and tied to section corners
- \_\_3.6. Survey shall have been conducted within the last two (2) years and have the seal of the appropriate professional
- \_\_3.7. Date of drawing (*including revision dates*)
- \_\_3.8. Angles and bearings
- \_\_3.9. Utility poles
- \_\_3.10. Catch basin
- \_\_3.11. Manholes

- \_\_ 3.12. Fire hydrants
- \_\_ 3.13. Water, sewer, and storm lines
- \_\_ 3.14. Topographic showing the existing ground elevations, pavement, structures, watercourses, all easements, road right-of-way within and adjacent to the property
- \_\_ 3.15. Water bodies measured from the top of bank
- \_\_ 3.16. Trees over 3" caliper (*located on the site, identified by species name, caliper, size, and condition be provided, the survey shall fulfill the site plan application submittal requirement of a separate tree survey*)
- \_\_ 3.17. Buildings
- \_\_ 3.18. Berms and walls
- \_\_ 3.19. Light poles
- \_\_ 3.20. Fire hydrants
- \_\_ 3.21. Underground facilities
- \_\_ 3.22. Intersections
- \_\_ 3.23. Bridges
- \_\_ 3.24. Sidewalks
- \_\_ 3.25. Driveways
- \_\_ 3.26. Curbs
- \_\_ 3.27. Streets
- \_\_ 3.28. Adjoining and internal streets and their widths
- \_\_ 3.29. Rights-of-way, dedications, and/or easements with O.R. books and pages

#### 4. Site Details

- \_\_ 4.1. Scale
- \_\_ 4.2. North arrow (*if applicable*)
- \_\_ 4.3. Signed and sealed

#### 5. Civil Plans

- \_\_ 5.1. Scale
- \_\_ 5.2. North arrow
- \_\_ 5.3. Signed and sealed
- \_\_ 5.4. Legal description
- \_\_ 5.5. Provide clear boundaries with dimensions and bearings
- \_\_ 5.6. Broward County's conditions for plat approval
- \_\_ 5.7. Internal sidewalks
- \_\_ 5.8. Sidewalks along public roads (*if applicable*)
- \_\_ 5.9. Retention areas
- \_\_ 5.10. Drainage easements
- \_\_ 5.11. Canals, including lake cross sections
- \_\_ 5.12. Curb types
- \_\_ 5.13. Sidewalk ramps
- \_\_ 5.14. Sidewalk connection from public right-of-way to internal walkway or building
- \_\_ 5.15. Equestrian/recreational trails (*if applicable*)
- \_\_ 5.16. Dimensions between access points (*minimum 250 feet between them*)
- \_\_ 5.17. Traffic control including stop signs, stop bar, stripping and markings
- \_\_ 5.18. Clear sight triangles at the driveway entrance (*Section 12-205(6)(b)*)
- \_\_ 5.19. Cross-sections and profile sections
- \_\_ 5.20. Dimensions, setback lines, bearings, centerline, and curve data
- \_\_ 5.21. Dimensions and character of construction, including bearings, centerline dimensions and curve data of proposed street, alleys, driveways, and grading plan.
- \_\_ 5.22. Provide storm water management calculations (*Drainage District approval is required*)
- \_\_ 5.23. Traffic study or traffic analysis on how project will affect local road network
- \_\_ 5.24. Location and proper access to trash enclosure (*if applicable*)
- \_\_ 5.25. Location for lift station or proposed wells (*if applicable*)
- \_\_ 5.26. Location for all backup generators (*if applicable*)

- \_\_ 5.27. Radii for driveway entrances (*minimum 25'*)
- \_\_ 5.28. American Disability Act (ADA) requirements
- \_\_ 5.29. Parking space to drive aisle throat (*minimum 25'avoiding conflict with clear aisle flow of traffic*)
- \_\_ 5.30. Computation for total acres and show lot sizes on plan
- \_\_ 5.31. Fire hydrants location (*existing and proposed*)
- \_\_ 5.32. Schematic Engineering Plans Showing:
  - \_\_ 5.32.1.1. Stormwater management plan
  - \_\_ 5.32.1.2. Preliminary design of grading and grading plan
  - \_\_ 5.32.1.3. Preliminary design of water distribution and sewer collection systems indicating location and size of water main and sanitary sewer
  - \_\_ 5.32.1.4. Existing and proposed elevations of the adjoining sites, abutting the property in review on all sides along its perimeter
  - \_\_ 5.32.1.5. Existing and proposed lakes, canals, and waterways with elevations and depths
  - \_\_ 5.32.1.6. Existing and proposed off-site improvements
  - \_\_ 5.32.1.7. Locations of buildings, lots driveways sidewalks and roads
  - \_\_ 5.32.1.8. Finished floor elevation of buildings
- \_\_ 5.33. Streetscape features
- \_\_ 5.34. Traffic engineering plans showing all pavement markings, traffic signs, street number signs and other signs (*a separate plan must be submitted*)
- \_\_ 5.35. Service truck access route plan (*indicated minimum inside, centerline and outside radii required and shade route area on plan*)
- \_\_ 5.36. Fire lanes

## **6. Floor Plans**

- \_\_ 6.1 Scale
- \_\_ 6.2 North arrow
- \_\_ 6.3 Signed and sealed
- \_\_ 6.4 Dimension room labels
- \_\_ 6.5 Hidden lines (*i.e. roof, equipment, proposed walls, etc*)

## **7. Elevations**

- \_\_ 7.1 Scale
- \_\_ 7.2 Signed and sealed
- \_\_ 7.3 Label elevation sides (*north, east, south, and west*)
- \_\_ 7.4 Dimensions
- \_\_ 7.5 Label materials
- \_\_ 7.6 Label colors
- \_\_ 7.7 Label conceals equipment on roof
- \_\_ 7.8 Label height of structure

## **8. Landscape Plans**

- \_\_ 8.1 Scale
- \_\_ 8.2 North arrow
- \_\_ 8.3 Signed and sealed
- \_\_ 8.4 Preserved trees
- \_\_ 8.5 Dimensions of landscape elements, pedestrian zones, and buffers
- \_\_ 8.6 Species – height, spread, scientific name, common name, trunk diameter
- \_\_ 8.7 Surface materials list
- \_\_ 8.8 Number of trees required/provided and sq. ft. of landscape areas
- \_\_ 8.9 Length of landscape islands

- \_\_ 8.10 Landscape calculations in tabular form:
  - \_\_ 8.10.1 Data indicating the overall square feet
  - \_\_ 8.10.2 Square feet of parking areas and buildings
  - \_\_ 8.10.3 Square feet of open space, gross, and net acreage
  - \_\_ 8.10.4 Number of street trees, and buffer trees
  - \_\_ 8.10.5 Parking island trees
  - \_\_ 8.10.6 Lot trees required and provided
  - \_\_ 8.10.7 Percent native at least 25%
  - \_\_ 8.10.8 Percent palms-no more than 25%
  - \_\_ 8.10.9 Percentage of 10', 12', 14'-16' trees
- \_\_ 8.11 Easements
- \_\_ 8.12 Rights-of-way
- \_\_ 8.13 Drainage structures
- \_\_ 8.14 Existing trees, shrubs, site improvements, and utilities (including power lines) on abutting properties within 25 feet of the property line
- \_\_ 8.15 Site lighting (*min. 15' separation on large trees and 7.5/on small trees/palms w/ dashed symbols*)
- \_\_ 8.16 Landscape islands trees
- \_\_ 8.17 Sight triangles
- \_\_ 8.18 Add a note that a Tree Removal/Relocation Permit are required prior to removing or relocating any tree(s)
- \_\_ 8.19 Trees which are to remain or be relocated
- \_\_ 8.20 Survey should be conducted by a registered Landscape Architect or an ISA Certified Arborist that has completed a course in tree hazard assessment
- \_\_ 8.21 Tree protection barriers
- \_\_ 8.22 A note on the landscape plans that all trees must be installed at least 5 feet from hardscape
- \_\_ 8.23 A note on the landscape plans that all palm trees must be installed at least 3 feet from hardscape
- \_\_ 8.24 Large and medium maturing trees must be a minimum of 10 feet from a building
- \_\_ 8.25 Minimum distance away from a building or light pole should be the length of a given species' typical frond length plus two feet
- \_\_ 8.26 A note on the landscape plans that no substitution can be made without the Town of Davie approval.
- \_\_ 8.27 A note to remove all invasive, and exotic pest plants from the site
- \_\_ 8.28 Ground appliances (*shall be screened on 3 sides with landscaping shrubs (not Ficus benjamina) installed every 2 feet, at a minimum height of 3 feet, and with mulch applied to the plant bed*)
- \_\_ 8.29 A note on the landscape plans that states all owners of the land or their agents shall be responsible for the maintenance
- \_\_ 8.30 A note on the landscape plan that all fire hydrants and fire check valves must be clear of landscaping at a minimum of 7.5 feet from the front and sides, with 4 feet at the rear
- \_\_ 8.31 A note on Xeriscape principles and drought tolerant plants consistent with § 12-103.
- \_\_ 8.32 Soil requirements:
  - \_\_ 8.32.1 2 inches under sod
  - \_\_ 8.32.2 4-6 inches in plant beds
  - \_\_ 8.32.3 30 inches where existing asphalt is being eliminated (*backfilled with 70% sand and 30% organic soil mix*)
- \_\_ 8.33 Fertilizing notes consistent with Best Management Practices (*fertilizer formulas contain 2% or less of Phosphorus, and incorporate 90 to 100% slow release Nitrogen*)
- \_\_ 8.34 Note that required landscape buffers must be completely installed prior to or by the first 25% of the C.O.s are issued
- \_\_ 8.35 Note that the landscape contractor must schedule an on-site pre-installation meeting with Town Landscape Unit.

## 9. Lighting Plans

- \_\_\_ 9.1 Scale
- \_\_\_ 9.2 North arrow
- \_\_\_ 9.3 Signed and sealed
- \_\_\_ 9.4 Light pole location
- \_\_\_ 9.5 Fixture colors
- \_\_\_ 9.6 Photometric counts must be extended to all property lines
- \_\_\_ 9.7 Foot candle measured at grade level
- \_\_\_ 9.8 Light pole detail

## 10. Fire and Rescue Plans

Place all notes and details on separate labeled and numbered Fire Department Standard (FDSS) sheet(s)

- \_\_\_ 10.1 Scale
- \_\_\_ 10.2 North arrow
- \_\_\_ 10.3 Signed and sealed
- \_\_\_ 10.4 Details for all signs (*i.e. FD Connections, fire hydrant installation, and lock box location(s) and all other signs that may apply*)
- \_\_\_ 10.5 Fire Department connection sign stating “No Parking, Fire Department Connection”
- \_\_\_ 10.6 Addresses on commercial buildings and properties including suite number for multiple tenants buildings (*required on front and rear doors of all properties in minimum 6” numerals contrasting with their background*)
- \_\_\_ 10.7 Addresses on residential buildings and properties (*required on front doors of all in minimum 6” numerals contrasting with their background*)
- \_\_\_ 10.8 Public fire protection water supply system
- \_\_\_ 10.9 Water supply facilities either existing or proposed shall be adequate to meet the fire protection needs and shall be installed prior to construction.
- \_\_\_ 10.10 Fire flow calculations as provided by a professional engineer (*calculations must be shown on separate, sealed sheets*) all calculations shall be in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office
- \_\_\_ 10.11 Denote existing and proposed fire hydrant locations
- \_\_\_ 10.12 Residential projects fire hydrants placed on lines 6” or larger in diameter and shall be spaced so that the furthest portion of all principal buildings or dwelling units therein, and all buildings areas of site plan and parcels are within 300’ of a hydrant as a fire hose is normally layed
- \_\_\_ 10.13 Other than residential main size is a minimum of 8” in diameter and on a looped water main
- \_\_\_ 10.14 Other than residential, fire hydrants shall be spaced so that the furthest exterior portion of a building is within 200’ of a hydrant as a fire hose are normally layed
- \_\_\_ 10.15 Fire hydrants deliver fire flow gallon-age with a residual pressure of 20 psi
- \_\_\_ 10.16 Fire hydrant shall be installed within 50’ of any fire department connection
- \_\_\_ 10.17 Fire hydrant clearance from landscaping or other obstructions (*7 1/2 ‘ in front and to the sides, 4’ to the rear*)
- \_\_\_ 10.18 Include a detail of fire hydrant installation on the plan
- \_\_\_ 10.19 No Parking within 15’ from either side of a fire hydrant
- \_\_\_ 10.20 Road pavement markers (*blue for hydrants and red for fire department connections*)
- \_\_\_ 10.21 Fire access road extending within 50’ of a single exterior door providing access to the interior of the building
- \_\_\_ 10.22 Fire access roads shall be provided such that any portion of the facility or any portion of an exterior wall of the first story of the building is located not more than 150 ft from fire department access roads as measured by an approved route around the exterior of the building or facility

- \_\_10.23 Fire access area is constructed of a paved surface, or sod on crushed rock with concrete grids capable of supporting vehicles weighing up to 32 tons
- \_\_10.24 Fire access area is connecting to public streets, roadways, or private streets with curb cuts extending at least 2' beyond each edge of the fire access area
- \_\_10.25 Fire access areas are no closer than 10' or further than 30' from the building
- \_\_10.26 Fire access areas shall be free of all obstructions
- \_\_10.27 Fire access signs shall be properly posted at entrances and shall not be blocked by any structure or landscaping
- \_\_10.28 A recordable instrument granting perpetual access to the subject property for public safety purposes
- \_\_10.29 All traffic limiting devices (*i.e. speed bumps*) not creating delays for emergency response vehicle
- \_\_10.30 A route shall be provided for all fire apparatus to have a forward means of exiting the drive with a minimum centerline turning radius of 50'
- \_\_10.31 Dead-end roads exceeding 150' shall have a turning area
- \_\_10.32 Dead-end roads exceeding 300' shall have a turning area, no less than 100' in diameter
- \_\_10.33 Paved roads and turning areas have 14' of vertical clearance
- \_\_10.34 Fire access roads shall be a minimum 20' wide
- \_\_10.35 The AHJ authority to require an access box(s) to be installed in an accessible location where access to or within a structure or area is difficult because of security
- \_\_10.36 Automatic security gates have a Davie Fire Rescue (DFR) approved key override, and an audio (yelp) override system, a numerical keypad with D.F.R approved access codes. In the event of power failure the access gate shall open.
- \_\_10.37 Fire access roads posted with fire lane signs at every 60'
- \_\_10.38 Striping along continuous curbing for the length of the structure and extending 50' beyond the structure or to the edge of the pavement, whichever is less (*striping parallel four-inch-wide yellow striped lines every 5' on center extending at least 3' from the edge of the pavement*)
- \_\_10.39 Approved no parking fire lane signs (*no parking fire lane by order of the fire department*) and designation (*striping*) provided at normal emergency access points to structures and within 10' of each fire hydrant, sprinkler or standpipe riser
- \_\_10.40 Fire lane sign size shall be 12" by 18", white background with red letters and shall be a maximum of 7' in height from the roadway to the bottom part of the sign.

**iv. Plat (Boundary or Lot Specific).**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Plat (P) Application**

*Planning and Zoning Division  
Development Services Department*

**Folio Number:**

5	-	4	-		-		-				
---	---	---	---	--	---	--	---	--	--	--	--

**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Restrictive Note:**

*Number of Residential Units*  
*Commercial floor area*  
*Industrial floor area*  
*Other*

,											
,								,			
,								,			
,								,			

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

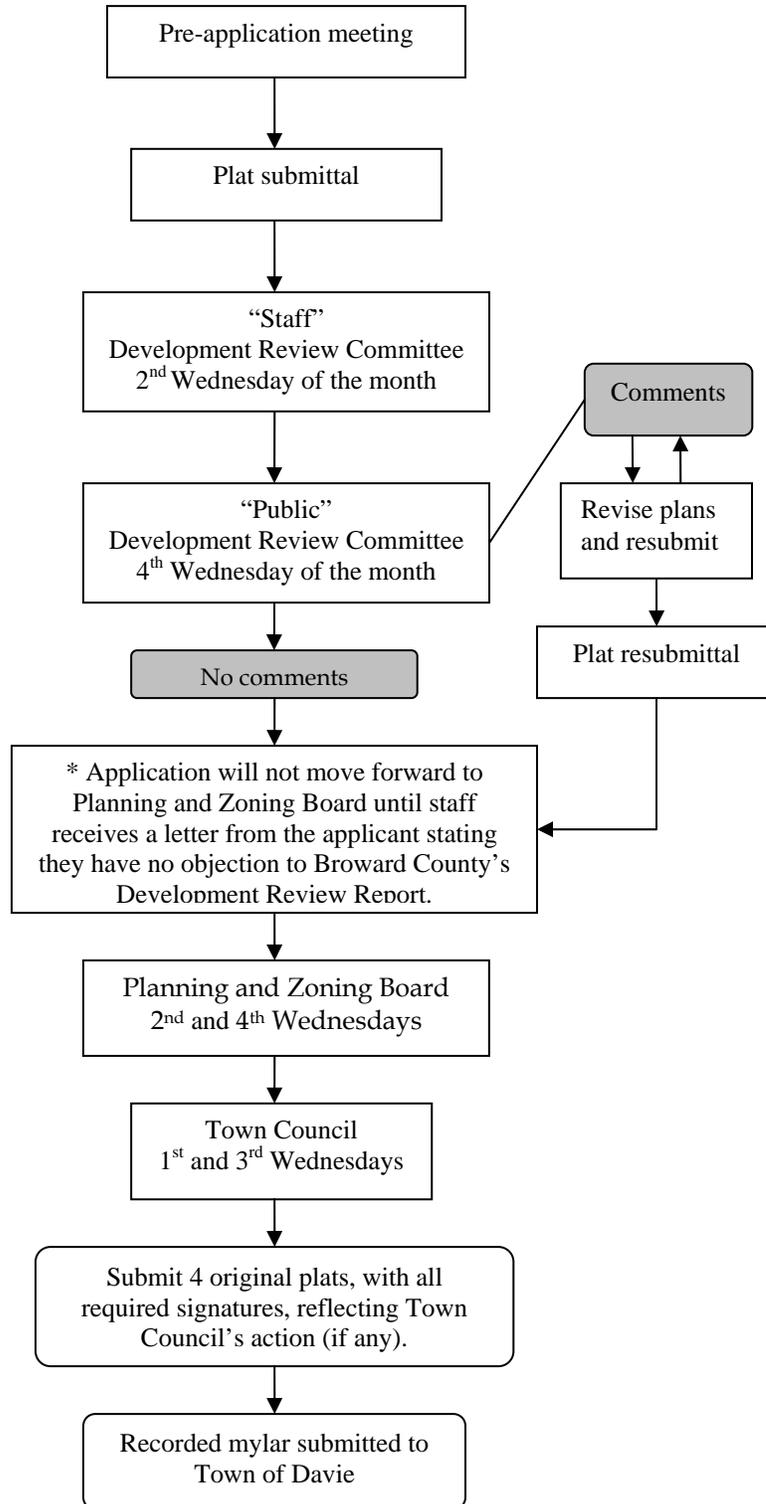
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Plat Application Flow-Chart



\* Note: Timeframe depends upon when applicant files for platting at Broward County. Broward County takes between 60 and 90 days to produce a Development Review Report.

## Plat Application Checklist

All required information must be provided at the time of submittal unless otherwise noted. Applications that are deemed incomplete may follow a different project tracking.

- \_\_1. Pre-application meeting form signed by a member of Planning and Zoning staff.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly. The application shall be signed by the current owner or owners of the property being platted and will include the name, signature, address and telephone number of the developer's or owner's representative who shall be contacted with regard to processing of the application for plat approval.
- \_\_3. Check made payable to the Town of Davie in the amount specified on the fee schedule (petitioner should provide calculations).
- \_\_4. Three (3) full size copies of a boundary and topographic survey, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County.
- \_\_5. Twelve (12) copies of the proposed plat folded to 8.5" X 11" with the binder to the left. Plats should be drawn at a scale no smaller than 1" = 40'.
- \_\_6. Number of plats required:
  - a. Development Review Committee (DRC), twelve (12)
    - i. These are the initial plats submitted when applying.
  - b. Planning and Zoning Board, fifteen (15)
    - i. The plat must be accompanied by a written response to all DRC comments. This written response must be stapled to the front of the first plat.
  - c. Town Council, fourteen (14)

# Plat Application Requirements

The following information must be included with the plat.

Please submit site plats with the sheets in the following order:

1. **Cover/Signature Sheet**
2. **Plat**
3. **Survey**

## 1. Cover/Signature Sheet

- \_\_1.1. Proposed subdivision name or identifying title which shall not be the same or similar to any name appearing on any recorded plat in Broward County.
- \_\_1.2. General location map showing the plat in relation to the major road systems and/or natural features within the Town.
- \_\_1.3. North arrow, graphic scale and date.
- \_\_1.4. Name of the owner of the property or the owner's authorized agent.
- \_\_1.5. Name of the registered surveyor responsible for the plat.
- \_\_1.6. The legal description of the property being platted.
- \_\_1.7. Space for signature of the Planning and Zoning Board of the Town of Davie.
- \_\_1.8. Space for signature of the Development Services Department of the Town of Davie.
- \_\_1.9. Space for signature and seal of the Town Council of the Town of Davie.
- \_\_1.10. Space for plat book and page number outside the border in the upper right-hand corner of each page.
- \_\_1.11. Dedication and acknowledgement.
- \_\_1.12. Mortgage approval and acknowledgement.
- \_\_1.13. The surveyor's certificate, which shall state conformity with:
  - \_\_1.13.1. Chapter 177, Florida Statutes.
  - \_\_1.13.2. National Geodetic Vertical Datum (NGVD) and National Ocean Survey Third Order Control Standards.
  - \_\_1.13.3. Applicable sections of Chapter 21 HH-6, Florida Administrative Code.

## 2. Plat

- \_\_2.1. Lots and blocks of adjacent recorded plats, giving plat book and page number along with names of plats.
- \_\_2.2. Plat limits with angles and distances. Plat limits must be clearly marked with a heavy line.
- \_\_2.3. All existing watercourses, canals and bodies of water within or adjacent to the plat limits.
- \_\_2.4. All existing streets and alleys on or adjacent to the plat, including name and right-of-way width.
- \_\_2.5. All existing easements and rights-of-way within or adjacent to the plat limits and the purposes for which the easements or rights-of-way have been established, where known to the surveyor.
- \_\_2.6. Location and width of all proposed ultimate rights-of-way, alleys, easements; proposed lot lines with dimensions, public areas, and parcels of land proposed or reserved for public use.
- \_\_2.7. If the development abuts a trafficway, proposed points of access to the trafficway.
- \_\_2.8. Access to a public right-of-way that will be utilized by the proposed development.
- \_\_2.9. Show location of all existing and proposed recreation/equestrian trails as shown on the Master Trail Map as located in the Town of Davie Comprehensive Plan's Recreation and Open Space chapter.
- \_\_2.10. The parcel encompassed by the legal description shown on the plat shall be clearly identified with a heavy line, dimensions and courses, with independent ties to two (2) or more land corners, or independent ties to a recorded subdivision, and one (1) land corner.
- \_\_2.11. Space for plat book and page number outside the border in the upper right-hand corner of each page.
- \_\_2.12. Notes or a legend, and any tabular data or other data pertinent to the plat, on each page that contains the drawing.
- \_\_2.13. All plat dimensions shall be shown accurate to one-hundredths of a foot, except for riparian boundaries, which may be shown as approximate with a witness line showing complete

dimension data. Rows of lots with the same dimensions may use ditto marks providing the first and last lots in the row are appropriately dimensioned.

- \_\_2.14. Computation of the square footage or acreage of the land proposed to be platted accurate to the nearest one-hundredth of an acre. All survey and survey information shall be certified by a land surveyor licensed in the State of Florida.
- \_\_2.15. At least two (2) benchmarks referenced to the National Geodetic Vertical Datum of 1929 or the Broward County Vertical Network in conformity with the standards adopted by the National Ocean Survey for Third Order Vertical Control. No benchmark shall be established purporting to be based on the National Geodetic Vertical Datum or the Broward County Vertical Network unless the benchmark is certified by a surveyor licensed in the State of Florida and such certification is shown on the plat. The benchmarks shall be of a permanent nature, easily accessible, located within, along or within two hundred (200) feet of the plat boundary and described by ties to the plat boundary. The plat shall list in the plat notes the governmental benchmark from which the benchmarks were established. Only benchmarks established by federal, state, county or municipal governments shall be acceptable as the starting benchmark.
- \_\_2.16. The plat shall be restricted to grid bearings or azimuths, with state plane coordinates shown on all permanent reference monuments and all land ties where the plat lies within sections assigned state plane coordinates that have been recorded in the public records of Broward County. Coordinated may be tabulated when necessary for legibility and must appear on each page that contains the drawing. State plane coordinates shall be derived from field measurements in conformity with the "Minimum Technical Standards for Land Surveying," pursuant to Chapter 21, Section 21HH-6, Florida Administrative Code, adopted by the Florida Board of Land Surveyors, September 1, 1981.
- \_\_2.17. A mathematical closure of the plat boundary which shall not exceed three hundredths (0.03) of a foot.
- \_\_2.18. Any additional information as requested by the Town of Davie staff.

### **3. Survey**

- \_\_3.1. Shall have been conducted within the last two (2) years and have the seal of the appropriate professional
- \_\_3.2. Legal description, north arrow, scale, and date of drawing (including revision dates).
- \_\_3.3. Angles and bearings, including utility poles, catch basin, manholes, fire hydrants, water, sewer and storm lines
- \_\_3.4. Site boundaries clearly shown and tied to section corners
- \_\_3.5. Topography
- \_\_3.6. Water bodies measured from the top of bank
- \_\_3.7. Trees over 3" caliper
  - \_\_3.7.1. Should the location of all trees on the site, identified by species name, caliper, size, and condition be provided, the survey shall fulfill the site plan application submittal requirement of a separate tree survey
- \_\_3.8. Location of buildings, including the location and size of berms and walls
- \_\_3.9. Location of light poles and fire hydrants
- \_\_3.10. Location of underground facilities
- \_\_3.11. Location of intersections, bridges, sidewalks, driveways, curbs and streets
- \_\_3.12. Adjoining and internal streets and their widths
- \_\_3.13. Location of all rights-of-way, dedications and/or easements with O.R. books and pages

# **Plat Application Questions and Answers**

## **Do I need to Plat?**

Each site is specific and must be reviewed individually. Non-residential property is specifically delineated as parcels or tracts; residential property is delineated by lot number and/or block number. The applicant can check with the Planning & Zoning Division or with his/her surveyor or engineer. Also, the applicant is advised to schedule an appointment with a planner prior to plat submittal. The applicant will need to provide the necessary information for determination of need to plat.

## **When can I submit my plat proposal to Broward County?**

An applicant may request a preliminary review at the county level immediately after submitting the proposed plat to the Town of Davie Planning and Zoning Division.

## **Are there other approvals necessary prior to building permit issuance?**

Yes, in most cases, a site plan approval is necessary to receive a building permit. With the exception of development of single family homes or duplexes on two lots or less, site planning is required. The site plan review process is detailed on pages 11 through 15 of this handbook.

## **v. Rezoning.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Rezoning (ZB) Application**

*Planning and Zoning Division  
Development Services Department*

**Folio Number:**

5	-	4	-		-		-				
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**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Rezoning (ZB)  
Request:**

*From:* \_\_\_\_\_

*To:* \_\_\_\_\_

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

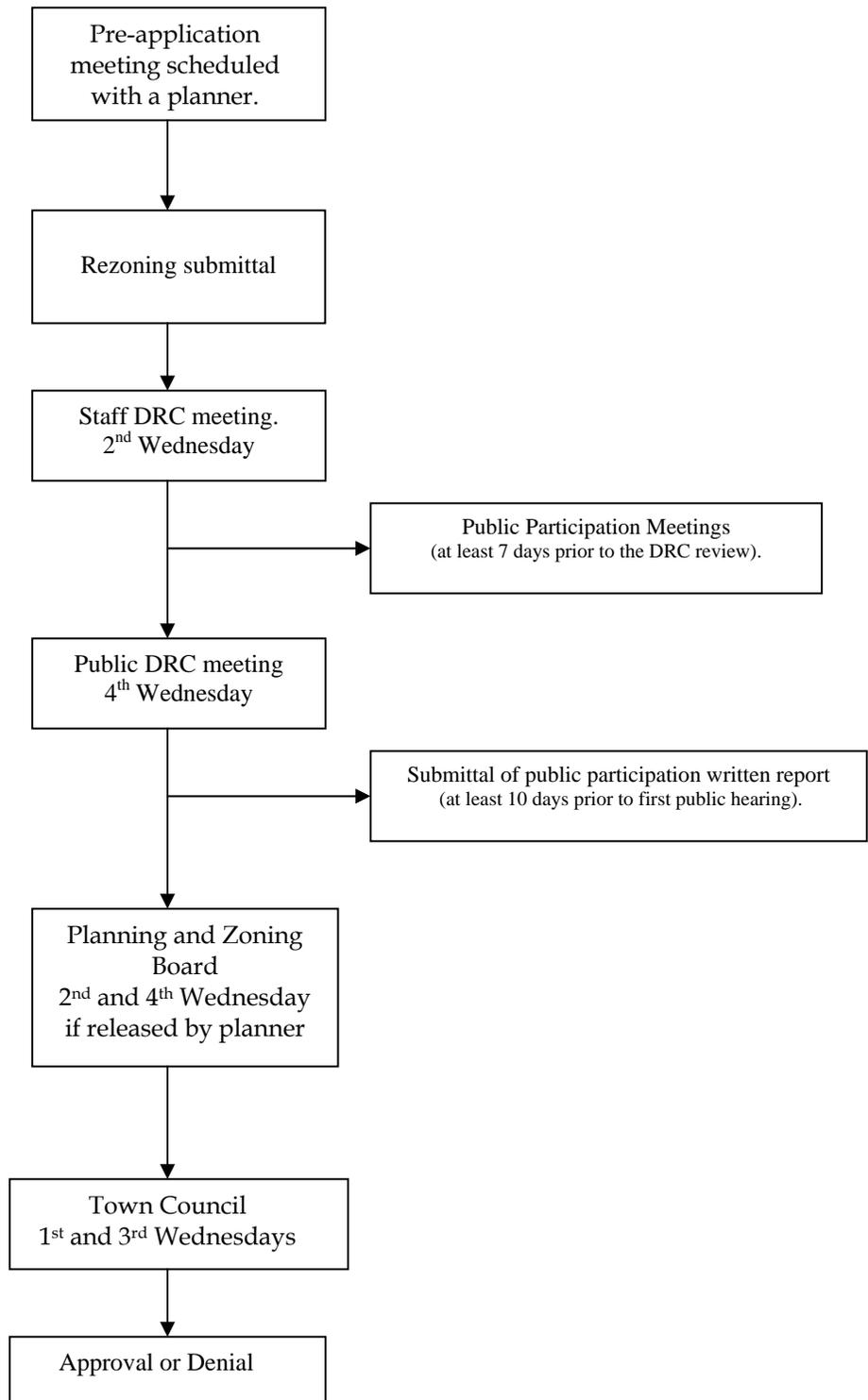
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Rezoning Application Flow-Chart



## Rezoning Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule.
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A justification letter explaining reason for the request
- \_\_6. A justification letter criteria of Section 12-307 (A) (1) of the Land Development Code as follow:
  - \_(a) The proposed change is contrary to the adopted comprehensive plan, as amended, or any element or portion thereof;
  - \_(b) The proposed change would create an isolated zoning district unrelated and incompatible with adjacent and nearby districts;
  - \_(c) Existing zoning district boundaries are illogically drawn in relation to existing conditions on the property proposed for change;
  - \_(d) The proposed change will adversely affect living conditions in the neighborhood;
  - \_(e) The proposed change will create or excessively increase automobile and vehicular traffic congestion, above that which would be anticipated with permitted intensities or densities of the underlying land use plan designation, or otherwise affect public safety;
  - \_(f) The proposed change will adversely affect other property values;
  - \_(g) The proposed change will be a deterrent to the improvement or development of other property in accord with existing regulations;
  - \_(h) The proposed change will constitute a grant of special privilege to an individual owner as contrasted with the welfare of the general public;
  - \_(i) There are substantial reasons why the property cannot be used in accord with existing zoning;
  - \_(j) The proposed zoning designation is the most appropriate designation to enhance the town's tax base given the site location relative to the pattern of land use designations established on the future land use plan map, appropriate land use planning practice, and comprehensive plan policies directing land use location.
  - \_(k) Any such application for open space design shall be evaluated and approved based upon the criteria listed above and the following criteria:
    1. How the proposed development contributes towards the creation of a network of open space and promotes accessibility from residential areas to green space;
    2. How the proposed development locates the required open space to benefit both the development and the community of Davie.
    3. How the proposed development addresses the long-term maintenance of proposed open space, landscape and nature conservation areas
- \_\_7. Two (2) full scale certified and sealed surveys dated within the last two (2) years with legal description of the entire property, including statement of amount of acreage involved.
- \_\_8. Two (2) 8 1/2" x 11" reductions of the certified and sealed surveys dated within the last two (2) years with legal description of the entire property, and showing plot plan including any information that would be relevant to the Administrative Non-Use Special Permit application.

## **Rezoning Application Questions and Answers**

**\_\_1. How many weeks an Administrative non-use special permit application may take to be processed?**

A rezoning application may take between six to eight months to be processed.

**\_\_2. How detailed the justification letter may be?**

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff with any specific information that may help to review and approve your petition.

**vi. Special Permit.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Special Use Permit (SE) Application**

*Planning and Zoning Division  
Development Services Department*

**Folio Number:**

5	-	4	-		-		-				
---	---	---	---	--	---	--	---	--	--	--	--

**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Special Permit (SE)  
Request:** \_\_\_\_\_  
\_\_\_\_\_

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

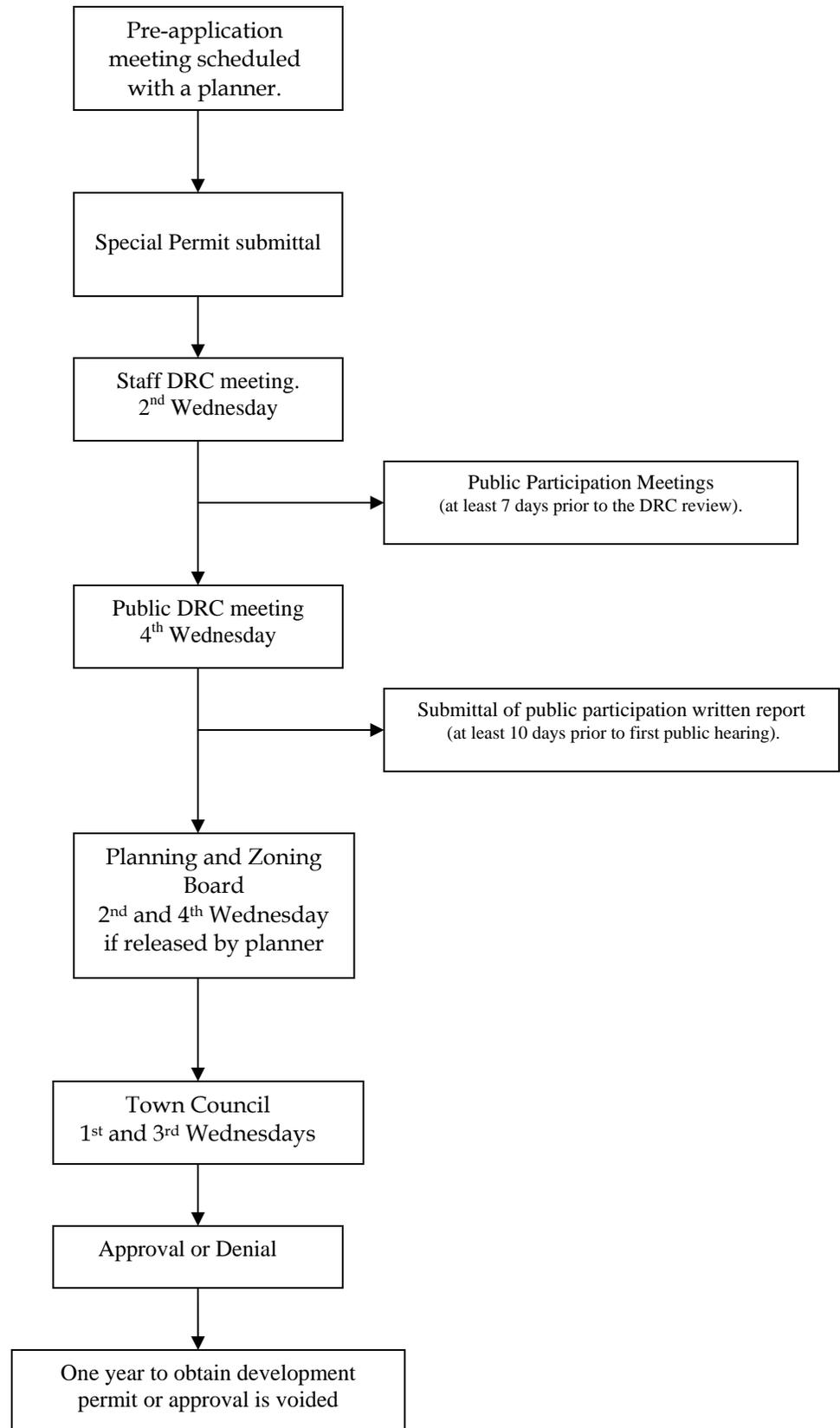
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Special Use Permit Application Flow-Chart



## Special Use Permit Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule.
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A justification letter explaining reason for the request
- \_\_6. A justification letter criteria of Section 12-308 (A) (1) (a) of the Land Development Code as follow:
  - \_(i) Is contrary to the adopted comprehensive plan, as amended, or any element or portion thereof;
  - \_(ii) Will create an unrelated and incompatible adjacent use;
  - \_(iii) Will adversely affect living conditions in the neighborhood or the town;
  - \_(iv) Will create or excessively increase automobile and vehicular traffic congestion or otherwise affect public safety;
  - \_(v) Will adversely affect surrounding property values;
  - \_(vi) The non-use special permit will not constitute a grant of special privilege to an individual owner as contrasted with the welfare of the general public.
  - \_(vii) Will constitute a grant of special privilege to an individual owner as contrasted with the welfare of the general public.
- \_\_7. Two (2) full scale certified and sealed surveys dated within the last two (2) years with legal description of the entire property, including statement of amount of acreage involved.
- \_\_8. Two (2) 8 1/2" x 11" reductions of the certified and sealed surveys dated within the last two (2) years with legal description of the entire property, and showing plot plan including any information that would be relevant to the Administrative Non-Use Special Permit application.

# Special Use Permit Application Questions and Answers

**\_\_1. How many weeks a Special Use Permit Application may take to be processed?**

A Special Use Permit application may take between six to eight months to be processed.

**\_\_2. How detailed the justification letter may be?**

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff with any specific information that may help to review and approve your petition.

## **vii. Variance.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Variance (V) Application**

*Planning and Zoning Division  
Development Services Department*

**Folio Number:**

5	-	4	-		-		-			
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**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Variance Request:**  
*(Code Section)* \_\_\_\_\_

*From a required* \_\_\_\_\_

*To provide a* \_\_\_\_\_

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

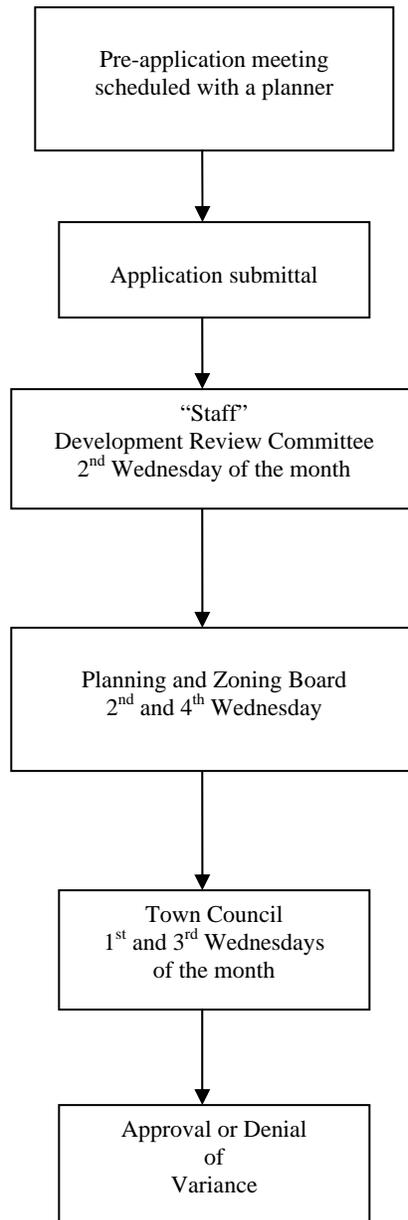
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Variance Application Flow-Chart



## Variance Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations).
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A justification letter explaining reason for the request
- \_\_6. A justification letter criteria of Section 12-309 of the Land Development Code as follow:
  - \_(a) There are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances or conditions are peculiar to such land or building and do not apply generally to land or buildings in the same district, and that said circumstances or conditions are such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of such land or building for which the variance is sought, and that alleged hardship is not self-created by any person having an interest in the property;
  - \_(b) The granting of the variance is necessary for the reasonable use of the land or building and that the variance as requested is the minimum variance that will accomplish this purpose;
  - \_(c) That granting the variance will be in harmony with the general purpose and intent of this chapter and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
- \_\_7. A letter (on petitioner's letterhead) indicating that the proposed design had a preliminary review and was submitted into Central Broward Water Control District (CBWCD) for approval. (or letter stating the know, etc.), if applicable.
- \_\_8. Two (2) full scale certified and sealed surveys dated within the last two (2) years with legal description of the entire property, including statement of amount of acreage involved.
- \_\_9. Two (2) 8 1/2" x 11" reductions of the certified and sealed surveys showing plot plan including any information that would be relevant to the variance application, such as: height, area, number of required parking spaces, or plant units, size of structure or size of yards and open spaces, fence design in the rural lifestyle, and separation requirements.

# Variance Application Questions and Answers

**\_\_1. How many weeks a variance application may take to be processed?**

A variance application may take between sixteen (16) to eighteen (18) weeks to be processed.

**\_\_2. A variance application may be used to pursue a change on land use?**

A variance application may not be used to pursue a change on land use. A variance may only be considered for height, area, number of required parking spaces, or plant units, size of structure or size of yards and open spaces, fence design in the rural lifestyle, and separation requirements.

**\_\_3. How detailed the justification letter may be?**

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff, Planning and Zoning Board and Town Council with any specific information that may help to review and approve your petition.

**viii. Vacation of Right-of-Way.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Right-of-Way Vacation (VA) Application**

*Planning and Zoning Division  
Development Services Department*

**Folio Number:**

5	-	4	-	-	-	-	-	-	-	-	-
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**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

**PETITION FOR RIGHT-OF-WAY/EASEMENT VACATION/ABANDONMENT**

Date filed: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

I/We, \_\_\_\_\_, do solemnly swear that address:

legal description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAID LANDS SITUATED BEING IN THE TOWN OF DAVIE, BROWARD COUNTY, FLORIDA.

I/We hereby petition the Town of Davie to vacate and abandon the right-of-way adjoining my/our property, as described:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Vacation:

\_\_\_\_\_  
\_\_\_\_\_

I understand that one-half of the property will go to the abutting owner if there is an owner.

All existing recorded easement should remain in full force and effect.

If the applicant is granted, the applicant will rebuild, at his own expense, all pavements, sidewalks, drainage installations, utility lines, or facilities as may be required by Town Council.

Date of Planning and Zoning Board Meeting: \_\_\_\_\_

Planning and Zoning Board Recommendations:  Approved  Disapproved with the following comments, if any:

\_\_\_\_\_  
\_\_\_\_\_

Date submitted to Town Council: \_\_\_\_\_

Date of Town Council Meeting: \_\_\_\_\_

Town Council Recommendations:  Approved  Disapproved with the following comments, if any:

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE (ALL OWNERS  
MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

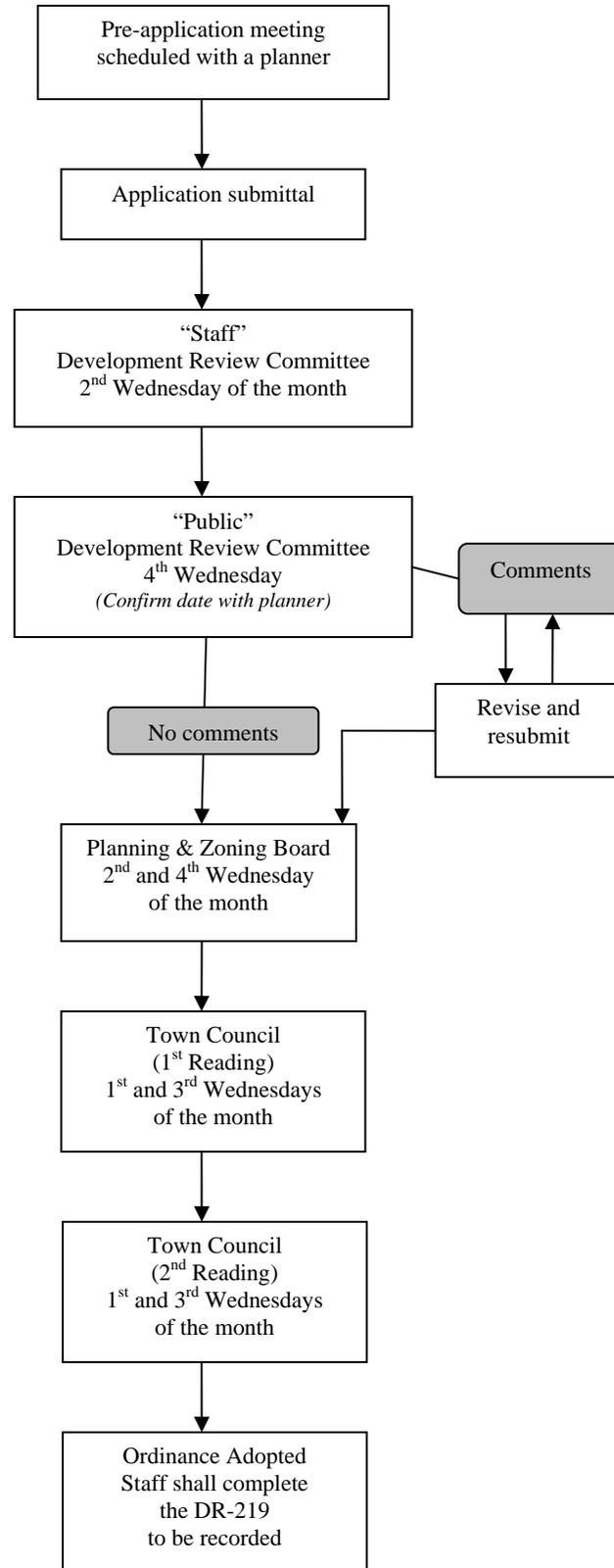
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Vacation Application Flowchart



## Vacation Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations).
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A letter of intent (on petitioner's letterhead) providing point-by-point proposed detail information relating to the submitted application. This letter shall be attached to all site plan packages that are initially submitted into the Planning and Zoning Division.
- \_\_6. A justification letter.
- \_\_7. Three (3) full size copies of the plat, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County.
- \_\_8. Two (2) full scale certified and sealed surveys dated within the last two (2) years with legal description of the entire property, including statement of amount of acreage involved.
- \_\_9. Two (2) 8 1/2" x 11" sketch and legal descriptions within the last two (2) years of the area, including statement of amount of acreage involved, to be vacated or abandoned.
- \_\_10. Letters from public and private utilities (see attached notification list).

# Vacation Application Notification List

## **Florida Power and Light (FPL)**

4000 Davie Road Extension  
Hollywood, Florida 33024

## **Comcast**

2601 Southwest 145<sup>th</sup> Avenue  
Miramar, Florida 33027  
Office (954) 538-9394

## **Bellsouth**

8601 West Sunrise Boulevard  
Plantation, Florida 33322  
Office (954) 476-2920  
Fax (954) 423-6533

## **Teco People Gas**

15779 West Dixie Highway  
North Miami Beach, Florida 33162

## **Central Broward Water Control District**

8020 Stirling Road  
Hollywood, Florida 33024

## **South Broward Drainage District**

6591 Southwest 160<sup>th</sup> Avenue  
Southwest Ranches, Florida 33331  
Office (954) 680-3337  
Fax (954) 680-3339

## **City of Sunrise**

City Engineer  
14150 Northwest 8<sup>th</sup> Street  
Sunrise, Florida 33326  
Office (954) 746-3270  
Fax (954) 746-3287

## **Town of Davie**

Utilities Department  
3500 Northwest 76<sup>th</sup> Avenue  
Hollywood, Florida 33024  
Office (954) 327-3742  
Fax (954) 327-3752

## **ix. Developer Agreement.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Developer Agreement (DA) Application**

*Planning and Zoning Division  
Development Services Department*

Folio Number: 

5	-	4	-		-		-				
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Property Address: \_\_\_\_\_  
\_\_\_\_\_

Future Land Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of Agreement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

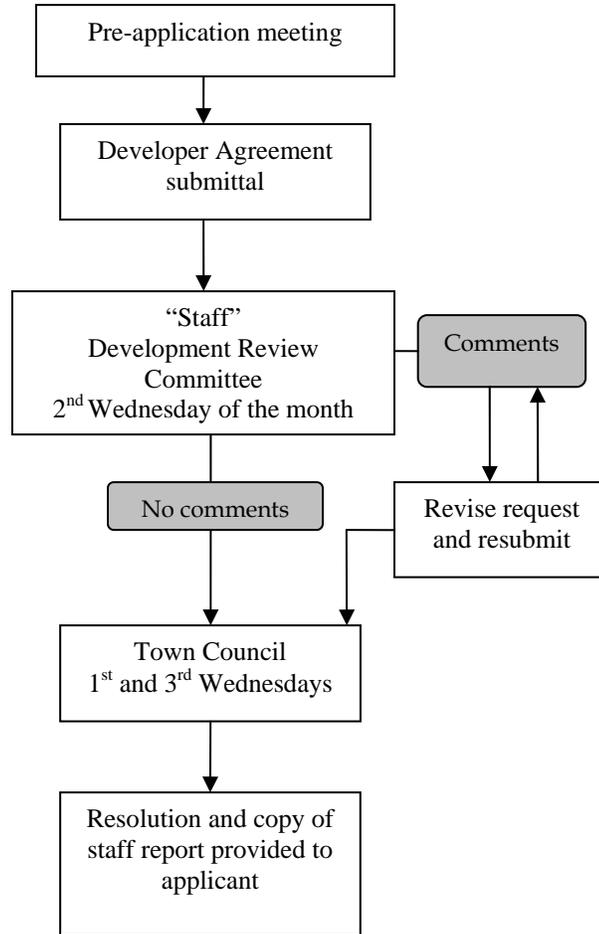
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Developer Agreement Application Flow-Chart



## **Developer Agreement Application Checklist**

All required information must be provided at the time of submittal unless otherwise noted. Applications that are deemed incomplete may follow a different project tracking.

- \_\_1. Pre-application meeting form signed by a member of Planning and Zoning staff.
- \_\_2. Check made payable to the Town of Davie in the amount specified on the fee schedule.
- \_\_3. Justification letter stating the reason for the developer agreement.
- \_\_4. Provide three (3) executed agreements.
- \_\_5. Two (2) 8.5" X 11" copies of a boundary survey as recorded in the official records of Broward County.
- \_\_6. If applicable, two (2) 8 1/2" x 11" reductions of the certified and sealed surveys showing plot plan including any information that would be relevant to the developer agreement application

## **x. Delegation Request.**



I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

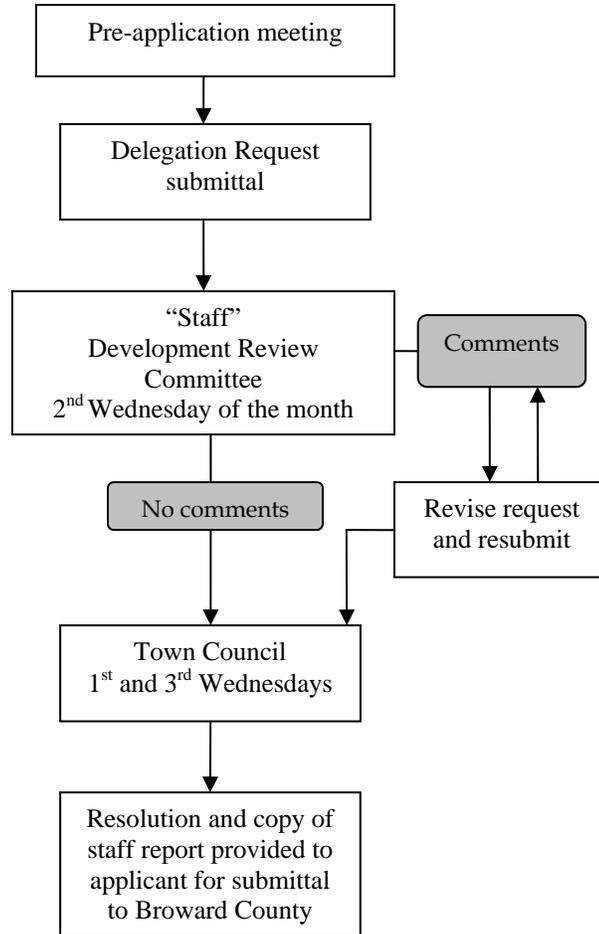
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Delegation Application Flow-Chart



## **Delegation Application Checklist**

All required information must be provided at the time of submittal unless otherwise noted. Applications that are deemed incomplete may follow a different project tracking.

- \_\_1. Pre-application meeting form signed by a member of Planning and Zoning staff.
- \_\_2. Application form from Broward County typed or neatly printed in ink, and notarized properly.
- \_\_3. Check made payable to the Town of Davie in the amount specified on the fee schedule.
- \_\_4. Justification letter stating the reason for the plat amendment.
- \_\_5. Two (2) 8.5" X 11" copies of the plat as recorded in the official records of Broward County.
- \_\_6. Two (2) 8.5" X 11" copies of a boundary survey as recorded in the official records of Broward County.
- \_\_7. Four (4) signed/sealed sketch and legal (of existing and proposed conditions) amendment(s) to the approved plat.

**xi. Temporary Use.**



**TOWN OF DAVIE USE ONLY**

**Petition Number:** \_\_\_\_\_

**Initial Fee:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Temporary Use (TU) Application**

*Planning and Zoning Division  
Development Services Department*

1. Answer all questions and include specific details to ensure proper and prompt processing.
2. Submittal of additional information as deemed necessary by the Town Planning and Zoning Staff shall be required.
3. A Pre-Application conference with a Planner is mandatory prior to submittal of this application.
4. Information must be legible and notarized.
5. A building permit must be applied for and approved along with Town Council approval.
6. Any temporary use authorized by Town Council shall be approved and accepted as to all terms and conditions by the applicant in writing within ten (10) days of the date such temporary use is authorized. The applicant shall file such authorization with the Development Services Department.

**Folio Number:**

5	-	4	-		-		-				
---	---	---	---	--	---	--	---	--	--	--	--

**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Petitioner Info:**  
*Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_  
*Fax:* \_\_\_\_\_  
*Email:* \_\_\_\_\_  
Relationship to the property: \_\_\_\_\_

**Owner Info:**  
*Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_  
*Fax:* \_\_\_\_\_

**Legal Description** (*Attach as necessary*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Present Use of Property** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Temporary Use Application Request** (*Provide detailed description of the proposed use*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will There Be Any Canopies or Tents (With Sides)?**     YES     NO

**Duration of Request**  
Dates of event \_\_\_\_\_  
\_\_\_\_\_  
Times of event \_\_\_\_\_  
\_\_\_\_\_

**Applicant's Statement of Conformance**

1. That any nuisance or hazardous feature involved is suitably separated from adjacent uses. \_\_\_\_\_  
\_\_\_\_\_
2. The excessive vehicular traffic will not be generated on minor residential streets. \_\_\_\_\_  
\_\_\_\_\_
3. That a vehicular parking problem will not be created. \_\_\_\_\_  
\_\_\_\_\_
4. Site Plan is hereby submitted that incorporates all information as requested by the Development Services Department. \_\_\_\_\_  
\_\_\_\_\_
5. I acknowledge that upon authorization and approval by Town Council, within 10 days of such authorization I will execute and accept the letter of terms and conditions to be furnished by the Development Services Department staff. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNER'S MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

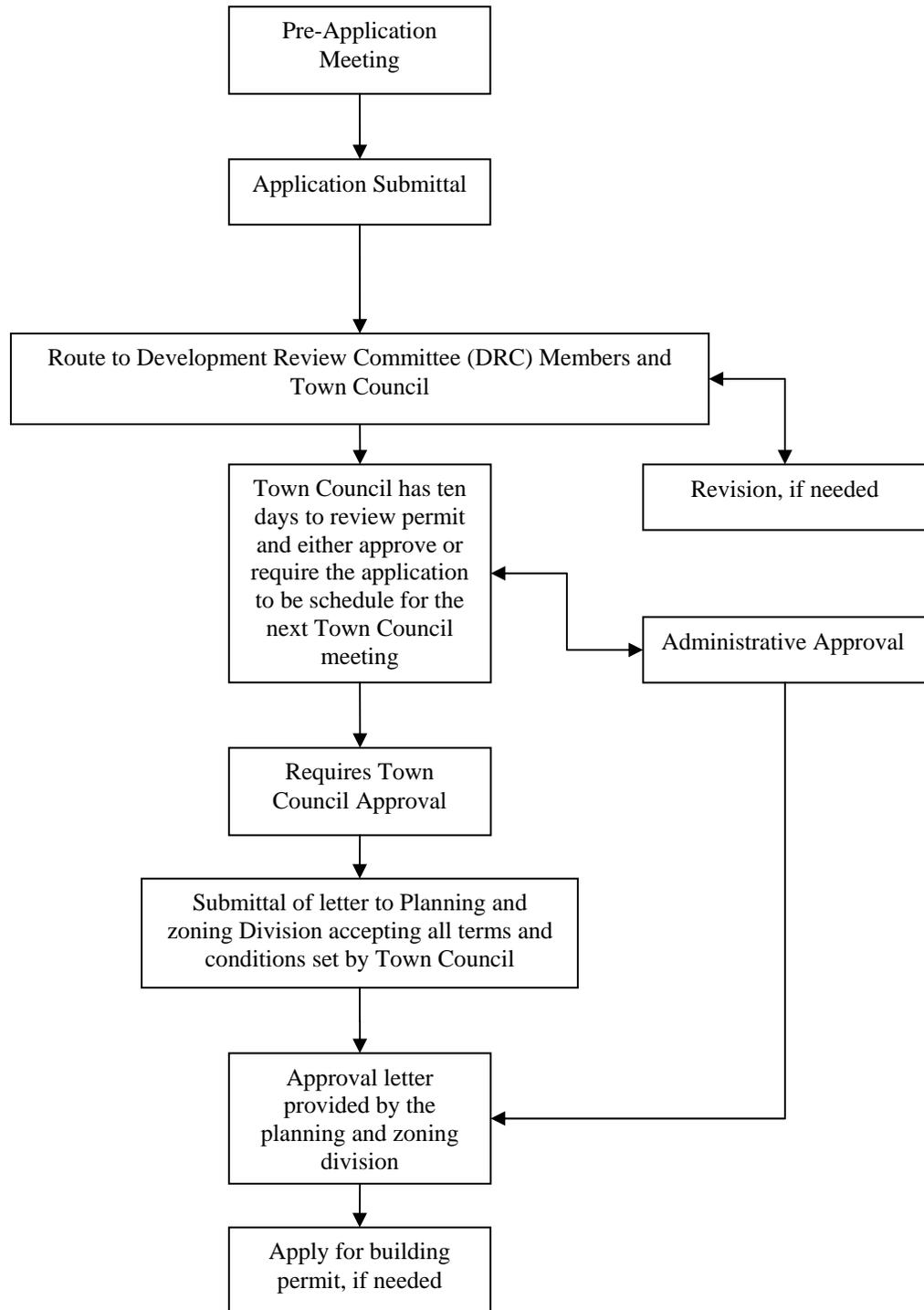
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

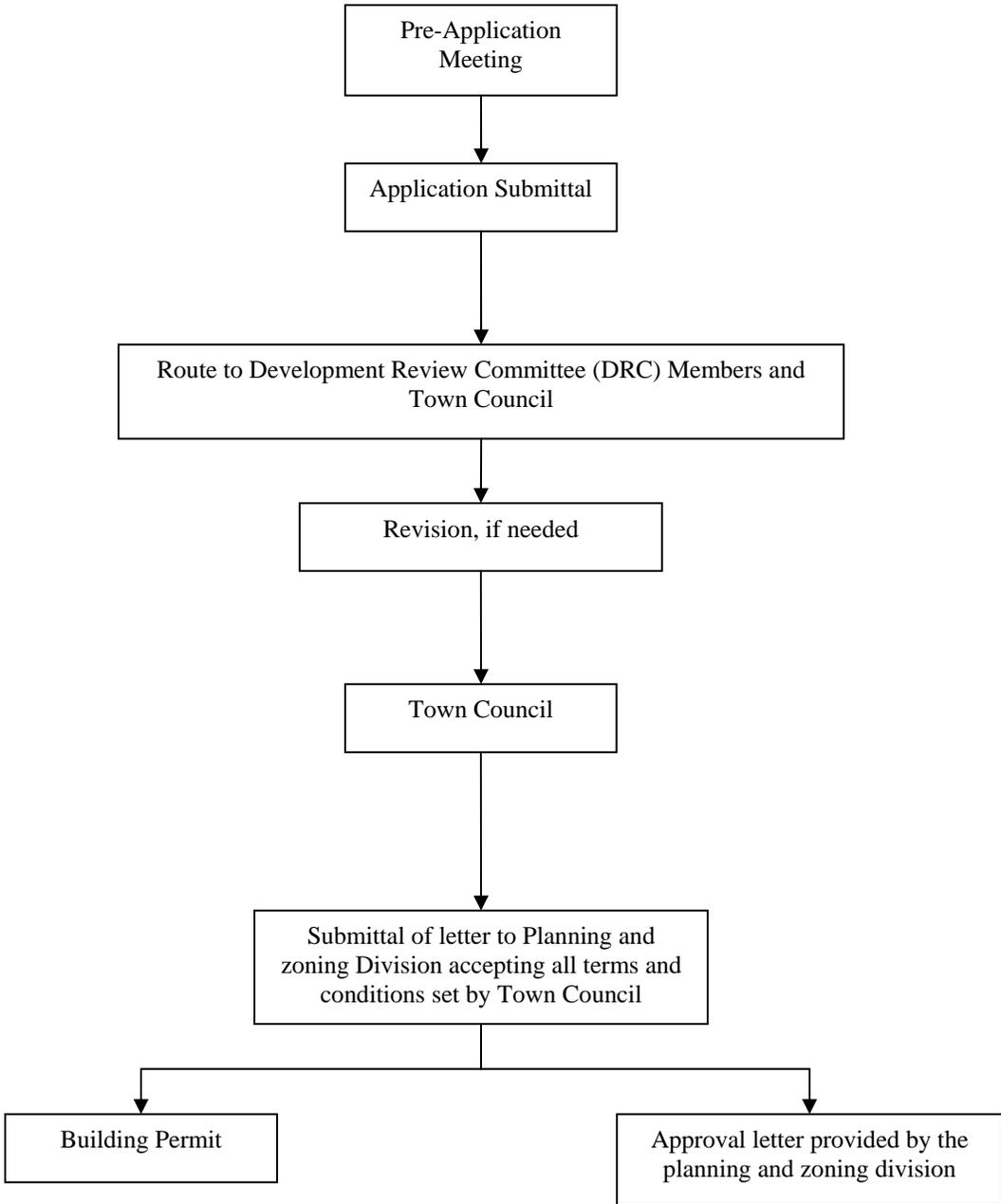
My Commission Expires:

My Commission Expires:

# Temporary Use Approved Two or More Years Flow Chart



# Temporary Use Flow Chart



**xii. Flex.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Flex (FX) Application**

*Planning and Zoning Division  
Development Services Department*

**Folio Number:**

5		-	4		-		-		-				
---	--	---	---	--	---	--	---	--	---	--	--	--	--

**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Flex (FX)**

**Request:**

*Number of Residential Units*

*Commercial floor area*

*Flex Zone*


**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

*Email:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

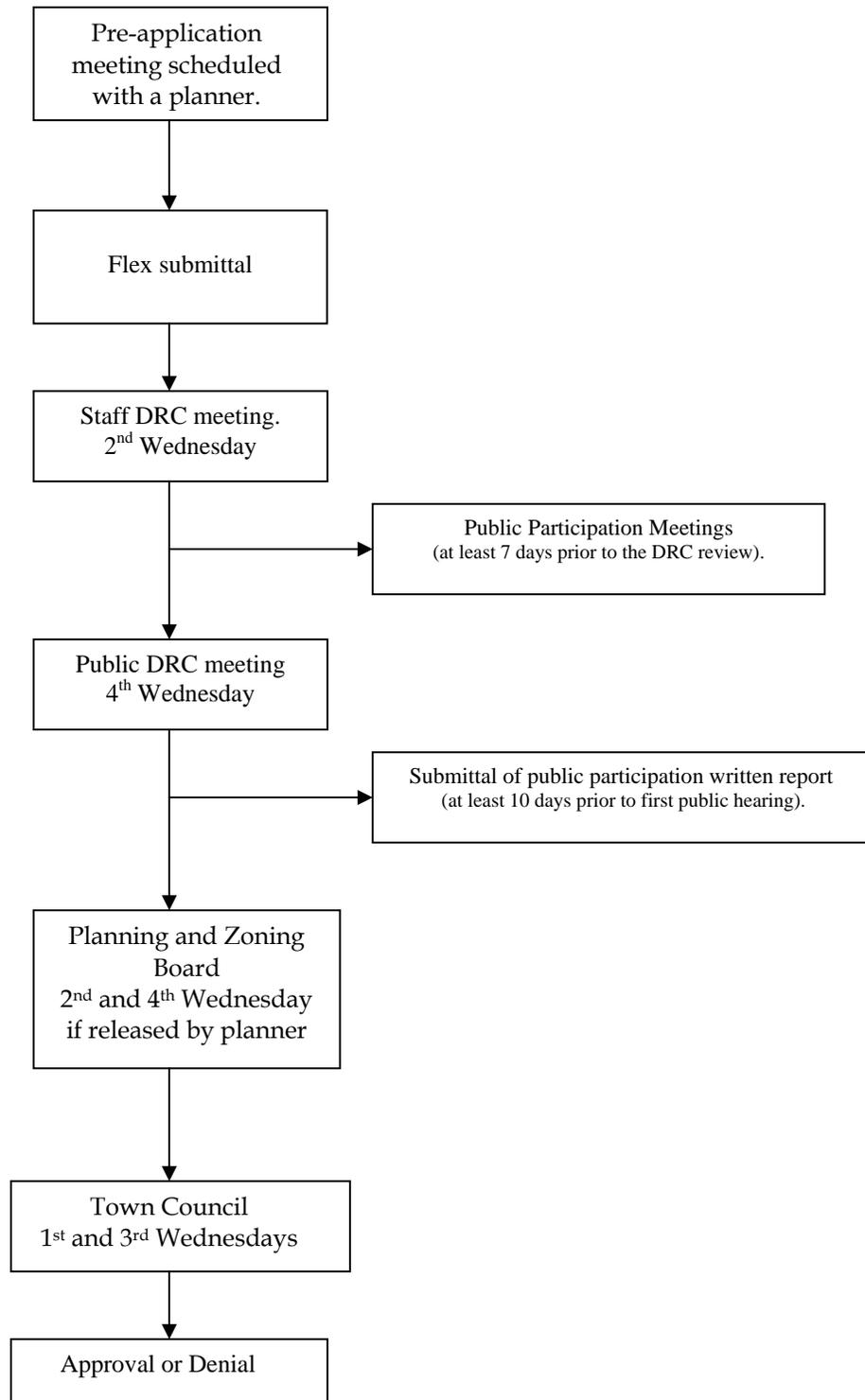
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Flex Application Flow-Chart



## **Flex Application Checklist**

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule.
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A justification letter explaining reason for the request
- \_\_6. A justification letter criteria of Section 12-307 (A) (1) of the Land Development Code as follow:
  - \_(a) The proposed change is contrary to the adopted comprehensive plan, as amended, or any element or portion thereof;
  - \_(b) The proposed change would create an isolated zoning district unrelated and incompatible with adjacent and nearby districts;
  - \_(c) Existing zoning district boundaries are illogically drawn in relation to existing conditions on the property proposed for change;
  - \_(d) The proposed change will adversely affect living conditions in the neighborhood;
  - \_(e) The proposed change will create or excessively increase automobile and vehicular traffic congestion, above that which would be anticipated with permitted intensities or densities of the underlying land use plan designation, or otherwise affect public safety;
  - \_(f) The proposed change will adversely affect other property values;
  - \_(g) The proposed change will be a deterrent to the improvement or development of other property in accord with existing regulations;
  - \_(h) The proposed change will constitute a grant of special privilege to an individual owner as contrasted with the welfare of the general public;
  - \_(i) There are substantial reasons why the property cannot be used in accord with existing zoning;
  - \_(j) The proposed zoning designation is the most appropriate designation to enhance the town's tax base given the site location relative to the pattern of land use designations established on the future land use plan map, appropriate land use planning practice, and comprehensive plan policies directing land use location.
  - \_(k) Any such application for open space design shall be evaluated and approved based upon the criteria listed above and the following criteria:
    1. How the proposed development contributes towards the creation of a network of open space and promotes accessibility from residential areas to green space;
    2. How the proposed development locates the required open space to benefit both the development and the community of Davie.
    3. How the proposed development addresses the long-term maintenance of proposed open space, landscape and nature conservation areas
- \_\_7. Two (2) full scale certified and sealed surveys dated within the last two (2) years with legal description of the entire property, including statement of amount of gross acreage involved.
- \_\_8. Two (2) 8 1/2" x 11" reductions of the certified and sealed surveys dated within the last two (2) years with legal description of the entire property, and showing plot plan including any information that would be relevant to the Administrative Non-Use Special Permit application.

## **Flex Application Answers and Questions**

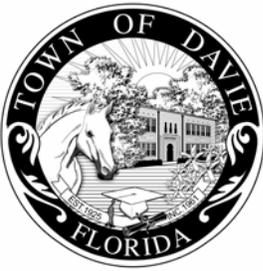
**\_\_1. How many weeks a Flex application may take to be processed?**

A flex application may take between sixteen (16) to eighteen (18) months to be processed.

**\_\_2. How detailed the justification letter may be?**

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff with any specific information that may help to review and approve your petition.

### **xiii. Text Amendment.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Text Code Amendment (ZB(TXT)) Application**

*Planning and Zoning Division  
Development Services Department*

**Petitioner Info:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request:** \_\_\_\_\_

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

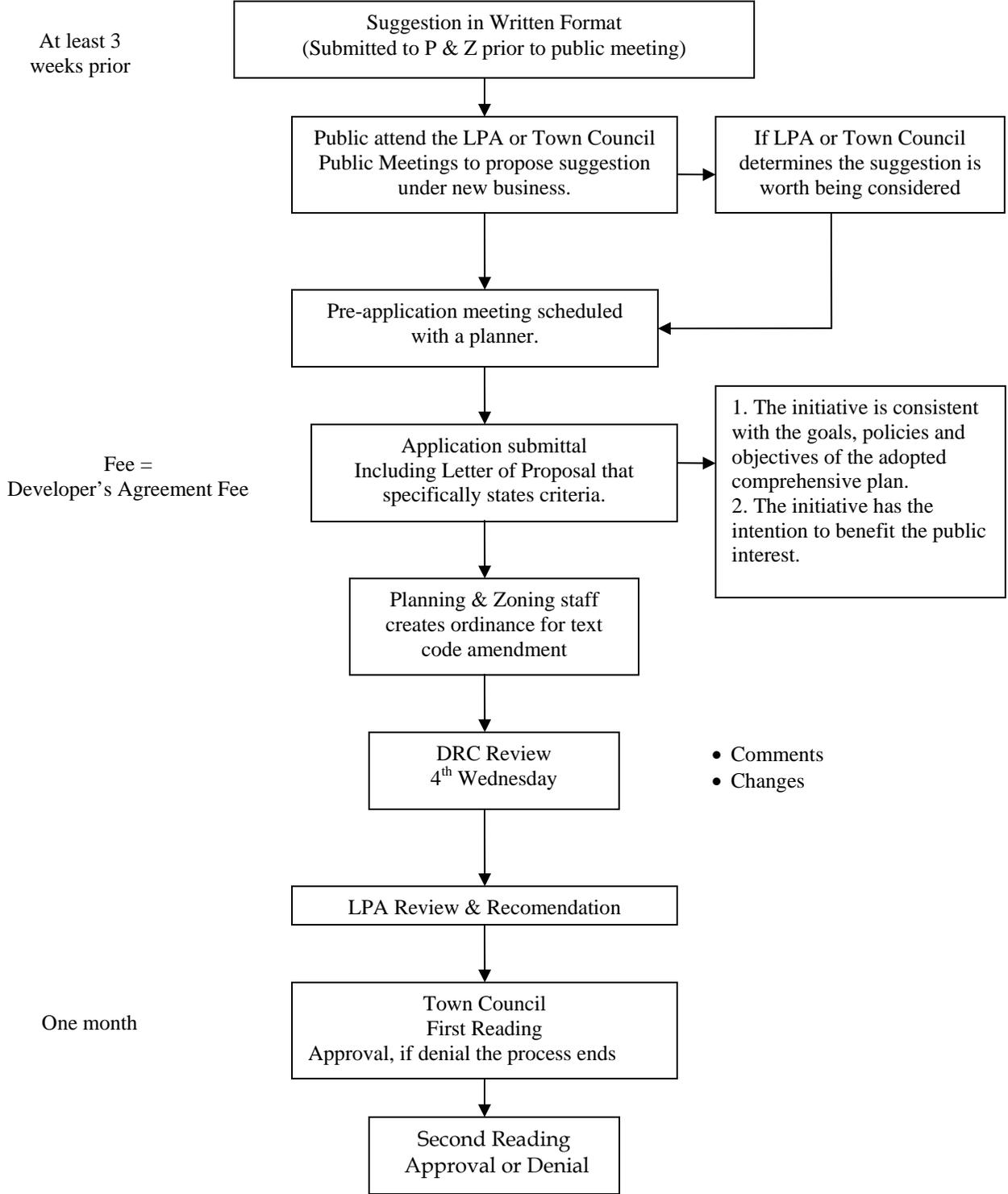
NOTARY PUBLIC:

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

# Text Code Amendment Flow-Chart



## **Text Code Amendment Application Checklist**

All required information must be provided at the time of submittal unless otherwise noted. Incomplete applications are not acceptable under any circumstances.

1. Pre-application meeting with a planner.
2. Original application form typed or neatly printed in ink, and notarized properly.
3. Check made payable to the Town of Davie in the amount specified on the fee schedule.
4. Letter of Proposal that must address:
  - The initiative is consistent with the goals, policies and objectives of the adopted comprehensive plan.
  - The initiative has the intention to benefit the public interest.

## **Text Code Amendment Questions and Answers**

**Processing Time:** Approximately three (3) months.

### **How Detailed should my letter of proposal be?**

The letter of proposal should be structured and sufficiently detailed in order to better provide members of the staff, the Planning and Zoning Board, the Town Administrator, the Community Redevelopment Agency (if the proposal affects the CRA), and the Town Council with any specific information that may help to review and approve your initiative. Your reason for the request should address the criteria used to evaluate it as specified in Land Development Code Section 12-307.1

### **Can I decide who of the four qualified applicants to the Land Development Code, as stated in Sec. 12-306 (B) (4) should review and order to proceed with the text code amendment?**

The Planning and Zoning staff will route your application to the four (4) qualified applicants for a text code amendment to the Land Development Code. Your initiative only needs one of the applicants to support it in order for staff to initiate the procedure for the text code amendment to the Land Development Code.

**Chapter 12 of the Town of Davie Land Development Code**  
**Section 12-307. 1. Review for text code amendments.**

Text code amendment applications to the Land Development Code shall be submitted to the Planning and Zoning Division and meet the following criteria:

1. The proposed change is consistent with the goals, policies and objectives of the adopted comprehensive plan.
2. The proposed change has the intention to benefit the public interest.

Citizens may submit initiatives by presenting a text code amendment application along with the proper fee as amended from time to time. The application will be routed through the Planning and Zoning Division to the qualified applicants as stated in Sec 12-306 (B) (4). The petitioner will be notified of the decision regarding the initiative. If approved, staff must follow procedure established for text code amendments including, but not limited to, the schedule and advertisement of public hearings according to the Florida Statutes. The Local Planning Agency shall make a recommendation to Town Council with or without comments. The Town Council at public hearing may approve, deny, or modify the petition by ordinance.

**xiv. Administrative Non-Use Special Permit.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Administrative Non-Use Special  
Permit (ASP) Application**  
*Planning and Zoning Division  
Development Services Department*

Folio Number: 

5	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Future Land Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Adm. Non-Use  
Special Permit (ASP) Request:**  
*(Code Section)*

*From a required* \_\_\_\_\_  
*To provide a* \_\_\_\_\_

**Petitioner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE  
(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

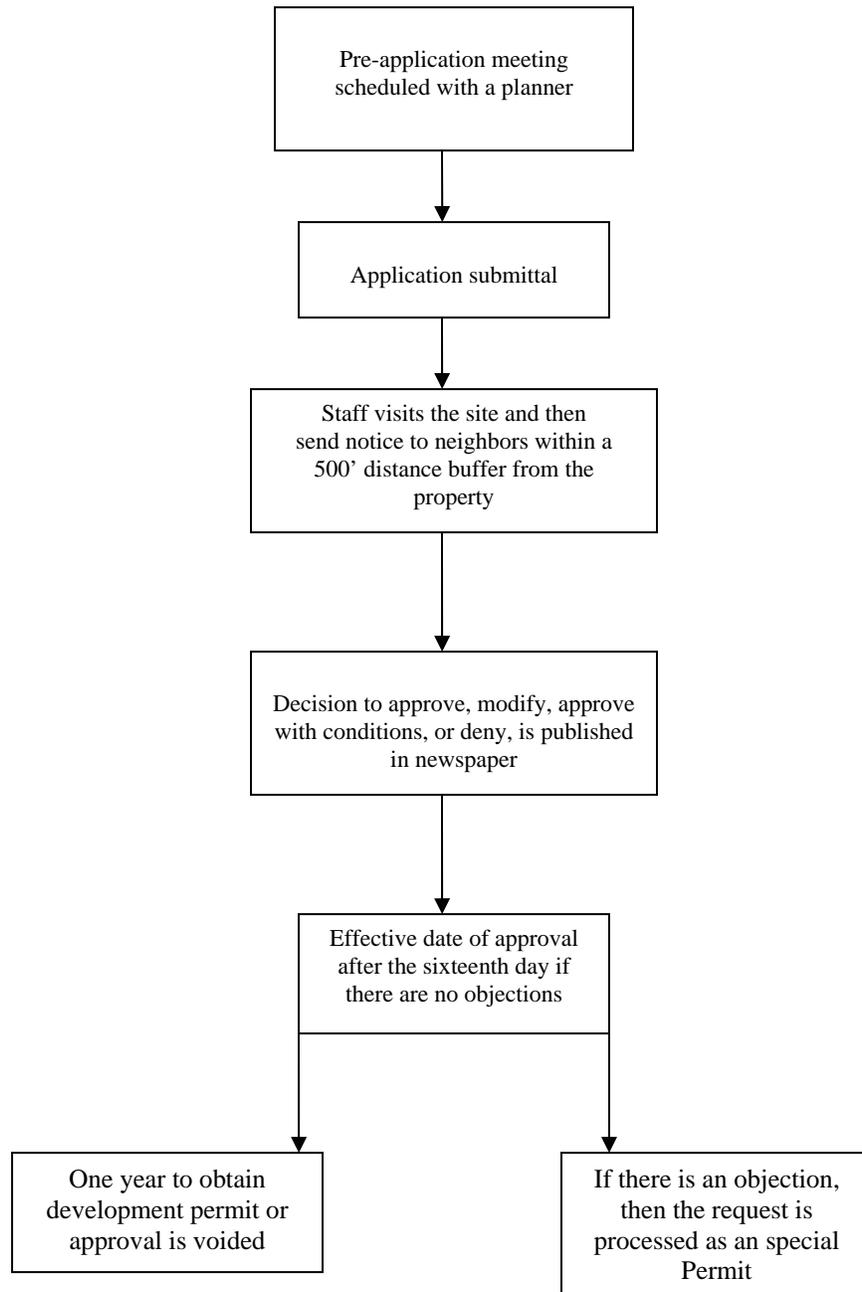
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Administrative Non-Use Special Permit Application Flow-Chart



# Administrative Non-Use Permit Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- \_\_1. A copy of the pre-application meeting form filled-out with a Town planner.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly.
- \_\_3. One check made payable to the Town of Davie in the amount specified on the fee schedule.
- \_\_4. Copy of warranty deed or most recent tax bill.
- \_\_5. A justification letter explaining reason for the request
- \_\_6. A justification letter criteria of Section 12-308 (B) (3) of the Land Development Code as follow:
  - \_(a) The non-use special permit is not contrary to the adopted comprehensive plan, as amended, or any element or portion thereof;;
  - \_(b) The non-use special permit will not adversely affect living conditions in the neighborhood or the town;
  - \_(c) The non-use special permit will not create or excessively increase automobile and vehicular traffic congestion or otherwise affect public safety;
  - \_(d) The non-use special permit will not adversely affect surrounding property values;
  - \_(e) The non-use special permit will not be a deterrent to the improvement or development of other property in accord with existing regulations;
  - \_(f) The non-use special permit will not constitute a grant of special privilege to an individual owner as contrasted with the welfare of the general public.
- \_\_7. Consent letter(s) from all abutting property owners.
- \_\_8. Two (2) 8 1/2" x 11" reductions of the certified and sealed surveys dated within the last two (2) years, with legal description of the entire property, and showing plot plan including any information that would be relevant to the Administrative Non-Use Special Permit application.

## Often Asked and Answered Questions

**\_\_1. How many weeks an Administrative non-use special permit application may take to be processed?**

An Administrative Non-Use Special Permit application may take between sixteen (16) to eighteen (18) weeks to be processed.

**\_\_2. How detailed the justification letter may be?**

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff with any specific information that may help to review and approve your petition.

**xv. Land Use Plan Amendment.**



**Land Use Plan Amendment  
(LUPA) Application**  
*Planning and Zoning Division  
Development Services Department*

**TOWN OF DAVIE USE ONLY**

**Petition Number:** \_\_\_\_\_

**Initial Fee:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

- Town of Davie Land Use Plan Amendment  
 Broward County and Town of Davie Land Use Plan Amendment

**PUBLIC HEARINGS**  
(To be filled in by the Town)

Local Planning Agency: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_

Town Council: \_\_\_\_\_ Action: \_\_\_\_\_ Publication: \_\_\_\_\_

Town Council: \_\_\_\_\_ Action: \_\_\_\_\_ Publication: \_\_\_\_\_

Broward County Planning Council: \_\_\_\_\_ Action: \_\_\_\_\_

Broward County Planning Council: \_\_\_\_\_ Action: \_\_\_\_\_

Broward County Commission: \_\_\_\_\_ Action: \_\_\_\_\_

Broward County Commission: \_\_\_\_\_ Action: \_\_\_\_\_

Notices Sent: \_\_\_\_\_ Replies: \_\_\_\_\_

# APPLICATION

## I. LAND USE PLAN DESIGNATIONS

Existing                      Requested  
Town of Davie Plan: \_\_\_\_\_  
Broward County Plan: \_\_\_\_\_

## II. APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Relationship to Property: \_\_\_\_\_

### PROPERTY OWNER(S)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

Does the applicant and/or representative own any of the property that is the subject of this application?       YES                       NO

If yes, describe interest:

\_\_\_\_\_  
\_\_\_\_\_

- a)        Gross Acreage: \_\_\_\_\_ Net Acreage: \_\_\_\_\_  
b)        Delineate on survey and attach to application:

**BROWARD COUNTY TAX FOLIO NUMBER(S)** \_\_\_\_\_

## III. LEGAL DESCRIPTION *(Sealed survey indicating gross and net acreage must be submitted with application)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PROPERTY LOCATION *(Generally located on)*

North side of \_\_\_\_\_  
South side of \_\_\_\_\_  
East side of \_\_\_\_\_  
West side of \_\_\_\_\_



4. Identify the projected plant capacity and demand for the short and long range planning horizons as identified within the adopted comprehensive plan. Provide demand projections and information regarding planned capacity expansions including year, identified funding sources and other relevant information.
5. Provide information regarding existing and proposed trunk lines and lateral hookups to the amendment site.
6. Letter from utility verifying the information on items 1-5 above.

B. Potable Water Analysis

1. Provide the adopted level of service standard for the service area in which the amendment is located.
2. Identify the facilities serving the service area in which the amendment is located including the current plant capacity, current and committed demand on the plant and the South Florida Water Management District (SFWMD) permitted withdrawal.
3. Identify the wellfield serving the service area in which the amendment is located including the permitted capacity, committed capacity, remaining capacity and expiration date of the permit.
4. Identify the change in potable water demand resulting from this amendment - provide calculations including anticipated demand per square foot or dwelling units.
5. Identify the projected capacity and demand for the short and long range planning horizons as included within the adopted comprehensive plan - provide demand projections and information regarding planned plant capacity expansions including year, funding sources and other relevant information. If additional wellfields are planned, provide status including the status of any permit applications.
6. Provide information regarding existing and proposed trunk lines and water main hookups to the amendment site.
7. Letter from utility verifying the information in items 1-6 above.

C. Drainage Analysis

1. Provide the adopted level of service standard for the service area in which the amendment is located.
2. Identify the drainage systems serving the service area in which the amendment is located.
3. Identify any planned drainage improvements, including year, funding sources and other relevant information.
4. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the SFWMD and/or any independent drainage district, for the amendment site. Identify the permit number(s), or application number(s) if the project is pending, for the amendment site. If an amendment site is not required to obtain a SFWMD permit, provide documentation of same.

5. If the area in which the amendment is located does not meet the adopted level of service and there are no improvements planned (by the unit of local government or drainage authority) to address the deficiencies, provide an engineering analysis which demonstrated how the site will be drained and the impact on the surrounding properties. The information should include the wet season water level for the amendment site, design storm elevation, natural and proposed land elevation, one hundred year flood elevation, acreage for proposed water management retention area, elevations for buildings, roads and years, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.
6. Letter from the local drainage district serving the area in which the amendment is located verifying the information in items 1-5 above.

D. Solid Waste

1. Provide the adopted level of service standard for the service area in which the amendment is located.
2. Identify the facilities serving the service area in which the amendment is located including the landfill/plant capacity, current demand on landfill/plant capacity and committed landfill/plant capacity.
3. Identify the change in demand resulting from this amendment. Provide calculations including assumed demand per square foot or dwelling unit.
4. Letter from service provider verifying the information in items 1-3 above.

E. Recreation and Open Space Analysis

1. Provide the adopted level of service standard for the service area in which the amendment is located and the current level of service.
2. Identify the parks serving the service area in which the amendment is located including acreage and facility type, e.g. neighborhood, community or regional park.
3. Quantify the change in need for park acreage resulting from this amendment.
4. Identify the projected park needs for the short and long range planning horizons as identified within the adopted comprehensive plan - provide need projections and information regarding planned capacity expansions including year, identified funding sources, and other relevant information.

F. Traffic Circulation Analysis

1. Identify the roadways impacted by the proposed amendment and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway.

2. Identify the projected level of service for the roadways impacted by the proposed amendment for the 2015 planning horizons. Please utilize average daily traffic volumes per the Transportation Element of the Town of Davie Comprehensive Plan.
3. Analyze traffic impacts resulting from the amendment. You may provide a traffic impact analysis for this amendment - calculate anticipated average daily traffic generation for the existing and proposed land use designations. If the amendment reflects a net increase in traffic generation, identify access points to/from the amendment site and provide a distribution of the additional traffic on the impacted roadway network and identify the resulting level of service change for the 2015 planning horizons.
4. Provide any transportation studies relating to this amendment, as desired.

G. Mass Transit Analysis

1. Identify the mass transit modes serving the amendment area.
2. Identify the change in demand resulting from this amendment.
3. Identify the existing and planned mass transit routes and scheduled service (headway) for the amendment area.
4. Letter from service provider verifying the information in items 1-3 above.
5. Describe how the proposed amendment furthers or is consistent with the concept of a “transit-oriented development”.

3. ANALYSIS OF NATURAL AND HISTORIC RESOURCES

Indicate if the site contains, is located adjacent to or has the potential to impact any of the natural and historic resource(s) listed below, and if so, how they will protect or mitigated. Staff may request additional information from the Department of Planning and Environmental Protection and the Broward County Historical Commission regarding the amendment’s impact on natural and historic resources. The applicant is encouraged to contact the individual review agencies to discuss these issues.

- A. Historic sites or districts on the National Register of Historic Places or locally designated historic sites.
- B. Archaeological sites listed on the Florida Master Site File.
- C. Wetlands.
- D. Local Areas of Particular Concern as identified within the Broward County Land Use Plan.
- E. “Endangered” or “threatened species” or “species of special concern” or “commercially exploited” as per the Florida Fish and Wildlife Conservation Commission (fauna), the U.S. Fish and Wildlife Service (flora and fauna), or the Florida Department of Agricultural and Consumer Services (fauna). If yes, identify the species and show the habitat location on a map.

- F. Plants listed in the Regulated Plant Index for protection by the Florida Department of Agriculture and Consumer Services.
- G. Wellfields - indicate whether the amendment is located within a wellfield protection zone of influence as defined by Broward County Code, Chapter 27, Article 13 "Wellfield Protection." If so, specify the affected zone and any provisions which will be made to protect the wellfield.
- H. Soils - describe whether the amendment will require the alteration of soil conditions or topography. If so, describe what management practices will be used to protect or mitigate the area's natural features.

#### 4. LAND USE COMPATIBILITY

Describe how the amendment is consistent with existing and planned future land uses in the area (including adjacent communities). Identify specific land development code provisions or other measures that have or will be utilized to ensure land use compatibility.

#### 5. CONSISTENCY WITH GOALS, OBJECTIVES AND POLICIES OF THE TOWN OF DAVIE COMPREHENSIVE PLAN

List of objectives and policies of the Town of Davie Comprehensive Plan which the proposed amendment furthers.

#### 6. POPULATION PROJECTIONS FOR THE TOWN OF DAVIE

- A. Population projections for the year 2010 planning horizon.
- B. Population projections resulting from proposed land use (if applicable).
- C. Using population projections for the year 2010 planning horizon, demonstrate the effect of the proposed amendment on the land needed to accommodate the projected population.

#### 7. FIRE PROTECTION

Address the availability of essential services for the 2015 planning horizon.

8. POLICE PROTECTION

Address the availability of essential services for the 2015 planning horizon.

9. SCHOOL SITE AND PUPIL GENERATION

Address the availability of essential services for the 2015 planning horizon.

10. ADDITIONAL SUPPORT DOCUMENTS

Other support documents or summary of support documents on which the proposed amendment is based.

11. PLAN AMENDMENT COPIES

A. Five (5) copies for the Town of Davie.

B. Additional copies will be requested for the Local Planning Agency and Town Council meetings.

*Note: A completed citizen participation plan and a completed citizen participation plan report are required as part of all the applications for land use plan amendments. (Ord.No.2004-31)*

**PETITION #:** \_\_\_\_\_

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

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ADDRESS

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CITY, STATE, ZIP CODE

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CITY, STATE, ZIP CODE

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TELEPHONE

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The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

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as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

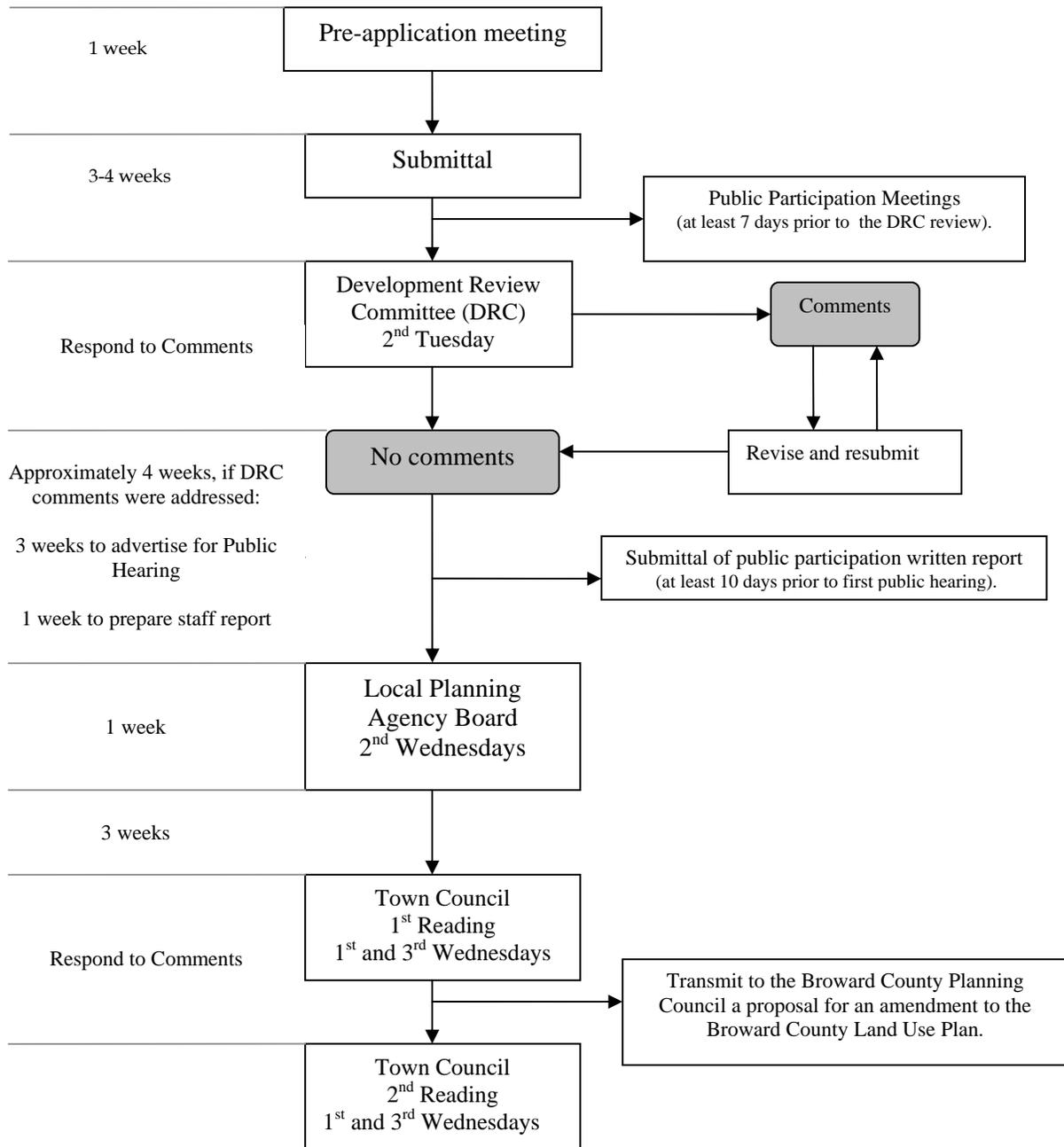
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My Commission Expires:

My Commission Expires:

# Land Use Plan Amendment Application Flow-Chart



*In accordance with the Local Government Comprehensive Planning & Land Development Regulation Act, the Local Land Use Plan must be consistent with the Broward County Land Use Plan.  
For rules and regulations regarding amendment of the Broward County Land Use Plan, please refer to the Administrative Rules Document: BCLUP Article 4.*

## **xvi. Development of Regional Impact.**

## **DEVELOPMENTS OF REGIONAL IMPACT**

### **A General Process Description Prepared by SFRPC Staff**

#### **COUNCIL'S AUTHORITY**

Pursuant to Chapter 380, Florida Statutes, Regional Planning Councils are charged with the coordination of multi-jurisdictional agency review of large-scale development projects, which may impact more than one County. These projects, known as Developments of Regional Impact are typically complex and require input from numerous reviewing agencies. The South Florida Regional Planning Council currently maintains a very active DRI program.

Following is a brief description of the general stages of the Development of Regional Impact (DRI) review process.

#### **PRE-APPLICATION CONFERENCE**

This is usually the first step in the process. Upon determining that a project will be a DRI, the applicant contacts staff to arrange a Pre-application Conference. The applicant provides a brief summary of the project about three (3) weeks prior to the scheduled conference. Council staff mails a copy of the project summary to other reviewing agencies, the local government, and other local governments in the area.

The conference gives the applicant the opportunity to describe the project to all reviewing agencies, identify issues and respond to agency questions. It is at this time that staff, in consultation with various governmental entities, determines which portions of the Application for Development Approval (ADA) the applicant will be required to complete. At times a particular issue may require a somewhat technical and detailed discussion, as is often the case when addressing the transportation analysis portion of the ADA. In these instances, there often is a separate technical methodology meeting on the particular issue. Following the pre-application process, staff executes an Agreement to Delete Questions with the applicant. This form is intended to ensure that the applicant, Council staff and other review agencies are in agreement as to the specific information, which will be required for inclusion in the ADA.

Staff typically requires the applicant to submit an ADA within a specified time period (12 months) or request a new application conference. The purpose of the deadline is to ensure consideration of any changes, which may affect the proposed project.

#### **PRELIMINARY DEVELOPMENT AGREEMENT**

In cases where the applicant wants to begin work on a limited portion of the project prior to issuance of a development order (DO), the applicant may enter into a preliminary development agreement (PDA) or a development agreement (DA) with the Florida Department of Community Affairs (DCA) and sometimes other parties. Upon receipt of such a request, DCA typically requests comments from the Council and other review agencies. If there are no unusual circumstances or concerns affecting the proposal, DCA may execute the PDA or DA subject to guidelines as specified in Chapter 380, Florida Statutes. The applicant may request a PDA or DA at any time in the review process - prior to requesting a pre-application conference, prior to filing an ADA, or prior to issuance of a DO.

#### **ADA SUBMISSION AND REVIEW**

Once the applicant has compiled all required information, the ADA is submitted to staff and to other review agencies.

Council staff and the review agencies have 30 days to review the ADA for sufficiency and request additional information, if necessary. In some instances, review agencies may receive their copies of the ADA some time after the Council staff copies are delivered. In those instances, their comments may be provided accordingly.

Following its review of the initial information supplied in the ADA, Council staff prepares a request for additional information, if needed, and sends it to the applicant and other review agencies. The request includes questions from staff as well as comments from the other reviewing agencies. Upon receipt of the request for additional information, the applicant has 5 days to inform the Council and the local government whether the additional information will be provided. If the applicant intends to provide the information, they have 120 days to do so.

Council staff and other review agencies then have 30 days to review only the additional information to determine its sufficiency for review. No more than two (2) rounds of sufficiency review can be required. However, the applicant may choose to submit additional rounds to ensure a complete impact analysis and resolution of any outstanding issues.

### **FINDING OF SUFFICIENCY**

Once the ADA is deemed sufficient for review or the applicant indicates no additional information will be provided, within 10 days, Council staff notifies the local government that it may schedule a public hearing to consider a development order for the project. Following a sufficiency notice from staff, the local government is required to schedule the public hearing at its next commission meeting and must provide at least 60 days notice. The local government is required to notify the Council and other review agencies when it has set the public hearing date. The Council has 50 days from when it receives the local government's public hearing notice to provide its findings and recommendations to the local government, the DCA and the applicant.

### **ASSESSMENT OF PROJECT IMPACTS**

Following the finding of sufficiency, staff completes its review of the project and assesses the project impacts. A meeting is then held between Council staff, the applicant, the local government, and the other review agencies to discuss appropriate recommendations for development order (DO) conditions. Staff then prepares the draft impact assessment report for the Council's consideration. After the Council's action, the recommendation is transmitted to the local government for its consideration in preparing a DO, as well as the applicant and other review agencies.

### **DEVELOPMENT ORDER ADOPTION**

The local government adopts a DO at the public hearing, taking into consideration the Council's findings and recommendations, and transmits a copy of the DO to the Council, DCA, and the applicant/landowner for review. The DCA and the applicant/landowner then have 45 days to appeal the DO to the Florida Land and Water Adjudicatory Commission.

### **DEVELOPMENT ORDER APPEAL PERIOD**

During the 45 day appeal period, Council staff reviews the development order for consistency with the Council's recommendations and compliance with statutory requirements. Staff reports its findings to the Council along with a recommendation to advise DCA whether to appeal or not appeal the adopted DO. If there is no appeal within the 45 day appeal period, the DO takes effect. If there is an appeal, the DO takes effect following the resolution of the appeal(s).

## **DRI MONITORING**

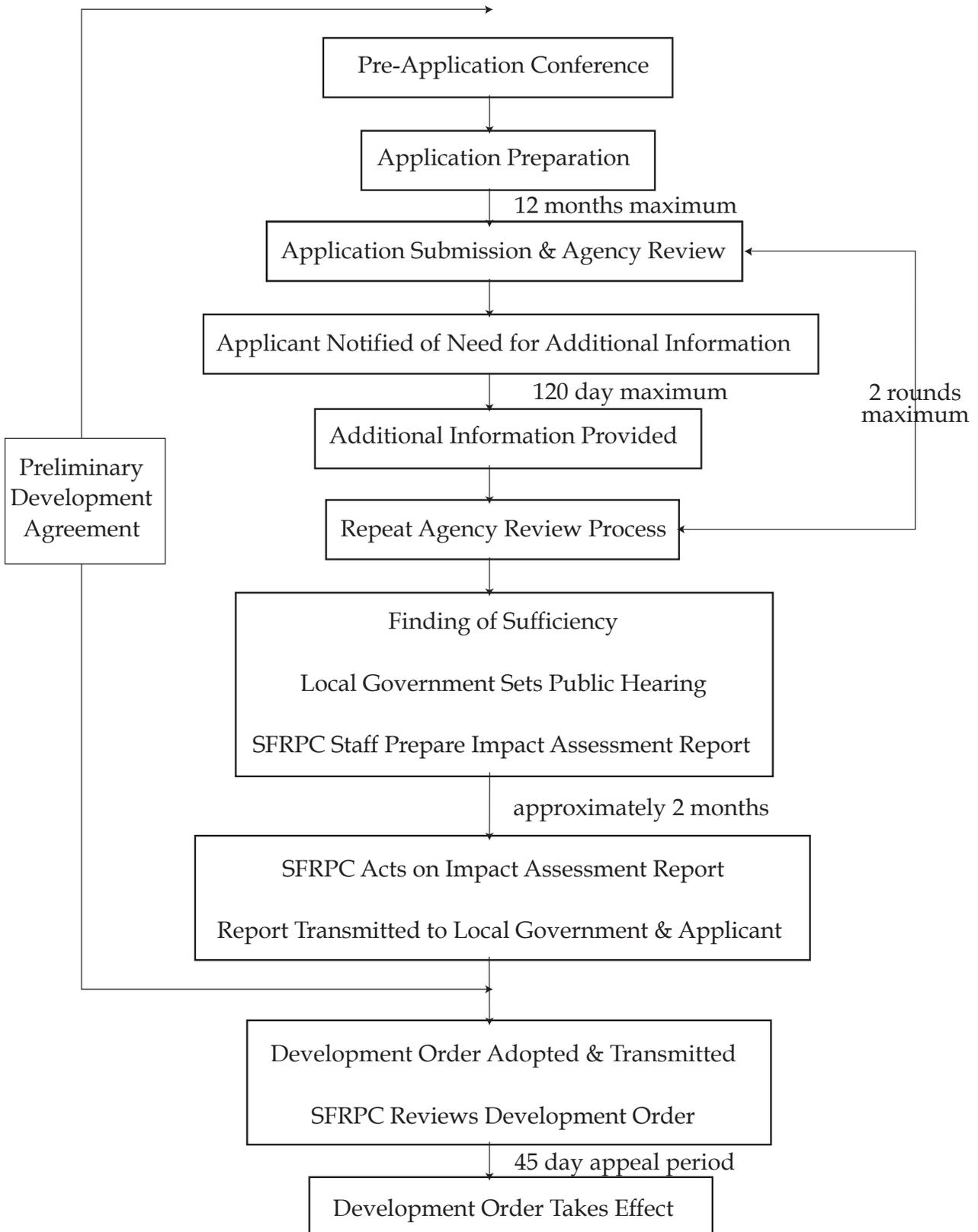
Upon adoption of a development order, the applicant is required by Chapter 380 to submit bi-ennial monitoring reports. In the monitoring report, the applicant provides an assessment of how the project is progressing consistent with the development order conditions. Enforcement of the development order is the responsibility of the local government issuing the development order.

## **DRI AMENDMENTS**

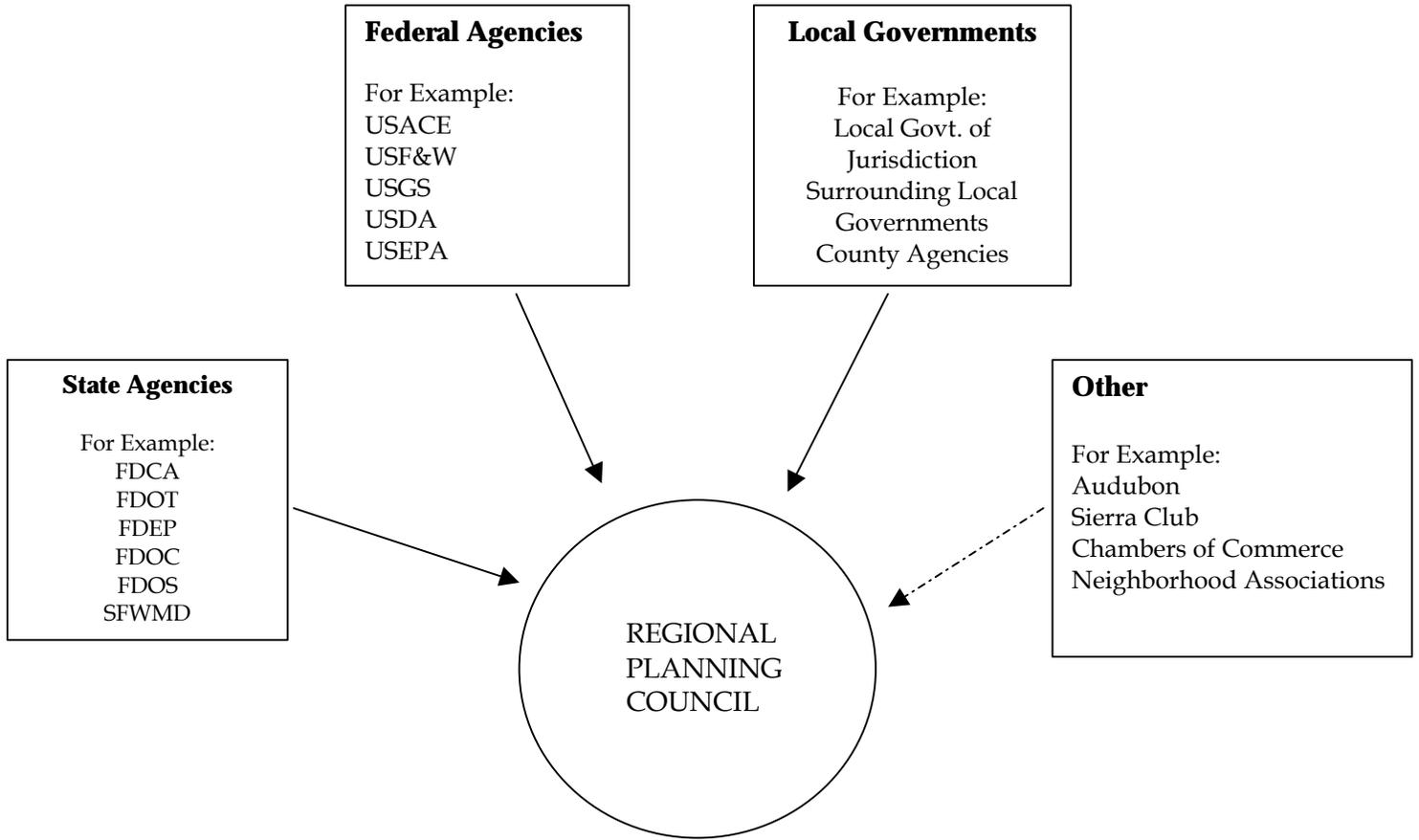
Small or incremental changes to a DRI development plan or project phasing can be processed through the DRI amendment process known as a Notice of Proposed Change (NOPC). Changes that exceed the NOPC thresholds are termed Substantial Deviations. When a change to a DRI exceed the Substantial Deviation thresholds then a new Pre-Application Conference is convened.



## GENERAL STAGES OF THE DRI PROCESS



# COORDINATION IN THE DRI PROCESS



## Minimum Standards for the Submittal of DRI Applications in Digital Format

South Florida Regional Planning Council and many other DRI review agencies accept Applications for Development Approval (ADA) and Responses to Statements of Information Needed (SIN) in CD-ROM format. However, digital submittals must be complete, readable, legible, and of a reasonable file size. To ensure that digital submittals can be used in place of traditional paper copies, the following minimum standards must be met:

1. **Disk Format:** Digital files must be submitted on CD-ROM disks. PDF files must be readable in Adobe Reader Version 6.0 and higher. All disks must be clearly labeled with DRI Project Name, Date and Type of Submittal (ADA, SIN Response etc). Files must be burned as read-only CDs. (Please do not create using "drag and drop" and do not use rewritable media, as these disks are frequently unreadable by other computers.)
2. **File Naming:** Each ADA question must be saved as a separate PDF file, containing all text, maps and correspondence submitted for that question in the paper binder. File names must include the ADA question number. Questions 1 thru 8 may be combined into a single PDF file.
3. **File Size:** Files must not exceed 50 mb in size. If necessary, due to file size, questions may have two or more PDF files, for example Q9\_MAPS\_file 1.pdf, Q9\_MAPS\_file 2.pdf, etc.
4. **Content:** Digital content must exactly match the content of the paper binder:
  - PDF files may be scanned images or printed/exported from original text document, as long as they exactly duplicate the content of the paper binder (including revision dates, footnotes, pagination etc.);
  - Attachments or exhibits which are included within the paper document must be included in same location within the PDF file (not as submitted as separate files);
  - Maps may not be submitted as individual PDF files;
  - All maps and graphics shall be legible and in color (if the corresponding paper copy is in color); and,
  - Scanned maps and graphics should have a minimum resolution of 300 dpi (suitable for local printing).
5. **Supplemental Data Files:** Data files for the Transportation and Housing appendices may be submitted in other file formats on separate CD-ROMs labeled "Supplemental Data Files For Question # \_\_\_\_\_. These files are for use with \_\_\_\_\_ software".
6. **Transmittal:** Incomplete, damaged or unreadable disks delay the review process, therefore the applicant must:
  - Verify that all CD-ROM disks, and all files therein, are readable before transmitting the disks;
  - Send disks in protective mailers;
  - Include a paper copy of the Table of Contents from the ADA or SIN Response annotated to show the digital file names corresponding to each line item; and,
  - Include a contact name and number in the event that a disk is faulty.

If you have any questions about these standards please contact the DRI Coordinator at South Florida Regional Planning Council at (954) 985-4416.

(3) The regional planning agency shall afford any substantially affected party the opportunity to present evidence to the regional planning agency head related to the proposed regional report and recommendations.

(4) As part of the regional report and recommendations, the regional planning agency may prepare a short summary of conclusions and recommendations for the purpose of providing easy-to-read public information about the DRI. The regional planning agency may also address the consistency of the development with the State Comprehensive Plan, the State Land Development Plan, and the local government comprehensive plan.

(5) Copies of the completed report and recommendations shall be submitted by the regional planning agency to the local government, the Division, and the developer within 50 days after receipt by the regional planning agency of notice of public hearing.

(6)(a) When the proposed DRI lies within the review jurisdiction of two or more regional planning agencies, the state land planning agency shall designate a lead regional planning council. The lead regional planning council shall prepare the regional report.

(b) Upon completion of the staff report and recommendations, copies should be transmitted to the respective regional planning agencies for formal action.

(c) The regional report and recommendations adopted by formal action of the respective regional planning agencies where possible should be coordinated and consistent. Upon concurrence by each regional planning agency, the report and recommendations should be submitted to the appropriate local governments pursuant to subsection 380.06(12), Florida Statutes. When the reviewing regional planning agencies are unable to concur in the adoption of a joint report and recommendations, each agency shall prepare and submit to the local government within its jurisdiction and the other regional planning agencies and local governments with jurisdiction involved in the DRI review a separate report and recommendations.

*Specific Authority 380.032(2)(a), 380.06(23)(a), (b) FS. Law Implemented 380.06(12) FS. History—New 7-7-76, Amended 5-4-83, Formerly 27F-1.22, 9B-16.24, Amended 11-20-90, 2-21-01, 6-1-03.*

#### **9J-2.025 Local Government Development Orders.**

(1) This rule provides the form, manner of rendition and contents for development orders issued by local governments in Florida for DRIs pursuant to subsection 380.06(15), Florida Statutes.

(2) Without an effective development order, the developer shall not have authorization to develop any portion of the development covered by the Application for Development Approval unless the developer has obtained an agreement with the Department of Community Affairs pursuant to subsection 380.032(3) or 380.06(8), Florida Statutes.

(3) Requirements for a DRI development order:

(a) Any development order shall:

1. Consist of a written document, which shall be printed, typewritten or otherwise duplicated in legible form on white paper;

2. Include copies of all exhibits, attachments, references, and written materials, including portions of ordinances referenced in the text. The local government and the Division may enter into an agreement whereby major ordinances are transmitted in their entirety to the Division, followed by the transmittal of copies of all revisions in lieu of transmitting the entire ordinance with each individual development order;

3. Include copies of the application for development approval if the developer has not certified that a complete copy of the application as modified or amended has been delivered to all of the parties identified in this section;

4. Include copies of any supplements, development plans or specifications which are approved with the order, but which are not in the Application for Development Approval; and

5. Contain the signature of the official head of the governmental body issuing the order or the signature of an authorized representative of the governmental body, and shall contain an original certification as being a complete and accurate copy of the development order.

(b) The copy of any development order rendered to the Division, the regional planning agency, and the owner or developer shall contain the following:

1. The name of the development;

2. The authorized agent of the developer;

3. The name of the developer and name of the owner if different than the developer;

4. A statement that:

a. The application for development approval is approved;

b. The application for development approval is approved subject to conditions, specifying the conditions; or

c. The application for development approval is denied, specifying the reasons for denial and changes in the development proposal, if any, that would make it eligible to receive a development approval;

5. If approved, contain a description of the development which is approved, is reflected in a master plan exhibit, and specifies and describes: acreage attributable to each described land use; the magnitude of each land use, utilizing all land use criteria of each applicable threshold as identified in Section 380.0651, Florida Statutes, and Chapter 28-24, Florida Administrative Code; open space; areas for preservation; green belts; structures or improvements to be placed on the property including locations; and other major characteristics or components of the development;

6. Findings of fact and conclusions of law addressing whether and the extent to which:
- a. The development unreasonably interferes with the achievement of the objectives of an adopted state land development plan applicable to the area;
  - b. The development is consistent with the State Comprehensive Plan;
  - c. The development is consistent with the local land development regulations and the adopted local comprehensive plan;
  - d. The development will be consistent with the report and recommendations of the regional planning agency submitted pursuant to subsection 380.06(12), Florida Statutes;
7. A legal description of the property including the acreage;
8. The monitoring procedures and the local official responsible for assuring the development's compliance with the development order;
9. A provision incorporating by reference the application for development approval and other relevant written documents;
10. Compliance dates for the development order, including a deadline for commencing physical development and for compliance with conditions of approval or phasing requirements, and including a project termination date that reasonably reflects the time required to complete the development;
11. Project buildout date and phasing buildout dates;
12. An expiration date for the development order;
13. Establishment of a date until which the local government agrees that the approved DRI shall not be subject to down-zoning, unit density reduction, or intensity reduction, unless the local government can demonstrate that substantial changes in the conditions underlying the approval of the development order have occurred, or that the development order was based on substantially inaccurate information provided by the developer, or that the change is clearly established by local government to be essential to the public health, safety, or welfare; and
14. Specification of the requirements for the biennial report designated under subparagraph 380.06(15)(c)4. and subsection (18), Florida Statutes, including the date of biennial submission, parties to whom the report is to be submitted, and contents of the report as specified by subsection 9J-2.025(7), Florida Administrative Code.
- (c) A development order may contain provisions which specify the types of changes to the development, in addition to those listed under subsection 380.06(19), Florida Statutes, which shall require a substantial deviation determination or which shall be deemed to constitute a change that requires further DRI review.
- (4) Within 30 days after the DRI public hearing is concluded, the local government shall formally adopt and render a written decision on the application for development approval in the form of a development order unless an extension of time is requested in writing by the developer.
- (5) Complete copies of all development orders issued pursuant to Section 380.06, Florida Statutes, including any amendments or modifications to previously issued development orders, shall be rendered by the local government to the Division of Community Planning, to the appropriate regional planning agency, and to the owner or developer of the property subject to such order. As used in this chapter, rendition or rendering means issuance of a written development order and transmittal of a certified completed copy of the order by the local government with jurisdiction, together with all pertinent attachments. The rendition shall be by first class certified U.S. Mail or other delivery service for which a receipt as proof of service is required to the Department of Community Affairs, Division of Community Planning, the regional planning agency, and the owner or developer. A certified return receipt for U.S. Mail shall be prima facie evidence of transmittal. A DRI development order will not be considered to have been rendered if it is transmitted by facsimile machine, or if all pages, exhibits, references, and attachments are not included or are not legible. A development order shall take effect upon transmittal to the parties specified in subsection 380.07(2), Florida Statutes, unless a later effective date is specified in the order. The effectiveness of a development order shall be stayed by the filing of a notice of appeal pursuant to Section 380.07, Florida Statutes.
- (6) Conditions of approval of a development order that require developer exactions shall comply with paragraphs 380.06(15)(d), (e), and subsection 380.06(16), Florida Statutes.
- (7) The development order shall specify the requirements for the biennial report as required in subsections 380.06(15) and (18), Florida Statutes. The biennial report shall be submitted to the Division of Community Planning, the appropriate regional planning council and local government on Form RPM-BSP-BIENNIAL REPORT-1. Every development order shall require the biennial report to include the following:
- (a) Any changes in the plan of development, or in the representations contained in the Application for Development Approval, or in the phasing for the reporting year and for the next year;
  - (b) A summary comparison of development activity proposed and actually conducted for the year;
  - (c) Identification of undeveloped tracts of land, other than individual single family lots, that have been sold to a separate entity or developer;
  - (d) Identification and intended use of lands purchased, leased or optioned by the developer adjacent to the original DRI site since the development order was issued;
  - (e) A specific assessment of the developer's and the local government's compliance with each individual condition of approval contained in the DRI development order and the commitments which are contained in the Application for Development Approval and which have been identified by the local government, the Regional Planning Council or the Department of Community Affairs as being significant;

(f) Any known incremental DRI applications for development approval or requests for a substantial deviation determination that were filed in the reporting year and to be filed during the next year;

(g) An indication of a change, if any, in local government jurisdiction for any portion of the development since the development order was issued;

(h) A list of significant local, state and federal permits which have been obtained or which are pending by agency, type of permit, permit number and purpose of each;

(i) A statement that all persons have been sent copies of the biennial report in conformance with subsections 380.06(15) and (18), Florida Statutes; and

(j) A copy of any recorded notice of the adoption of a development order or the subsequent modification of an adopted development order that was recorded by the developer pursuant to paragraph 380.06(15)(f), Florida Statutes.

(k) If no additional development pursuant to the development order has occurred since the submission of the previous report, then a letter from the developer stating that no development has occurred shall satisfy the requirement for the biennial report.

(l) The biennial report for an Areawide or a Downtown DRI shall only be required to include the information required in paragraphs (a), (b), (e), (f), (g), (i), (j) and (k) of this subsection, and any information requirements specified for biennial reports in paragraph 9J-2.029(2)(d), Florida Administrative Code, or Chapter 9J-3, Florida Administrative Code, whichever is applicable.

(8) Where possible, local governments shall issue development orders concurrently with any other local permits or development orders that may be applicable to the proposed development. A local government shall not issue any permits authorizing development of all or a portion of a DRI prior to the issuance of a development order for the DRI unless such development is authorized in an agreement entered into pursuant to subsections 380.032(3) and 380.06(8), Florida Statutes.

(9) Pursuant to subsection 380.06(17), Florida Statutes, the local government issuing the development order shall establish procedures and assign staff responsibilities for monitoring the development and enforcing the terms of the development order.

(10) If a development order is issued approving or approving with conditions the application for development approval, subsequent requests for local development permits need not require further DRI review by the regional planning agency unless otherwise stipulated in the development order. Factors requiring further DRI review shall include:

(a) A substantial deviation as defined by subsection 380.06(19), Florida Statutes, from the terms or conditions in the development order or other changes to the approved development plans which create a reasonable likelihood of adverse regional impacts or other regional impacts which have not been evaluated in the review by the regional planning agency;

(b) Expiration of the period of effectiveness of the development order; or

(c) Conditions in the development order which specify circumstances in which the development shall be required to undergo additional development of regional impact review.

(11)(a) For a substantial deviation determination, a notice of a proposed change to a previously approved DRI shall be submitted, simultaneously, to the local government, the appropriate regional planning agency, and the Division using Form RPM-BSP-PROPCHANGE-1 and must include the precise development order language which the developer proposes to add, delete, or modify. If such proposed language is not included as required pursuant to subparagraph 380.06(19)(f)1., Florida Statutes, the notice of a proposed change will not be considered to have been officially submitted.

(b) At least 30 days, but no more than 45 days, after the developer has officially submitted Form RPM-BSP-PROPCHANGE-1, the local government shall then give at least 15 days' notice of a public hearing to be held to determine whether the proposed change is a substantial deviation.

(c) Pursuant to subparagraph 380.06(19)(f)4., Florida Statutes, the Division or the appropriate regional planning agency shall review the proposed change, and within 45 days of submittal of Form RPM-BSP-PROPCHANGE-1, unless that time is extended by the developer, shall advise the local government in writing whether it objects to the proposed change, shall specify the reasons for its objection, if any, and shall provide a copy to the developer.

(d) Any change to a previously approved DRI which the developer believes meets the criteria of subparagraphs 380.06(19)(e)1. and 2., Florida Statutes, shall be submitted to the Division, the local government, and the regional planning agency using Form RPM-BSP-PROPCHANGE-1. Such changes are considered cumulatively with all other previous changes to the DRI in determining whether the conditions of subparagraphs 380.06(19)(e)1. and 2., Florida Statutes, are met. Any change which does meet these criteria is not subject to a public hearing to make a substantial deviation determination but is subject to any local government public hearing requirements that are necessary to amend the DRI development order.

(e) Finding a change to a previously approved DRI to be a substantial deviation shall be rendered in the form of a development order consistent with the provisions of subsection (2) and subparagraphs (4)(a)1., (4)(a)5., (4)(b)1., (4)(b)2., and (4)(b)3. of this section and shall contain a statement of the basis for the determination.

(f) Finding a change to a previously approved DRI not to be a substantial deviation shall be in the form of a development order consistent with all of the provisions of subsections (1), (2) and (3) of this section and those provisions of subsections (4), (6), (7), (8), (9) and (10) of this section that are applicable and appropriate to address the approved changes to the previously approved plan of development.

*Specific Authority 380.032(2)(a), 380.06(19)(f)1., (23)(a) FS. Law Implemented 380.06(5)(a)1., (13), (14), (15), (17), (18), (19), 380.07(2) FS. History—New 7-7-76, Amended 5-4-83, 7-7-85, Formerly 22F-1.23, 27F-1.23, 9B-16.25, 9J-2.25, Amended 11-20-90, 2-21-01, 6-1-03.*

**xvii. Wireless Telecommunication Infrastructure.**



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Wireless Telecommunication Infrastructure (WTI) Application**

*Planning and Zoning Division  
Development Services Department*

**Folio Number:**

5	-	4	-		-		-				
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**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

- Public Property
  - Private Property
- (Mark appropriate response with "X")*

**Future Land Use:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**LAT/LONG (NAD83):** \_\_\_\_\_

**Ground Elev. (AMSL):** \_\_\_\_\_

**Height of existing or proposed tower(AGL):** \_\_\_\_\_

**FCC Antenna Structure Registration number (ASR) (if applicable):** \_\_\_\_\_

**Wireless Facility Type:**

- Commercial Wireless Provider
  - Stealth Attached Facility
  - Governmental Use
  - Co-location on Existing Structure
  - New Stealth Wireless Facility
  - Attached Wireless Facility
  - Replacement of Existing Antenna Structure
  - New Non-stealth Antenna Support Structure
- (Mark appropriate response with "X")*

**Petitioner Info:**

*Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
\_\_\_\_\_  
*Telephone:* \_\_\_\_\_  
*Fax:* \_\_\_\_\_  
Relationship to the property: \_\_\_\_\_

**Owner Info:**

*Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
\_\_\_\_\_  
*Telephone:* \_\_\_\_\_  
*Fax:* \_\_\_\_\_

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
PETITIONER'S SIGNATURE

(ALL OWNERS MUST SIGN)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

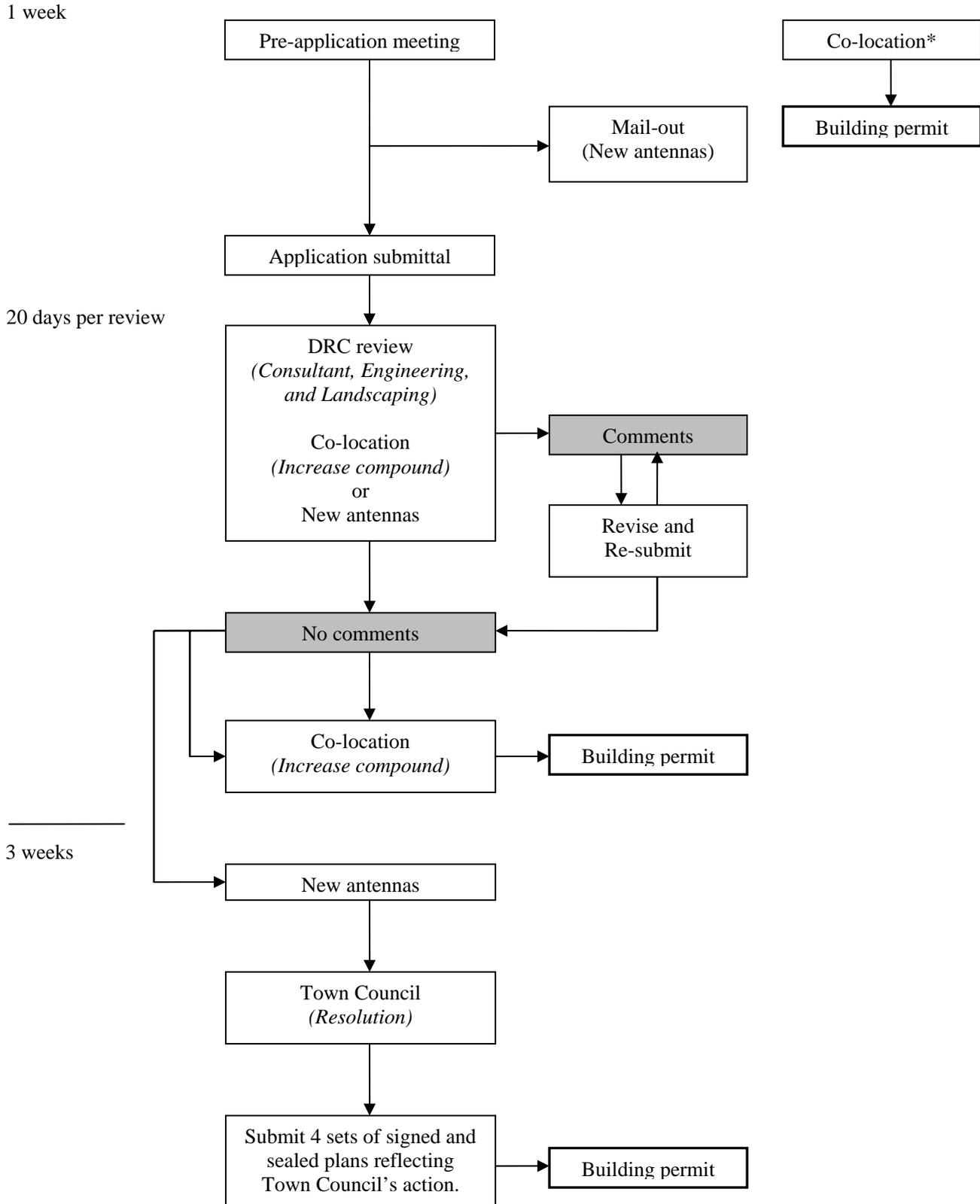
PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

My Commission Expires:

# Wireless Telecommunication Infrastructure Flow-Chart



\* Building permits for new Wireless Telecommunication Infrastructure are to be submitted into the Town of Davie Building Division.

# Wireless Telecommunication Infrastructure Requirements

	Stealth Attached Facility	Colocation Facility	New Stealth Facility	Attached Wireless Facility	Replacement of Existing Antenna Structure	New Non-stealth Antenna Support Structure
Application Form	■	■	■	■	■	■
Payment of Fees	■	■	■	■	■	■
Site Plans	■	■	■	■	■	■
Proof of Ownership	■	■	■	■	■	■
Applicant Authorization	■	■	■	■	■	■
Statement of RF Emissions Compliance	■	■	■	■	■	■
Copy of provider's FCC License	■	■	■	■	■	■
Structural Analysis	■	■	■	■	■	■
Property Survey	■	■	■	■	■	■
Landscape Plan		■	■		■	■
Photo-simulations			■			■
FAA Airspace Compliance (if applicable)			■		■	■
Colocation Agreement		■ (including copy of lease or sublease)	■		■	■
Compliance with U.S. Fish & Wildlife regulations (if applicable)					■	■
Handoff candidates, R.F. frequency plot plan, State of Art statement; antenna heights and power levels	■	■	■	■	■	■
Statement that no other alternatives are available						■
Title Report or Survey showing easements and full legal description	■	■	■	■	■	■
Vicinity Map with adjacent ownership list and labels and Certification Letter	■	■	■	■	■	■

# Wireless Telecommunication Infrastructure Required Attachments

Site plan addressing the following development standards:

	Stealth Attached Facility	Colocation Facility	New Stealth Facility	Attached Wireless Facility	Replacement of Existing Antenna Structure	New Non-stealth Antenna Support Structure
Setbacks			■		■	■
Height of antenna-supporting structure and location of antenna	■	■	■	■	■	■
Facility construction type			■		■	■
Structural Integrity	■	■	■	■	■	■
Structural design for additional colocation					■	■
Type of proposed lighting (if applicable)					■	■
Colocation alternatives					■	■
Color of new antenna support structure		■	■	■	■	■
Statement of compliance with R.F. emissions	■	■	■	■	■	■
Intensity requirements	■	■	■	■	■	■
Security fencing	■		■	■	■	■
Landscaping	■	■	■	■	■	■
Signage	■		■	■	■	■
Adverse effects on adjacent properties					■	■
Screening and Placement	■		■	■		

THE TOWN SHALL REVIEW THE COMPLETED APPLICATION AND ADVISE THE APPLICANT IF THE MATERIALS SUBMITTED ARE COMPLETE OR INCOMPLETE WITHIN TWENTY BUSINESS DAYS OF THE DATE OF APPLICATION SUBMISSION.

# Wireless Telecommunication Infrastructure Petitioner's Certifications

The petitioner represents and certifies that the following are true and accurate:

- The proposed WCF complies with and at all times will be maintained and operated in accordance with, all applicable FCC rules and regulations with respect to environmental effects of electromagnetic emissions.
- The petitioner certifies that all statements, certifications and representations supplied in this application are true and correct and that the persons signing the application are duly authorized to execute this application and otherwise to act on behalf of the applicant.
- All improvements constructed as part of the wireless telecommunications facility shall comply with the Uniform Building Code, National Electrical Code, Uniform Plumbing Code, Uniform Mechanical Code, Uniform Fire Code, and structural standards of the Electronic Industries Association/Telecommunications Industry Association, where applicable.

Signature of Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Date received by Town: \_\_\_\_\_

Application Complete or Incomplete: \_\_\_\_\_

Date of Notification to Petitioner: \_\_\_\_\_

**xvii. Sexually Oriented Business.**



**Sexually Oriented Business Application  
(Required in addition to Business Tax  
Receipt Application)**

*Planning and Zoning Division  
Development Services Department*

**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

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

**Folio Number:**

5		-	4		-			-			-						
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**Property Address:**

\_\_\_\_\_

\_\_\_\_\_

**Future Land Use:**

\_\_\_\_\_

**Zoning:**

\_\_\_\_\_

**Proposed  
Business Name:**

\_\_\_\_\_

**Landowner Info:**

*Name:*

\_\_\_\_\_

*Address:*

\_\_\_\_\_

\_\_\_\_\_

*Telephone:*

\_\_\_\_\_

*Fax:*

\_\_\_\_\_

**Applicant Info (if different from landowner):**

*Name:*

\_\_\_\_\_

*Address:*

\_\_\_\_\_

\_\_\_\_\_

*Telephone:*

\_\_\_\_\_

*Fax:*

\_\_\_\_\_

**Landowner Certification:**

I hereby certify that I am the owner of the described property and:

I am filing this application on my own behalf and hereby swear or affirm that all information within this application is true and correct; or

I have authorized \_\_\_\_\_, to file this application.

\_\_\_\_\_  
OWNER'S NAME(S) (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

**Applicant Certification:**

I hereby swear or affirm that all information within this application is true and correct.

*\*All persons legally responsible for the operations of the sexually oriented business or who will have power to control or direct its operations including but not limited to general partners, corporate officers, corporate directors, and controlling shareholders, must sign this application as an applicant (attach additional signature sheets if necessary).*

\_\_\_\_\_  
APPLICANT'S NAME (PRINT)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

NOTARY PUBLIC:

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

## Sexually Oriented Business Application Checklist

- \_\_1. If different than provided above, applicant's legal name, alias or any other names used in the last five (5) years.
- \_\_2. Driver's license or other proof that the applicant is at least eighteen (18) years of age.
- \_\_3. The name and business address of the statutory agent or other agent authorized to receive service of process.
- \_\_4. A statement of whether the applicant has been convicted or has pled guilty or nolo contendere, regardless of whether adjudication is withheld to a specified criminal activity as defined in Sec. 13-67 of the Davie Code of Ordinances and if so, the specified criminal activity involved, including the date, place and jurisdiction of each as well as the dates of conviction and release from confinement, where applicable.  
*\*The above items must be supplemented in writing by certified mail, return receipt requested, to the Planning and Zoning Manager within ten (10) working days of a change of circumstances which would render the information originally submitted incorrect or incomplete.*
- \_\_5. Copy of most recent warranty deed, showing legal description.
- \_\_6. A sketch or diagram showing the configuration of the premises, including a statement of total floor space occupied by the business. The sketch or diagram need not be professionally prepared but shall be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six (6) inches. Applicants who are required to comply with Section 13-79 of Davie Code of Ordinances shall also submit a diagram indicating that the premises meets the requirements of those sections.

## **V. Public Participation Process.**

The public participation process provides for the ability of citizens of the Town of Davie to actively participate in the town's development procedures and will allow the Town's citizens to play an essential role in shaping the direction of the town's development, thereby enhancing the welfare of the community. All applicants submitting applications to the Town for approval of a site plan, grant of a special permit, rezoning or land use plan amendment shall prepare and execute a plan for citizen participation.



DEVELOPMENT SERVICES DEPARTMENT  
PLANNING & ZONING DIVISION

---

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1103 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

Dear Applicant/Petitioner,

The following information includes Ordinance No. 2004-31, which adopted Division 7 - Public Participation section of the Land Development Code. In addition, Planning and Zoning Staff has provided a template/sample outline that is recommended all applicants/petitioners use when adhering to this ordinance. The information is organized as follows:

1. Ordinance 2004-31
2. Citizen Participation Plan Acknowledgment
3. Citizen Participation Plan Flow Chart
4. Citizen Participation Proposed Plan
5. Meeting Notice
6. Location Map
7. Sign In Sheet - Public Participation Meeting I.
8. Summary of the Discussion at Public Participation Meeting I.
9. Sign In Sheet - Public Participation Meeting II.
10. Summary of the Discussion at Public Participation Meeting II.
11. Summary of Public Participation Meetings

If you would like further assistance, you may either visit, or contact the project planner at (954) 797-1103, Monday thru Friday from 8:30 a.m. to 5:00 p.m.

Sincerely ,

Planning and Zoning Staff  
Development Service Department

ORDINANCE NO: 2004-31

AN ORDINANCE OF THE TOWN OF DAVIE, FLORIDA ADOPTING RULES AND REGULATIONS TO FOSTER CITIZEN PARTICIPATION IN THE PROCESSING OF DEVELOPMENT APPLICATIONS WITHIN THE TOWN; AMENDING THE CODE OF ORDINANCES OF THE TOWN OF DAVIE, BY CREATING DIVISION 7, ENTITLED "PUBLIC PARTICIPATION"; PROVIDING FOR GUIDELINES AND REQUIREMENTS FOR THE CITIZEN PARTICIPATION PLAN AND REPORT; AMENDING SECTION 12-302 ENTITLED "APPLICATIONS"; PROVIDING FOR THE PUBLIC PARTICIPATION PLAN AS A REQUIREMENT OF THE LAND USE PLAN APPLICATION; AMENDING SECTION 12-306 ENTITLED "PROCESSING"; PROVIDING FOR THE PUBLIC PARTICIPATION PLAN AS A REQUIREMENT OF REZONING AND SPECIAL PERMIT APPLICATIONS; AMENDING SECTION 12-372 ENTITLED "SITE PLAN SUBMISSION REQUIREMENTS"; PROVIDING FOR THE PUBLIC PARTICIPATION PLAN AS A REQUIREMENT OF THE SITE PLAN APPLICATION; AMENDING ARTICLE 12-379, ENTITLED "MASTER PLANNED DEVELOPMENT SUBMISSION REQUIREMENTS"; PROVIDING FOR THE PUBLIC PARTICIPATION PLAN AS A REQUIREMENT OF THE MASTER PLANNED DEVELOPMENT; AMENDING SECTION 12-503 ENTITLED "DEFINITIONS"; PROVIDING FOR DEFINITIONS UTILIZED IN THE PUBLIC PARTICIPATION PROCESS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the "Home Rule Powers" granted to the Town pursuant to Chapter 166, Florida Statutes authorize the Town to enact such policies and procedures related to the enhancement of the welfare and benefits derived by the Town's citizens; and

WHEREAS, the ability of citizens of the Town of Davie to actively participate in the Town's development procedures will allow the Town's citizens to play an essential role in shaping the direction of the Town's development, thereby enhancing the welfare of the community; and

WHEREAS, the Legislature of the State of Florida has encouraged public participation within the municipal land development process by enacting Rule 9J-5.004 of the Florida Administrative Code and through the adoption of Section 163.3181, Florida Statutes relating to public participation requirements in the local comprehensive plan process; and

WHEREAS, it is the opinion of the Town Council of the Town of Davie that creating citizen participation procedures within the Town's development review

process will harmonize the necessity of sustainable development within the Town with the valid concerns and advisement of the Town's citizens.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. That Article X of The Town Code is amended to read as follows:

Division 7. Public Participation

Section 12-319.5 Purpose and Intent

The public participation process provides for the ability of citizens of the Town of Davie to actively participate in the Town's development procedures and will allow the Town's citizens to play an essential role in shaping the direction of the Town's development, thereby enhancing the welfare of the community.

Section 12-319.6 Application and Requirements

All Applicants submitting applications to the Town for approval of a site plan, grant of a special permit, rezoning or land use plan amendment shall prepare and execute a plan for citizen participation. Citizen participation plans shall be submitted to the Town's Development Service Department and approved by the planning and zoning manager or an appropriate designee prior to its execution by the Applicant. The Applicant shall thereafter implement the citizen participation plan at least (7) seven days prior to the Development Review Committee's review of the application and shall submit to the Development Services Department a written report setting forth the results of the citizen participation plan procedures at least ten (10) days prior to the first public hearing on the item.

Section 12-319.7 Requirements

(A) Citizen Participation Plan

All citizen participation plans shall include:

- (1) A list of residents and/or property owners, interested parties, and public agencies that may be affected by the application (affected parties). The names and addresses of residents and property owners within the public hearing notice area, as set forth in the Davie Code of Ordinances, shall be provided to Applicant by an appropriate planning representative. The planning representative shall also provide the Applicant with all names of any other interested parties and/or public agencies who have stated an interest in the application.

- (2) A summary of how the Applicant proposes that it will notify all "affected parties" of the application.
- (3) A summary of the proposed application.
- (4) A description of the manner in which the Applicant proposes that it will disseminate information to residents, property owners and/or interested parties.
- (5) A schedule of events planned by the Applicant to complete the citizen - participation procedure. Applicant shall be required to conduct a minimum of two (2) public meetings with "affected parties". This requirement may be waived if letters from all adjacent affected parties state that all their items have been addressed and there is no need for another meeting with the applicant.
- (6) A requirement that the Applicant shall keep the Development Services Department informed of the status of its citizen participation efforts by coordination its efforts through the assigned project planner.

Section 12-319.8.

(A) Citizen Participation Report

All citizen participation reports shall include:

- (1) A written summary of the results of the citizen participation effort prior to the first public meeting in which the application is heard.
- (2) Dates and locations of all meetings where citizens were invited to discuss the Applicant's proposal.
- (3) The names, dates, addresses, and number of people that participated in the process.
- (4) A written summary of the issues and/or concerns raised by residents and how the Applicant proposes to resolve these issues and/or concerns. If the Applicant is unable or unwilling to resolve the issues, the summary should state the reason why these issues cannot be resolved.
- (5) The report shall be reviewed by the planning and zoning staff to determine whether the Applicant has completed the citizen participation process prior to its transmittal by staff to either the site plan committee, planning and zoning board, or local planning agency.

Section 12-319.9 Applicability

The Applicant's citizen participation report shall be included within the item's background material packet and any issues raised by interested parties within the report, pertinent to any provision of the Town Code of Ordinances which may affect the Town Council's determination of the application may be taken into consideration by the Town Council as part of its deliberations. The submitted Citizen Participation Plan shall be considered as one more piece of information to assist Town Council in their decision making.

Section 12-319.10. Exemptions

The following exemptions represent thresholds or benchmarks for small infill development when the burden may preclude a small property owner from redeveloping the site. These thresholds include the following:

Rezoning:

a decrease in density from what is already existing on the zoning map; and  
a parcel is one acre to less; and  
a parcel that has had no previous planning applications filed in the last twelve months.

Master Development Plan/Site Plan:

a parcel surrounding by existing residential where the zoning and land use are consistent and  
a parcel that has had no previous planning applications in the last twelve months.

Or

A commercial parcel under one acre in size that is completely surrounded by other commercial uses.

A road shall not be considered a barrier for the implementation of these requirements.

SECTION 2. That Section 12-503, Definitions, of the Town Code is amended to read as follows:

12-503 Definitions.

\*\*\*

Affected Parties: The term Affected Parties, as it pertains to the Public participation Process, shall include property owners and residents within the public hearing notice area for each application, homeowner's association presidents for each HOA within the public hearing notice area and business owners whose businesses are within the public hearing notice area.

Applicant: Applicant, as it pertains to the Citizen Participation Procedures, shall mean all individuals or entities submitting an application to the Town for the approval of a master site plan, site plan, land use plan amendment, rezoning, or special permit.

SECTION 3: That Section 12-302 (B) of the Town of Davie Land Development Code shall be amended to state:

(B) All Applications for land use plan amendment shall include the following:

\*\*\*

8) A completed citizen participation plan.

9) A completed citizen participation plan report.

SECTION 4: That Section 12-306 (C) of the Town of Davie Land Development Code shall be amended to state:

(C) Application Requirements: All applications shall include the following:

\*\*\*

12) For special permits and rezoning applications, a completed citizen participation plan.

13) For Special permits and rezoning applications, a completed citizen participation report.

SECTION 5. That Section 12-372 (C) (3) of the Davie Town Code shall be amended to state:

A) An application for site plan review shall be filed with the development services department. The application shall be signed by the current owner or owners of the property to be developed and the name, signature, address, and telephone number of the developer's or owner's representative who shall be contacted with regard to processing of the application for site plan approval. All signatures are to be notarized. The application shall also include a completed citizen participation plan and a citizen participation report.

SECTION 6. That Section 12-379 (A) of the Davie Town Code shall be amended to state:

\*\*\*

(17) The application shall also include a completed citizen participation plan and a citizen participation report.

SECTION 7. All Ordinances or parts of Ordinances in conflict herewith are to the extent of such conflict hereby repealed.

SECTION 8. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 9. This Ordinance shall take effect immediately upon its passage and adoption.

PASSED ON FIRST READING THIS 7<sup>th</sup> DAY OF September, 2004

PASSED ON THIS SECOND READING THIS 6<sup>th</sup> DAY OF October, 2004

ATTEST:

  
\_\_\_\_\_  
MAYOR/COUNCILMEMBER

  
\_\_\_\_\_  
TOWN CLERK

APPROVED THIS 6<sup>th</sup> DAY OF October, 2004.

## CITIZEN PARTICIPATION PLAN ACKNOWLEDGMENT

(Date)

Town of Davie  
Development Service Department  
Planning and Zoning Division  
6591 Orange Drive  
Davie, Florida 33314

**Re:    *Citizen Participation Plan for:***  
      ***Project Number:***

Dear Staff:

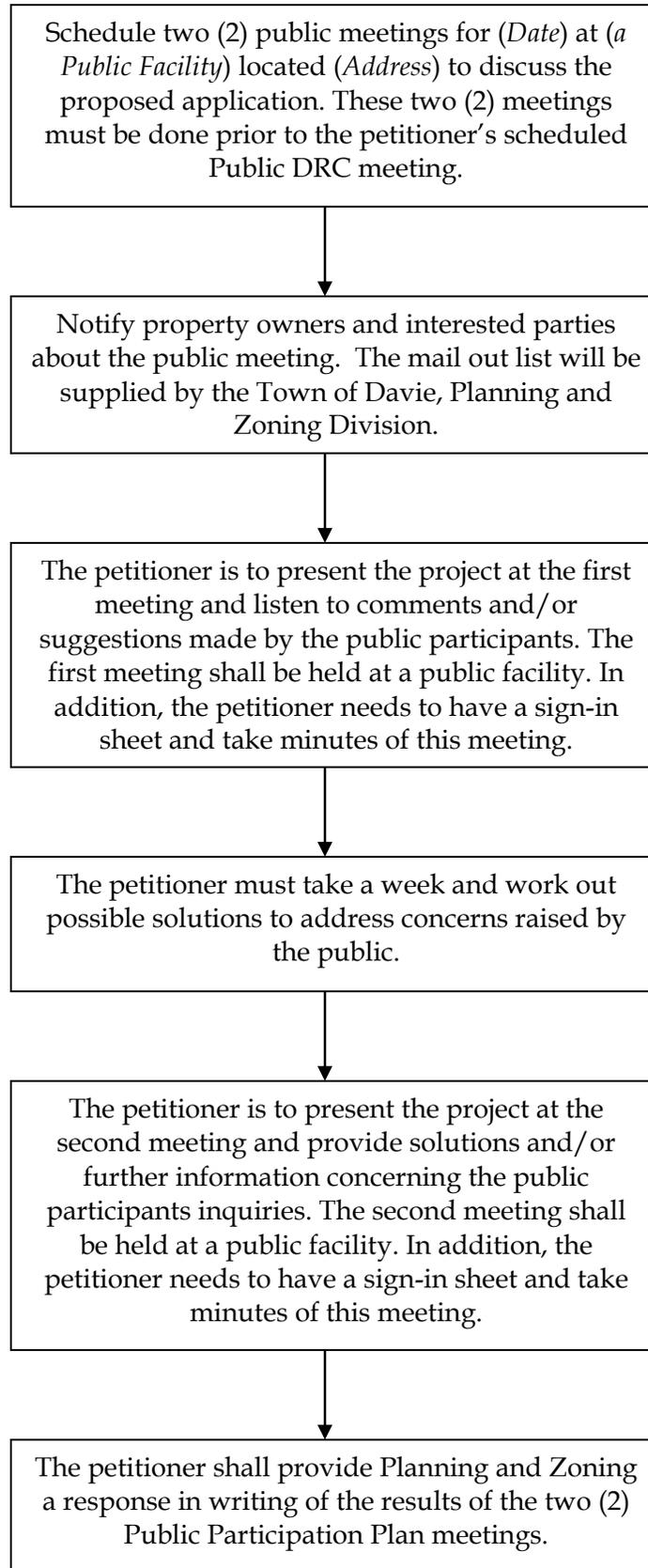
As required by Davie Ordinance No. 2004-31, we (*the petitioner*) are enclosing herewith a copy of the proposed citizen participation plan related to an approval for the proposed referenced application. In addition, to the outline of the plan we are enclosing the following material.

1. A list of residents and/or property owners, interested parties, and public agencies that may be affected by the application (*affected parties*). The names and addresses of residents and property owners within the public hearing notice area, as set forth in the Davie Code of Ordinances, shall be provided to applicant by an appropriate planning representative. The planning representative shall also provide the applicant with all names of any other interested parties and/or public agencies who have stated an interest in the application.
2. A summary of how the applicant proposes that it will notify all "affected parties" of the application.
3. A summary of the proposed application.
4. A description of the manner in which the applicant proposes that it will disseminate information to residents, property owners and/or interested parties.
5. A schedule of events planned by the applicant to complete the citizen-participation procedure. Applicant shall be required to conduct a minimum of two (2) public meetings with "affected parties." This requirement may be waived if letters from all adjacent affected parties state that all their items have been addressed and there is no need for another meeting with the applicant.
6. A requirement that the applicant shall keep the Development Services department informed on the status of its citizen participation efforts by coordinating its efforts through the assigned project planner.

The information above should satisfy the requirements of the public participation and the application review process.

Sincerely,

## CITIZEN PARTICIPATION PLAN FLOW CHART



**CITIZEN PARTICIPATION PLAN FOR**  
*(Application) No. (#)*

**Project Description**

*(Provide a description to the process project/application request)*

**Contact Information**

*(Provide a list of all parties/consultants/owners related to the project/application request)*

**List of Residents and/or Property Owners and Interested Parties**

*(Provide list of all the Residents and/or Property Owners and Interested Parties)*

**Notification Procedure**

*(Provide information how the Residents and/or Property Owners and Interested Parties are to be notified. In addition, the applicant shall provide the Planning & Zoning ,as well as the Clerk's office with a copy of the meeting notification)*

**Dissemination of Information**

*(Provide a description of how the information was Dissemination)*

**Schedule of Events**

*(Provide a schedule of events, including the first and second meeting location, date, and time)*

## MEETING NOTICE

(Date)

(Address)

**Re: Citizen Participation Plan Meeting for: (Information)**  
**Project Number: (Information)**

Dear Neighbor:

This letter is to invite you to a citizen participation meeting relating to (project) for a parcel located at (address). (The next several sentences should briefly explain the project. The petitioner ought to enclose a location map and site plan if applicable.)

Under a Town of Davie ordinance, the petitioner is required to hold two (2) citizen participation meetings and send notice to all property owners within 1,000 feet of the subject site prior the Town initiating their review of the application. We have scheduled the following meetings.

First Citizen Participation Meeting:

Date: (Information)

Time: (Information)

Location: (Information)

Second Citizen Participation Meeting:

Date: (Information)

Time: (Information)

Location: (Information)

If you wish to submit written comments, please send them to:

(Name)

(Address)

(Phone Number)

Also, please be advised that there will be additional opportunities for public input at the Town of Davie Public Hearings.

Sincerely,

Attachments: Location Map, (Etc.)

**(MEMBERS OF TOWN COUNCIL MAYBE PRESENT)**  
**SIGN IN SHEET**  
**PUBLIC PARTICIPATION MEETING I.**

*(Date)*

NAME

ADDRESS

PHONE

---

**SUMMARY OF DISCUSSION**  
**AT PUBLIC PARTICIPATION MEETING I.**

*(The following information should be minutes of the first public hearing meet)*

*(All letters and/or phone calls received by the applicant from the public prior to the first Public Participation Meeting shall be attached to this section)*

**SIGN IN SHEET**  
**PUBLIC PARTICIPATION MEETING II.**

*(Date)*

NAME

ADDRESS

PHONE

---

**SUMMARY OF DISCUSSION**  
**AT PUBLIC PARTICIPATION MEETING II.**

*(The following information should be minutes of the second public hearing meet)*

*(All letters and/or phone calls received by the applicant from the public prior to the second Public Participation Meeting shall be attached to this section)*

**SUMMARY OF  
PUBLIC PARTICIPATION MEETINGS**

*(Date)*

Town of Davie  
Development Service Department  
Planning and Zoning Division  
6591 Orange Drive  
Davie, Florida 33314

**Re:    *Citizen Participation Plan for:  
          Project Number:***

Dear Staff:

Please be advised that as required by the Town of Davie, Land Development Code, Chapter 12, Division 7, we (*the petitioner*) advertised and notified all the property owners surrounding the subject property within 1,000 feet to invited them to, two (2) Public Participation Meetings, located at (*address*) on (*date*) at (*time*). The above scheduled meetings were held, however, none of the Town of Davie property owners attended. (or) The following is a summary of the key issues brought up by Town of Davie property owners.

*(Provide a summary in this portion of the memo)*

We (*the petitioner*) hope the above information fulfilled the requirements of Public Participation Ordinance concerning this (*application*) process.

Sincerely,

Developer's Name:  
1111 Orange Drive  
Davie, Florida 33314

**PUBLIC PARTICIPATION NOTIFICATION**  
*Time Sensitive Information Enclosed*

Town Resident  
2222 Orange Drive  
Davie, Florida 33314

## **VI. Zoning Determination Letter.**

## **VII. Vested Rights Determination.**

The term "vested rights" encompasses both a claim for vested rights and a claim of equitable estoppel. For further information and the procedure relating to the Town's vested rights determination, refer to the Town of Davie, Code of Ordinances, Chapter 12, Article X. Planning and Development, Section 12-313.

**Sec. 12-313. Procedure for vested rights determination.**

(A) A request for a vested rights determination shall be made by the applicant in a letter to the town attorney, with a copy of the letter simultaneously sent to the town administrator, the development services director, the mayor and each councilmember.

(B) Accompanying the copy of the letter to the town administrator shall be a fee of one thousand five hundred dollars (\$1,500.00) by the applicant to the Town of Davie to cover the cost to the town for making the vested rights determination.

(C) The letter requesting a vested rights determination shall state with specificity each and every reason and each and every fact upon which the applicant is relying in order to support its claim for a vested right, and the specific vested right that the applicant desires. The applicant shall also enclose with the letter, and all copies of the letter, all evidence and proof which it is relying upon to support its claim for vested rights.

(D) The town attorney shall review the letter and the evidence and proof submitted. The town attorney shall be entitled to request all additional information that he/she believes is helpful to him/her and/or staff in making the vested right determination. Such additional information requested can include, but is not limited to, the following: questions to the applicant and officers, directors, shareholders, employees, agents and experts of the applicant, documents from the applicant and officers, directors, shareholders, employees, agents and experts of the applicant, affidavits from the applicant and officers, directors, shareholders, employees, agents and experts of the applicant, taking sworn statements from the applicant and officers, directors, shareholders, employees, agents, and experts of the applicant and in meeting with the applicant or officers, directors, shareholders, employees, agents or experts of the applicant. In making the vested rights determination, the applicant or the applicant's officers, directors, shareholders, employees, agents and experts failure to provide what is requested from the town attorney may be considered negatively toward the applicant's request for a vested rights determination or in a supplemental vested rights determination.

(E) The town attorney, once the information has been provided and once he/she is of the opinion that the vested rights determination can be given, shall provide a vested rights determination in writing. The applicant is limited to the information which has been provided. The applicant cannot provide new information without first requesting permission from the town attorney to do so.

(F) The written vested rights determination or supplemental vested rights determination of the town attorney shall be either faxed or mailed certified mail to either the applicant, its attorney or its agent.

(G) The vested rights determination or supplemental vested rights determination remains final and binding upon the applicant unless the applicant appeals the town attorney's determination within twenty (20) days of the date of the town attorney's determination. In the event that the applicant fails to timely appeal the vested rights determination or, in the event of a supplemental vested rights determination fails to appeal the supplemental vested rights determination, of the town attorney, it is conclusively presumed that the town attorney's determination is final. In the event that the applicant desires to challenge the vested rights determination or supplemental vested rights determination of the town attorney, the applicant must deliver to the town administrator by 4:00 p.m. within twenty (20) days of the date of the town attorney's determination a notice of appeal of the town attorney's determination (if the twentieth (20th) day is on a Saturday, Sunday or legal holiday in which the town administrator's office is closed, then the appeal may be timely delivered on the immediate next day that the town administrator's office is open). The notice of appeal shall be strictly limited to advising of the desire to appeal and the relief that the applicant is requesting. No further statements or argument are permitted in the notice of appeal.

(H) The town administrator shall place this appeal on the agenda of a town council meeting on such date that the town administrator considers appropriate.

(I) The town council shall consider the appeal at the town council meeting when the appeal is on the agenda, but the town council is permitted to table the appeal to such time as the town council considers appropriate. The town council is also empowered to request that the town attorney obtain additional information from the applicant and officers, directors, shareholders, employees, agents and experts of the applicant. The town council is also entitled, should it so chose, to obtain input from the public concerning the vested rights determination. The applicant is not entitled to speak during the appeal unless the town council permits the public to speak or unless the town council permits the applicant to speak. In the event that the town council requests or solicits additional information, the matter shall be sent back to the town attorney for a supplemental vested rights determination in light of the additional information requested or given. When that supplemental vested rights determination is provided by the town attorney, he/she shall provide notice as described in subsection (F), and that supplemental vested rights determination shall be described as indicated in subsection (G), and in the event of an appeal of that supplemental vested rights determination it shall be placed on the agenda as described in subsection (H), and shall be treated by the town council as described in subsection (I).

(J) When the town council makes its determination on the appeal, the appeal shall be based on the information in the record, which information is the information provided by the applicant, the information provided by staff, the information provided from all other sources which are in the record, and information provided by the town attorney. In making the vested rights determination or supplemental vested rights determination, the applicant or the applicant's officers, directors, shareholders, employees, agents and experts failure to provide what is requested from the town attorney or the town council may be considered negatively toward the applicant in its request for a determination. The determination of the town council in the appeal is final.

(K) The applicant has not exhausted its administrative remedies until such time as it has complied with this procedure. (Ord. No. 2001-049, § 2, 12-4-01)

## **VIII. Landscaping Unit.**

The landscaping unit is responsible for administration and enforcement of the Town's landscaping code and related regulations. This unit plays a key role in enhancing the appearance and maintenance of the Town's built and natural environment.

## **IX. Business Tax Receipt.**

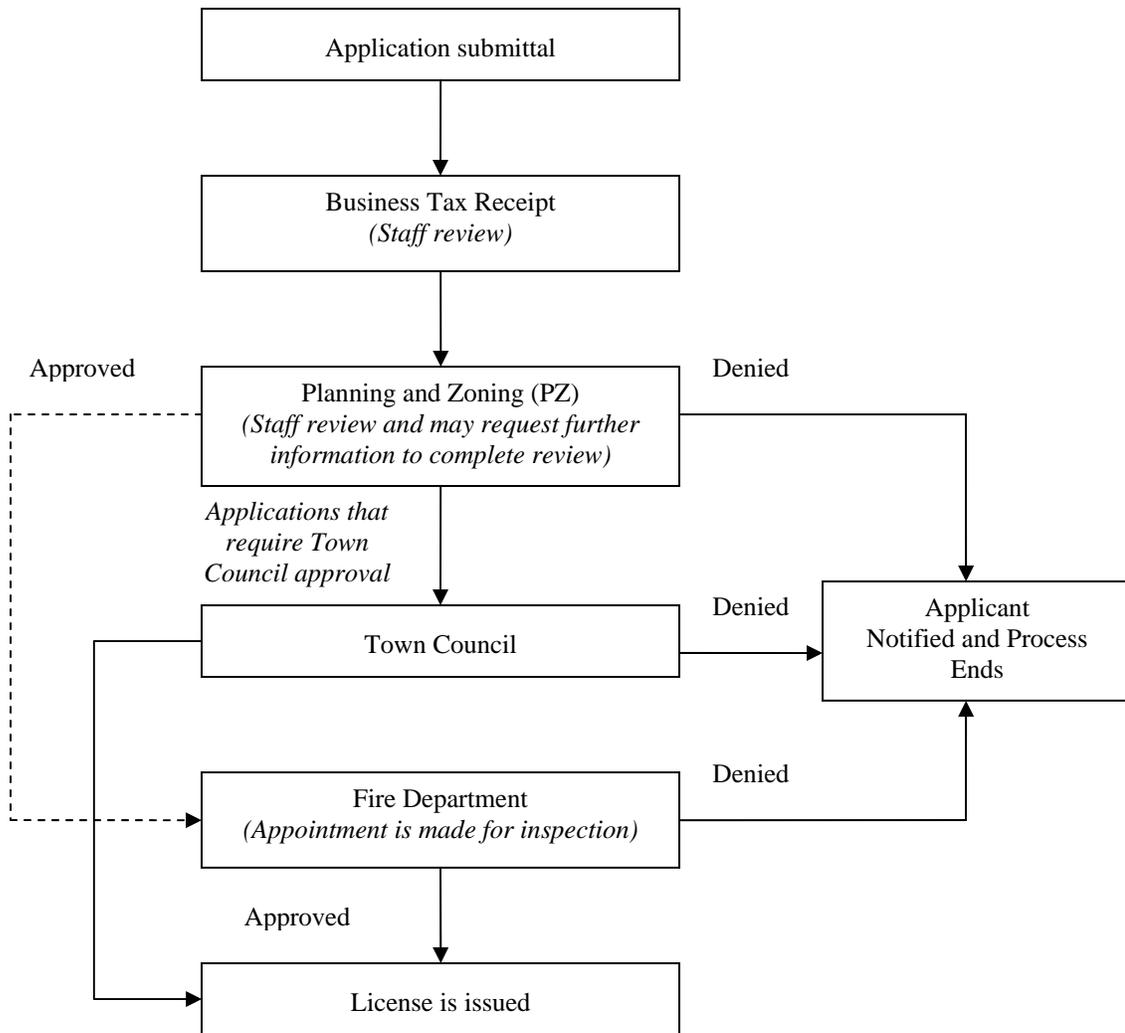
Every person engaging in or managing any business or engaging in any profession or occupation in the Town shall be required to have a license on or before October first of every year, and always before engaging in any business, profession or occupation, setting forth the name, profession or occupation, and the location of the proposed place of business. Such application shall be made by the individual, one of the partners, or an officer of the corporation, as the case may be. No person shall engage in or manage or be in charge of any business, profession or occupation until a Town Business Tax for the year has been obtained for such business, profession or occupation and the proper business tax paid.



DEVELOPMENT SERVICES DEPARTMENT  
PLANNING & ZONING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314  
PHONE: 954.797.1103 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

### Business Tax Receipt Application Flowchart



## Tenant List and Parking Calculations Example

Tenant (Business Name)	Use	One unit per square feet	Area sq ft	Parking Req.
Law Firm	Office	300	3000	10
Little Dresses	Retail	250	2500	10
Lilia's Kitchen (applicant)	<i>Restaurant</i>	<i>80</i>	<i>2500</i>	<i>31.25</i>
Vacant	Retail	80	2000	25
Summer Clothing	Retail	250	6000	24
<i>Total Parking Required</i>				100
<i>Total Parking Capacity</i>				100
<i>Total Handicap Parking</i>				4



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

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6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

**BUSINESS TAX RECEIPT  
CHECKLIST FOR SUBMITTALS  
COMMERCIAL/INDUSTRIAL**

The following information is needed in order for your application to be submitted for review.

- A. Completed application signed, dated and legible
- B. In a letter describe type of business in detail.
- C. Provide tenant space square footage.
  - \*If you do not know squared footage check with landlord
  - \*Break down square footage (office/retail/warehouse uses)
- D. A site plan or floor plan of space may be required for further evaluation.
- E. Important: What was previous use (business) in this location?
- F. Copies of Fictitious Name Registration /Corporate Articles
- G. Additional Documents (if applicable)
  - \*Copy of State or County License
  - \*Copy of Liability Insurance/ Workman's Compensation (contractors)
  - \*Alcoholic Beverage License
- H. Safety Inspection application filled out completely and notarized
  - \*We can notarize your signature with photo ID, wait to sign in front of notary
  - \* Name and phone number of landlord/leasing agent
- I. A fire inspection will be done and you will be billed by the Fire Department.

If paying by check you will need two separate checks made out to the Town of Davie

**Note: All paperwork must be legible.**

**During the review of this application, we may request further information needed to approve your Business Tax Receipt. This will be done in a timely manner. Any additional questions call 954 797-1112.**



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

### BUSINESS TAX RECEIPT

**INSTRUCTIONS:** For each Business Location in the Town of Davie, please complete an application. Once completed, return the application to the Planning & Zoning Division located at Town Hall, Bldg. B.

**APPLICANTS: COMPLETE FRONT PAGE ONLY, MUST BE LEGIBLE**

**BUSINESS NAME:** \_\_\_\_\_

**CORPORATION NAME:** \_\_\_\_\_

**SHOPPING CENTER/WAREHOUSE NAME:** \_\_\_\_\_

**BUSINESS STREET ADDRESS:** \_\_\_\_\_

**BUSINESS MAILING ADDRESS:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**DESCRIBE TYPE OF BUSINESS:** \_\_\_\_\_

**BUSINESS IS:** Corporation \_\_\_\_\_ Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ LLC \_\_\_\_\_

Owner/Officer(s)	Home address	City/Zip	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Federal ID Number or Social Security Number** \_\_\_\_\_

**Square Footage of Business At This Location:** \_\_\_\_\_ **Office** \_\_\_\_\_ **Warehouse** \_\_\_\_\_

**Number Of Full-Time Employees At This Location** \_\_\_\_\_ **Part-Time Employees** \_\_\_\_\_

**What Was Previous Use of Business Location** \_\_\_\_\_

**Industrial/Manufacturing Areas:** Is your wastewater system **Septic** \_\_\_\_\_ **Sewer** \_\_\_\_\_

I understand that this is an application for an occupational license in the Town of Davie and I may not conduct any business until September 30, \_\_\_\_\_ and must be renewed before each October 1<sup>st</sup>. \_\_\_\_\_  
Initial

\_\_\_\_\_  
Print Owner or Officers Name and Title

\_\_\_\_\_  
Signature of Owner or Officer



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

**Business Tax Receipt Inspection**

Permit \_\_\_\_\_

Loc ID \_\_\_\_\_

( ) Building ( ) Plumbing ( ) Mechanical ( ) Electrical ( ) Fire  
( ) Fire only

**(Plaza/ Building Leasing Information)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_ Bay/Suite \_\_\_\_\_

Square Footage \_\_\_\_\_

Business Owner \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owners Affidavit: **I certify that all the foregoing information is accurate and that any work will be done with proper permitting and in compliance with applicable laws regulating construction and zoning. Failure to obtain occupational license within 30 days of final inspections or before opening the business may result in additional penalties being imposed upon the undersigned.** \_\_\_\_\_  
Initial

**NO APPOINTMENTS CAN BE MADE FOR INSPECTIONS. SOMEONE MUST BE AT BUSINESS LOCATION BETWEEN 8:00 AM- 3:00 PM.**

\_\_\_\_\_  
Print Business Owner Name

\_\_\_\_\_  
Business Owner Signature

Sworn to and subscribed before to me by \_\_\_\_\_  
Who is personally known to me or produced \_\_\_\_\_  
as identification, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary's Signature \_\_\_\_\_

Printed Name of Notary \_\_\_\_\_



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

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6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

## AFFIDAVIT OF INVENTORY

Per Town of Davie Ordinance 2006-18, **any retail /wholesale business** must fill out an inventory of merchandise. Please complete the affidavit and return to the Town of Davie Business Tax Receipt Division along with applicable tax fee. Should you have any questions contact us at (954) 797-1112.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Check On	Inventory Value	Fee
_____	Inventory value up to \$100,000	\$127.63
_____	Inventory from \$100,001 to \$200,000	\$216.96
_____	Inventory from \$200,001 to \$300,000	\$280.78
_____	each add'l \$10,000 over \$300,001	\$ 31. 90 + \$280.78

**Inventory amount** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner/ Officer and Title**

\_\_\_\_\_  
**Date**

## **Dear Prospective Town of Davie Business Owner:**

### **EACH BUSINESS MUST OBTAIN A BUSINESS TAX RECEIPT BEFORE OPENING A BUSINESS**

This Document has been prepared to assist you in completing your Business Tax Receipt application.

- The Business Tax application must be signed by the owner or officer the corporation.
- The Tax fee must be paid. Fees are not refundable.
- The zoning of your property must be checked to determine if your proposed business is a permitted use for the location.
- The Building Division must determine that your place of business meets the necessary building codes.
- A fire inspection of the premises must be conducted by a Town Fire Inspector to ensure all applicable fire codes are met.

### **SIGNS**

A permit is required prior to the placement of all signs, both permanent and temporary. The Planning and Zoning Division will assist you with signage regulations. The Town may issue a 30-day permit for banners or pennants when used for grand openings or special events.

It is prohibited to erect, locate, or maintain any sign, including, but not limited to: all flashing, fluttering or otherwise moving signs; posting, advertising or writings; trailer signs; arrows; signs attached to any structure, pole, or tree; signs or banners; any signs and writing upon a vehicle; and any sign located within a public right-of-way except as otherwise provided by the Town's sign ordinance.

### **BUSINESS FIRE CODES**

#### **A. OUTSIDE OF BUILDING**

1. No obstructions to exit doors and paths.
2. Yard area must be clear of debris and other obstructions.
3. Rubbish or trash must be stored properly.
4. After construction, you must have regularly scheduled garbage pick-up service.
5. Outside storage of flammable materials must be protected by post, walls, fences, etc.; must be labeled as to contents and must be labeled with name of the LP gas company.
6. Fire Control Systems must be operational and free from obstructions.
7. Meter rooms must be posted with a sign: "Meter Room—No Storage Permitted".

#### **B. PATH OF EGRESS**

1. Aisles must be clear of obstructions.
2. Automatic closing doors must be in operating order and must be kept in their "closed" position.
3. Doors must swing in direction of exit travel.
4. Exit doors must be equipped with nothing more restrictive than "quick release" hardware when building is occupied.
5. Fire escapes and stairways must be clear of obstructions.
6. In stairwells with self-closing doors. The doors must be in the "closed" position.
7. Each required exit must be visibly identified with lettering not less than 6 inches high.
8. All exits signs must be illuminated by reliable light source (battery operated emergency lighting).
9. Exit discharges and vestibules must be kept clear.

#### **C. ELECTRICAL**

1. No defective electrical equipment or wiring shall be in use.
2. Wiring must be adequate for use and not overloaded.
3. In most cases, appliance cords cannot exceed six feet.
4. Only approved extension cords may be used (U/L listed):
  - Cords may not be stapled to anything.
  - Cords may not run under carpeting unprotected.
  - Cords shall be of heavier gauge than the appliance serviced.
5. Splices and ties in wiring must be in approved junction boxes.
6. Breaker and fuse boxes must be kept closed and easily accessible.
7. Circuit breakers must be taped in "on" position.

D. STRUCTURAL

1. There shall be no holes or gaps in the walls between tenants.
2. Ceiling tiles must be in place.
3. Highly combustible material shall not be used for interior finish.
4. Building must be in good state of repair.
5. Heat producing and ventilation equipment and the areas around them must be kept clean.
6. Fire sprinkler systems must be operational.

E. INTERIOR CLEANLINESS

1. Storage of more than 20 gallons of open flammable materials is prohibited unless stored in an approved metal cabinet.
2. "No smoking" signs must be installed in areas where flammable material is stored or used.
3. Bottled gas cylinders must be chained in the upright position.

F. FIRE EXTINGUISHERS

1. The minimum extinguisher size is 2A-10BC. Extinguishers purchased must have a service tag by a fire equipment company.
2. There shall be at least one extinguisher.
3. There shall be an extinguisher for every 2400 square feet or one not less than every 75 feet apart.
4. Extinguishers must be mounted less than 5 feet from the floor, be in clear view, and be easily accessible.
5. Extinguishers must be inspected annually by an approved fire equipment company and must have a certification tag.
6. They must always be in operating condition.

G. COMMERCIAL COOKING EQUIPMENT

1. Gas appliances shall have an AGA seal.
2. An in-line gas shut-off is required and shall be accessible.
3. A ventilating hood must be installed over all cooling surfaces and must be equipped with a fire extinguisher system. The hood must be vented to the outside and insulated from combustible construction. Filters must be clean.



If the Town can be of further assistance, please do not hesitate to contact one of the departments listed below:

Administration	954-797-1030	Human Resources	954-797-1100
Administrative Services	954-797-1020	Information	954-797-1000
Building Division	954-797-1111	Planning & Zoning	954-797-1103
(Inspection Only)	954-797-1128	Police	954-693-8200
Budget & Finance	954-797-1050	Purchasing	954-797-1015
Business Tax Receipt	954-797-1112	Town Clerk	954-797-1023
Community Services	954-797-1145	Utilities (Billing)	954-797-1065
Engineering	954-797-1113	Utilities (Operations)	954-327-3742
Fire Prevention	954-797-1229		



# DAVIE POLICE DEPARTMENT

1230 S. Nob Hill Road  
Davie, Florida 33324  
(Telephone) 954-693-8200  
(Fax) 954-693-8208



## BUSINESS UPDATE SURVEY CONFIDENTIAL INFORMATION

(Emergency information for use by The Town of Davie Police Department)

BUSINESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ HOURS \_\_\_\_\_  
(Include Suite, Apartment, Bay and/or Building Number)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ BUSINESS TYPE: \_\_\_\_\_

### EMERGENCY CONTACTS

1. \_\_\_\_\_  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ Pager \_\_\_\_\_ Work Phone \_\_\_\_\_

2. \_\_\_\_\_  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ Pager \_\_\_\_\_ Work Phone \_\_\_\_\_

3. \_\_\_\_\_  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ Pager \_\_\_\_\_ Work Phone \_\_\_\_\_

### PREMISE INFORMATION

SECURITY DOG \_\_\_YES \_\_\_NO HAZARDOUS MATERIAL \_\_\_YES \_\_\_NO TYPE \_\_\_\_\_

LIGHTS ON AT NIGHT \_\_\_YES \_\_\_NO LOCATION \_\_\_\_\_

ALARM \_\_\_YES \_\_\_NO ALARM CO. NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**PLEASE RETURN THIS CARD WITH YOUR BUSINESS TAX RECEIPT APPLICATION**



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

---

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

**BUSINESS TAX RECEIPT  
HOME CHECKLIST**

The following information is needed in order for your application to be submitted for review.

- A. **Completed application signed, dated, and legible.**
- B. **In a letter describe type of business in detail.**
- C. **Copy Fictitious Name Registration/ Corporate Articles and FEIN number**
- D. **Additional Documents (if applicable):**
  - \*Copy of State or County License (contractors/ Professional)
  - \*Copy of Liability Insurance/ Workman's Compensation with Town of Davie as certificate holder (contractors)
- E. **Proof of Residency.**
  - \*Drivers license
  - \*Current utility bill (within 2 months)
- F. **Home Affidavit page needs notarized.**
  - \*We can notarize your signature with photo ID, wait to sign form in front of notary

**Checks are made out to the Town of Davie.**

**Note: All paperwork must be legible.**

**During the review of this application, we may request further information to approve your Business Tax Receipt. This will be done in a timely manner. Any additional questions call 954-797-1112.**



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

### HOME BUSINESS TAX RECEIPT APPLICATION

**APPLICANTS: COMPLETE BOTH SIDE OF APPLICATION**

BUSINESS NAME: \_\_\_\_\_

CORPORATION NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS MAILING: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

DESCRIBE TYPE OF BUSINESS: \_\_\_\_\_

BUSINESS IS: CORPORATION \_\_\_\_\_ SOLE PROPRIETOR \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ LLC \_\_\_\_\_

OWNER/OFFICER (S)	HOME ADDRESS	CITY/ZIP	PHONE
1. _____	_____	_____	_____
2. _____	_____	_____	_____

FEDERAL ID NUMBER \_\_\_\_\_ OR SOCIAL SECURITY \_\_\_\_\_

**I understand this is an application for a Business Tax Receipt in the Town of Davie. Until I have received the Business Tax Receipt, I will not conduct any business at this location. The Business Tax, upon receipt, is valid until September 30, \_\_\_ and must be renewed before each October 1<sup>st</sup>.**

\_\_\_\_\_ Initial

**This application for Business Tax Receipt allows mail and telephone use only, no signs or exterior storage, no on-site employees are permitted.**

\_\_\_\_\_  
Print owner or officer's name and title

\_\_\_\_\_  
Signature of owner or officer

<b>OFFICE USE ONLY:</b>			
Date _____	Category _____	Fee _____	Exempt _____ per Sec 13-3
New _____	Transfer _____	Name _____	Address _____
		Owner _____	Transferred from _____
Tax Number _____	Control Number _____	Location ID Number _____	
Folio _____	Zoning _____		
Council Approval Required _____	Yes _____	No _____	Zoning Approval _____
			Date _____
Town Council Date _____	Approved _____	Denied _____	Tabled _____



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

**HOME BUSINESS TAX RECEIPT APPLICATION**

**SECTION 12-34 (N)-DEFINITION:**

Home Business Tax Receipt shall mean any use conducted entirely within a dwelling and carried on by persons residing in the dwelling unit, which is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof and in connection with which there is no display or stock in trade. The Home Business Tax Receipt shall involve phone and mail use only and shall not involve the use of any accessory building or yard space or activity outside of the main building not normally associated with residential use.

**SECTION 13-23 - LOCATION OF BUSINESS TAX RECEIPT; ZONING REGULATION**

(a) Each application for the Business Tax Receipt shall definitely state and set out the exact location at which business shall be operated. Before issuance of a Business Tax Receipt, verification of applicable zoning will be made. If the applicable zoning regulations do not permit the practice of such business, occupation or profession, the Business Tax Receipt will be denied. All Business Tax Receipts granted by council action by special exception, variance or by vested rights for nonconforming use, shall be so stated on the face of the license.

(b) Notwithstanding any provision to the contrary herein contained, certain businesses, professions or occupations may be conducted within a residentially zoned area (not to include R-1 or A-1, which require council approval) on a restricted basis for which a restricted Business Tax Receipt may be issued by the town. The owner of such business will secure a restricted Business Tax Receipt from the town subject to the provisions and limitations contained herein.

(c) Any person engaged in a personal profession or occupation which requires the use of his own personal residence may apply for a restricted Business Tax Receipt. Such application may list his home address as the place of business for the purpose of complying with the following conditions.

(1) No sign of any type may be posted or displayed on the premises which might serve to indicate that the premises are being used as a restricted home business use, except as required in accordance with all governmental bodies, No vehicles with any signs painted on them, which might serve to indicate that the premises are being used for restricted Business Tax Receipt use, shall be parked within the view of public right-of-way.

(2) The applicant shall not use the premises or any improvements thereon for the creation, storage, distribution, repair or sale of any of any merchandise or goods which would be visible from any location off the premises.

(3) No noise, odors, smoke or nuisance of any type shall arise from the conduct of the business here permitted or authorized.

(4) The applicant shall not cause or permit in connection with the business authorized herein any traffic that shall interfere or disrupt the flow for street use in the neighborhood.

(5) Any restricted Business Tax Receipt issued pursuant hereto may be revoked by the town council at any time upon notice and hearing for the violation of any provisions herein contained or for the violation of any ordinance of the town or law of the state pertaining to regulating or tax such business or for any other good and sufficient reason; provided, however, that this provision shall not effect the power of the court to revoke certain tax receipt where such revocation specifically provided for by ordinance. (Code 1964 8-6)

**I understand the description of Home Business Tax Receipt as stated in Section 13-23, regarding Home Business Tax Receipt and the definition (12-34 N)**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1112 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

## HOME BUSINESS TAX RECEIPT AFFIDAVIT

I understand that this is an application for a home business tax receipt in the Town of Davie and I may not conduct any business at this location until I have received the tax receipt document. I further understand that this business tax receipt upon issuance, is valid until September 30, \_\_\_\_\_, and must be renewed before October 1<sup>st</sup>.

I understand that as long as I conduct business in the Town of Davie I must keep an active business tax receipt.

**This application for home business tax receipt allows mail and telephone use only, no signs or storage, or on-site employees or clients are permitted.**

**All contractors must provide a copy of a lease at an alternate site for storage of equipment.**

I \_\_\_\_\_ certify that, to the best of my knowledge, all of my statements are true, correct, complete and made in good faith.

**Print Owner or Officer's Name and Title** \_\_\_\_\_

**Signature of owner or officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By, \_\_\_\_\_ Who is personally known to me or who has produced  
\_\_\_\_\_, as identification and whom did/did not take an  
oath

NOTARY PUBLIC \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_

A FALSE STATEMENT ON ANY PART OF BUSINESS TAX RECEIPT MAYBE GROUND FOR  
REVOKING SAID DOCUMENT OR SUSPENDING THE RECEIPT AFTER IT HAS BEEN ISSUED.

\_\_\_\_\_ Residency verified



DEVELOPMENT SERVICES DEPARTMENT  
BUSINESS TAX RECEIPT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
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PEDDLER / SOLICITOR/ SEASONAL SALES APPLICATION

DATE \_\_\_\_\_ FILING FEE \_\_\_\_\_ BUSINESS TAX # \_\_\_\_\_ CONTROL # \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

HOW LONG DO YOU DESIRE TO DO BUSINESS IN THE TOWN OF DAVIE \_\_\_\_\_

DESCRIBE THE NATURE OF YOUR BUSINESS/GOODS TO BE SOLD \_\_\_\_\_

PERSONAL INFORMATION: Date of Birth \_\_\_\_\_ Birth Place \_\_\_\_\_ Race \_\_\_\_\_

Sex \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_\_ Age \_\_\_\_\_

LIST ANY CHANGES OF ADDRESS WITHIN THE PAST FIVE YEARS \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME, MISDEMEANOR, OR VIOLATION OF ANY MUNICIPAL ORDINANCE? IF YES STATE NATURE OF OFFENSE AND THE PUNISHMENT OF PENALTY ASSESSED \_\_\_\_\_

NAME OF PRESENT EMPLOYER AND ADDRESS: \_\_\_\_\_

VEHICLE INFORMATION: VIN # \_\_\_\_\_ Year \_\_\_\_\_

Tag # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

THE FOLLOWING ARE REQUIRED AT THE TIME OF APPLICATION:

- Fingerprints
- References from two Broward County Property Owners
- Surety Bond of \$1,000.00
- Proof of Sales Tax Number
- Certificate of Insurance no less than \$1,000,000.00
- 2X2 Photograph (taken in past 60 days)
- Property Owners Approval
- \$50.00 Clean up Bond
- Proof of Portable Toilet
- Parking
- Health Department Permit

I acknowledge that the above marked attachments are required for submission of this application. I have received a copy of section 17 of the Town of Davie Code and acknowledge the restrictions of same.

\_\_\_\_\_  
Print Applicant's Name And Title

\_\_\_\_\_  
Applicant's Signature

Police Department Approval \_\_\_\_\_

\_\_\_\_\_  
Date

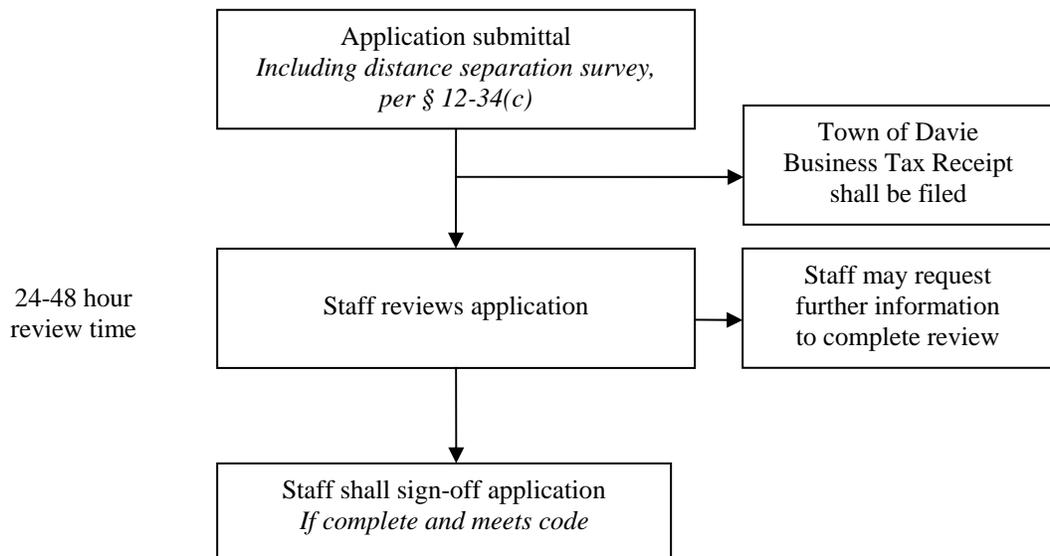
## **X. Alcoholic Beverage License.**



DEVELOPMENT SERVICES DEPARTMENT  
PLANNING & ZONING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314  
PHONE: 954.797.1103 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

## Alcoholic Beverage License and Tobacco Permit Flowchart





DEVELOPMENT SERVICES DEPARTMENT  
PLANNING & ZONING DIVISION

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6591 ORANGE DRIVE • DAVIE, FLORIDA 33314  
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## **Alcoholic Beverage License and Tobacco Permit Checklist**

All required information must be provided at the time of application submittal unless otherwise noted. Incomplete applications are not acceptable under any circumstances. The following information is required for application review:

- \_\_1. Check made payable to the Town of Davie in the amount specified on the fee schedule.
- \_\_2. Original application form typed or neatly printed in ink, and notarized properly. The following section shall be completely filled out within the application:
  - Section 1 – CHECK TRANSACTION REQUESTED
  - Section 2 – CHECK LICENSE CATEGORY
  - Section 3 – LICENSE INFORMATION
  - Section 7 – ZONING
- \_\_3. Distance separation survey; refer to section 12-34 (C).
- \_\_4. Town of Davie Business Tax Receipt must be filed.

*\* All application submissions will have a review time of 24 to 48 hours. During the review, staff may request further information.*

**DBPR ABT-6001 – Division of Alcoholic Beverages and Tobacco Application for Alcoholic Beverage License and Tobacco Permit**

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
1940 North Monroe Street  
Tallahassee, FL 32399-0783**

**DBPR Form AB&T  
ABT-6001  
Revised 02/08  
61A-10.083 FAC**

**NOTE – This form must be submitted as part of an application packet**

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation or your local district office. Please submit your completed application and required fee(s) to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.*

[http://www.myflorida.com/dbpr/abt/district\\_offices/licensing.html](http://www.myflorida.com/dbpr/abt/district_offices/licensing.html)

<b>Trade Name (D/B/A)</b>	
<b>Transaction Type:</b> <input type="checkbox"/> New License	
Do you wish to purchase a Temporary License? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Series Requested	Type Requested
<input type="checkbox"/> Retail Alcoholic Beverages <input type="checkbox"/> Beer/Wine/Liquor Wholesaler	<input type="checkbox"/> Alcoholic Beverage Manufacturer <input type="checkbox"/> Retail Tobacco Products <input type="checkbox"/> Passenger Waiting Lounge

If the applicant is a corporation or other legal entity, enter the name as registered with the Secretary of State on the line below.			
Full Name of Applicant		Corporate Document # _____	
Trade Name (D/B/A)			
FEIN Number or Social Security Number*		Business Telephone Number	
Contact Person		Phone Number	
Location Address (Street and Number)			
City		County	State
Zip Code			
Mailing Address (Street or P.O. Box)			
Section / Name (Attention: – <i>Optional</i> )			
City		State	Zip Code

**\*Social Security Number**

Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless a Federal statute specifically requires it or allows states to collect the number. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and sections 409.2577, 409.2596, and 559.79, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and are used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317. The State of Florida is authorized to collect the social security number of licensees pursuant to the Social Security Act, 42 U.S.C. 405(c)(2)(C)(i). This information is used to identify licensees for tax administration purposes.

Trade Name (D/B/A)			
Street Address			
City	County	State	Zip Code
<p>Are there outside areas which are contiguous to the premises which are to be part of the premises sought to be licensed?" <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If this application is for issuance of an alcoholic beverage license where zoning approval is required, the zoning authority must complete "A" and "B." If zoning is not required, the applicant must complete section "B."</p> <p>A. The location complies with zoning requirements for the sale of alcoholic beverages or wholesale tobacco products pursuant to this application for a Series _____ license.</p> <p>Signed _____ Date _____</p> <p>Title _____</p> <p>B. Is the location within the limits of an "Incorporated City or Town?" <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, enter the name of the city or town: _____</p>			

## **XI. Fee Schedule.**



Development Services Department  
Planning & Zoning Division

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**DEVELOPMENT REVIEW FEES**

Platting:

(a) Non-residential.....	1,135.00
PLUS per acre.....	50.00
(b) Residential Boundary Plat.....	1,135.00
PLUS per acre.....	30.00
(c) Residential Lot Specific Plat .....	325.00
PLUS per acre.....	40.00
PLUS per residential unit.....	20.00
(d) Plat Revision and Delegation Requests.....	500.00
Delegation – Access Non-Vehicular Access Line.....	500.00
Delegation Regulation – Plat Note Amendment.....	500.00

Site Development Plan:

(a) Residential Plans.....	985.00
PLUS \$12.00/unit for up to 40 unit.....	12.00
PLUS \$12.00/unit for each additional unit above 40.....	12.00
(b) Non-residential Plans.....	1,050.00
PLUS \$7.00/100 sq. ft. of gross floor area for up to 10,000 sq. ft	
.....	7.00
PLUS \$7.00/100 sq. ft of gross floor area above 10,000 sq. ft.....	7.00
(c) Site Plan Modifications	
(1) Modifications Requiring DRC Review Full Fee (See a and b above)	525.00
(2) Modifications Requiring SPC Review.....	785.00
(3) Internal Modifications.....	260.00
(4) Modifications Requiring SPC & TC.....	1,050.00

Signage Application / Site Plan..... 150.00

Land Use Plan Amendments:

(a) Base fee.....	3,500.00
PLUS \$30.00/acre for up to 25 acres.....	30.00
PLUS \$30.00/acre for each additional acre above 25.....	30.00
PLUS \$30.00/acre for each acre above 100.....	30.00
* plus the cost of recertification, when required.	



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Rezoning:		
(a) Base fee.....	1,170.00	
(b) Utilization of Flexibility Rule.....	1,550.00	

Special Permits:		
(a) Base fee.....	930.00	

Variances:		
(a) Developed Single Family Lots .....	470.00	
(b) Administrative Non-Use Special Permit.....	700.00	
(c) All Other Requests.....	930.00	

Vacation of Right-of-Way or Easement:		
(a) Base fee.....	930.00	

Development of Regional Impact (D.R.I.) Review:.....	8,925.00	
(a) Modification to approved D.R.I. (Non-substantial deviation) .....	2,800.00	
(b) Modification to approved D.R.I. (Substantial deviation).....	4,000.00	

Landscape Inspection: <b>Revised Landscape Fees (See Attached)</b>		
<del>(a) Residential.....</del>	<del>90.00</del>	
<del>(b) Non residential.....</del>	<del>100.00</del>	

(96) Tree Removal/Replacement Permit: <b>Revised Tree Removal Fees (See Attached)</b>		
<del>(a) If tree is transplanted or equivalent replaced.....</del>	<del>30.00</del>	
<del>(b) Removal permit (subject to provisions of Tree Preservation Ordinance)...</del>	<del>85.00</del>	

Addresses:		
(a) Base fee - one address/street.....	105.00	
(b) Each additional address/street.....	105.00	

Alcoholic Beverage License Review:.....	20.00	
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Developers Agreement Requiring Council Action:.....	250.00	
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Request for Vested Rights Determination (Actual fee shall be reflective of staff and legal efforts required):		
(a) Minimum.....	100.00	



Development Services Department  
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Requested review by legal staff of zoning determinations (Actual fee shall be reflective of legal efforts required):

(a) Minimum.....	350.00
FINAL SITE INSPECTION.....	200.00
Multi-Disciplinary Consultant Fees.....	TBD
Supplemental Services (Others TBD).....	TBD
(a) Transportation.....	TBD
(b) Wildlife.....	TBD
(c) Environment.....	TBD
(d) Other.....	TBD
Master Development Plan:	
(a) Residential Plans.....	340.00
PLUS \$10.00/unit for up to 40 units.....	10.00
PLUS \$ 5.00/unit for each additional unit above 40.....	5.00
(b) Non-residential Plans.....	340.00
PLUS \$ 4.00/100 sq. ft. of gross floor area for up to 10,000 sq. ft .....	4.00
PLUS \$ 2.00/100 sq. ft of gross floor area above 10,000 sq. ft.....	2.00
Temporary Use Permit:	
(1) Real Estate Development Activity.....	300.00
(2) General.....	100.00
Zoning Determination Letter.....	25.00
Amendment to the Land Development Code.....	1,500.00
Wireless Communications Facilities	
A. Applications:	
(a) Stealth Wireless Communications Facility.....	2,500.00
(b) Stealth Attached Wireless Communications Facility.....	3,000.00
(c) Attached Wireless Communications Facility.....	3,500.00
(d) Replacement of Existing of Antenna Support Structure.....	4,000.00
(e) Colocation of Existing of Antenna Support Structure.....	5,000.00
(f) New Antenna Support Structure.....	7,500.00
(g) Satellite Earth Station.....	500.00
(h) Antenna Element Replacement.....	1,000.00



Development Services Department  
Planning & Zoning Division

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B. Supplemental review fees shall not exceed the following maximum amounts:

(a) Stealth Wireless Communications Facility.....	3,500.00
(b) Stealth Attached Wireless Communications Facility.....	3,500.00
(c) Attached Wireless Communications Facility.....	4,000.00
(d) Replacement of Existing of Antenna Support Structure.....	4,500.00
(e) Colocation of Existing of Antenna Support Structure.....	5,000.00
(f) New Antenna Support Structure.....	7,500.00
(g) Antenna Element Replacement.....	1,000.00



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**LANDSCAPING INSPECTION – PERMIT FEES**

Landscape inspection for code compliance pertaining to new developments, renovations and tree removals/ relocations work are as follows:

(1) Single Family.....	75.00
(2) Multi-Family	
2 to 19 units.....	150.00
20 and above.....	250.00
(3) Commercial	
up to 29 parking spaces.....	150.00
30 parking spaces and above.....	250.00
(4) Reinspection Fees	
Single Family.....	50.00
Multi-Family	
up to 19 units .....	75.00
20 units and above .....	100.00
Commercial	
up to 19 parking spaces.....	75.00
20 parking spaces and above.....	100.00
(5) Tree Removal, as stated in Section 26-44 Fees and Values	
(6) Tree Relocation, as stated in Section 26-44 Fees and Values	



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**VEGETATION**

Sec. 26-44. Fees and values.

(a) Application fees.

(1) Tree removal:		
Single tree removal.....		50.00
For each additional tree.....		25.00
(2) Tree Relocation:		
Single tree relocation.....		30.00
For each additional tree.....		15.00
(3) Tree service/arborist registration – annual.....		30.00

(b) Equivclent Replacement Value – Dicot and Conifer:

(1) Class A – Per caliper inch to 8 inches.....	90.00
Per caliper inch from 9 inches to 17 inches.....	135.00
(2) Class B - per caliper inch to 8 inches.....	65.00
Per caliper inch from 9 inches to 17 inches.....	97.00
(3) Class C – per caliper inch to 8 inches.....	50.00
Per caliper inch from 9 inches to 17 inches.....	75.00

(b) Equivalent Replacement Value Monocot:

(1) Class A – per trunk foot.....	100.00
Per trunk foot for historically or environmentally significant trees.....	200.00
(2) Class B – per trunk foot.....	25.00
Per trunk foot for historically or environmentally significant trees.....	50.00
(3) Class C – per trunk foot.....	20.00
Per trunk foot for historically or environmentally significant trees.....	40.00

All required advertising costs shall be reimbursed by the applicant, prior to final approval.  
All required mailing costs shall be reimbursed by the applicant, prior to action by Town Council.

## **XII. Cost Recovery.**

The Town of Davie determined that the costs related to the review and processing of development applications shall not be subsidized by the general taxpayer and citizenry of the town. Therefore, the Town has determined that the most practical and consistently accurate method of defraying the costs of development review and processing functions is through the assessment of fees based upon the actual time expended by town employees and directly associated expenses including but not limited to advertising and legal fees.

## **Cost Recovery – Question and Answers**

### **What is cost recovery?**

Cost Recovery is a mechanism, adopted by Town Council on September 4, 2002 to balance both the needs of the development community for a fair and thorough review process with the needs of the Davie community to ensure development is not subsidized by taxpayer dollars.

Cost Recovery is a pay-as-you go system of project review. Basically, as a project is reviewed by the Town staff for completeness, the hours spent by each staff member are directly ‘billed’ to an application. Cost Recovery will ensure accountability, provide performance measures, ensure adequate review and scheduling and provide for the necessary resources.

### **How will it work?**

When an application is submitted, a base fee (or deposit) is provided at the time of submittal. The Town places this money into a separate account to track the hours spent per staff member and their hourly rate for each submitted application.

At each major step in the review process (Development Review Committee, Site Plan Committee, Planning and Zoning Board or Town Council) a balance sheet will be presented stating what, if any, additional money needs to be paid to the Town to continue the review. At anytime during an application review, a balance sheet can be provided, upon request.

Before an application is ‘finalized’ by staff, any outstanding balances will need to be paid in order for permits or approval letters to be issued.

### **How do i know what is being charged to my account?**

At any time during the process, a balance sheet can be requested. This sheet will include staff time, hourly rates, and account balance.

When an account is empty, staff will call an applicant and request additional funds. The funds shall be based upon the previous history of the project and the anticipated timeframe for completions.

### **What are the benefits?**

Prompt and thorough review can be expected due to the need for both the applicant and the staff member to review projects in a timely manner, against an active balance account.

Fair and Equitable costs to the public will result from cost recovery. Staff time for projects initiated by applicants will be charged back to the applicant, not the Town and the taxpayers.

Priority tracking is available for those projects that may have unusual time constraints. Again, these projects will pay a greater fee, which will in turn, be paid to the Town.

### **What else should i know?**

1. The Project Planner will be an applicant’s contact with all issues that may arise during the review process.
2. Balance Sheets can be requested to ensure that a project is kept on track and moving forward
3. The End Product will result is a better project for both the Town and the Developer, as work will be done in a thorough review manner wasting little time. This Cost Recovery Ordinance provides for true cost accounting, fast tracking and supplemental service.

## XIII. Glossary.

**Building:** A structure built, maintained or intended to be used for the shelter or enclosure of persons, animals or property of any kind. The term is inclusive of any part thereof. Where independent units with separate entrances are divided by party walls, each unit is a building.

**Building Line:** A line on a lot generally parallel to a lot line or road right-of-way line, located a sufficient distance therefrom to provide the minimum yards required by this Ordinance. The building line limits the area in which buildings are permitted subject to all applicable provisions of this Ordinance. This is also referred to as a "setback." All development must occur within the building lines including cantilevered structures and projecting surfaces.

**Building permit:**

- (1) Any permit for the erection or construction of a new building required by Section 301 of the South Florida Building Code, 1984, Broward Edition, as amended.
- (2) Any permit for an addition to an existing building which would:
  - a. Create one (1) or more additional dwelling units; or
  - b. Involves a change in the occupancy of a building as described in Section 104.7 of the South Florida Building Code, 1984, Broward Edition, as amended.

**Concurrence:** Public facilities and services needed to support development at adopted levels of service shall be available at the same time or concurrent with the impacts of such development.

**Developer:** The legal or beneficial owner(s) of a lot or parcel of any land proposed for inclusion in a development, including optionee or contract purchaser.

*Development:*

- (1) The division of a parcel of land into two (2) or more parcels;
- (2) The construction, reconstruction, conversion, structural alteration, relocation or enlargement of any buildings;
- (3) Any use or change in use of any buildings or land;
- (4) Any extension of any use or land; or
- (5) Any clearing, grading or other movement of land for which permission may be required pursuant to this chapter.
- (6) It is expressly recognized that the term "development" as defined herein and throughout this Code, shall not include nor be interpreted to include any farm, or "agricultural uses" as that term is defined pursuant to section 12-32(A).

**Development Order:** Any order granting, denying or granting with conditions an application for a development permit.

**Development Permit:** Any building permit, zoning permit, subdivision or plat approval, site plan approval, rezoning, special exception, variance or other official action of a unit of local government having the effect of permitting the development of land, but does not include any variance of other official action necessary solely for the purpose of issuing a permit, other than a building permit, pursuant to the South Florida Building Code, 1984, Broward Edition, as amended.

**Dwelling Unit:** A house, apartment, condominium unit, trailer, group of rooms, or a single room intended for occupancy as a separate living quarter with direct access from the outside of the building or through a common hall and with complete kitchen facilities for the exclusive use of the occupants and includes rental units contained in a multiunit structure or complex licensed by the Florida Department of Business Regulation, Division of Hotels and Restaurants, as "apartments," "rental condominiums," and "retirement housing."

**Easement:** Authorization by a property owner for the use by another and for a specified purpose of any designated part of his property.

**Impact Fees:** Funds collected from a developer to fund the improvements required to serve the residents or users of the development, such as fees for municipal parks.

**Infrastructure:** Those man-made structures which serve the common needs of the population, such as sewage disposal systems; potable water systems, potable water wells serving a system, solid waste disposal sites or retention areas, stormwater systems, utilities, piers, docks, wharves, breakwaters, bulkheads, seawalls, bulwarks, revetments, causeways, marinas, navigation channels, bridges and roadways.

**Land development regulations:** Ordinances enacted by governing bodies for the regulation of any aspect of development and include any local government zoning, rezoning, subdivision, building construction or sign regulations, or any other regulations controlling the development of land.

**Landscaping:** Materials such as grass, ground covers, shrubs, vines, hedges, trees or palms, and other material such as rocks, pebbles, sand, walls or fences (but excluding paving) purposely installed at ground level and open to the sky for functional or aesthetic reasons.

**Land Use:** The development that has occurred on the land, the development that is proposed by a developer on the land, or the use that is permitted or permissible on the land under an adopted comprehensive plan or element or portion thereof, land development regulations, or land development code, as the context may indicate.

**Lot:** An area of land separated from other parcels of land by a subdivision plat, deed of record, or metes and bounds description, but that is undivided by any street or private road and occupied by, or designated to be developed for, permitted building(s) or principal use(s) and accessory building(s) or use(s) customarily incidental to such building, use or development, including such open spaces and yards as are designed and arranged or required by this chapter for such building, use or development.

**Mobile home:** A transportable, single-family dwelling intended for permanent occupancy contained in one (1) unit or in two (2) units, designed to be joined into one (1) integral unit capable of again being separated for repeated towing, which arrives at a site complete and ready for occupancy except for minor and incidental unpacking and assembly operations, and constructed so that it may be used with or without a permanent foundation. For the purpose of determining standards which apply, a distinction is made between:

- (1) Double-wide units (minimum twenty-two (22) feet wide) having H.U.D. certification under 42 U.S.P. 5415, mounted on a permanent foundation with towing and transportation equipment removed, which shall be considered a single-family unit.
- (2) Single-wide units or double-wide units not meeting the requirements of item (1) above, which are permitted only in mobile home parks, for agricultural uses or as temporary housing.

**Nonconforming use:** An activity using land, buildings, signs and/or structures which were legally established prior to the effective date of this chapter or subsequent amendment to it and which would not be permitted to be established as a new use in a zone in which it is located by the regulations of this chapter.

**Parcel:** Any quantity of land capable of being described with such definiteness that its location and boundaries may be established, which is designated by its owner or developer as land to be used or developed as a unit or which has been used or developed as a unit.

**Plat:** A recorded map or delineated representation of a tract or parcel of land showing the designation of such land as lots, blocks, parcels or other portions thereof, however the same may be designated.

**Rezoning:** Changes in existing zoning designations including permitted uses and development standards applicable to those designations through the enactment of an ordinance following Town Council approval of a rezoning petition.

**Right-of-way:** Land reserved, used or to be used for a street, alley, walkway, drainage facility or other public purpose.

**Sealed Survey:** A survey prepared by a registered land surveyor and sealed by the surveyor.

**Setback:** A line on a lot, generally parallel to a lot line or road right-of-way line, located a sufficient distance therefrom to provide the minimum yards required by this chapter. The setback limits the area in which buildings are permitted subject to all applicable provisions of this chapter. (All development must occur within the setbacks including cantilevered structures and projecting surfaces). Setbacks are to be measured from the property line.

**Setback, rear:** A line at least the minimum setback from the rear property line.

**Setback, side:** A line at least the minimum setback from the side of the lot parallel to a side lot line.

**Setback, street:** A line at least the minimum setback from the rear of the lot.

**Special Assessments:** A compulsory charge made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Special Permit:** Granted upon application to Town Council for those uses considered conditional uses within a specific zoning district.

**Subdivision:** Any redivision of a subdivision plat, tract, parcel or lot of land into two (2) or more parts by means of mapping, subdividing, platting, conveyance, change or rearrangement of boundaries. All subdivisions are also developments.

**Trafficway:** Any one of the expressways, principal arterials, minor arterials or collector streets shown of the Broward County Trafficways Plan.

**Variance:** A modification of the zoning ordinance regulations when such variance will not be contrary to the public interest and when, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. A variance is authorized only for height, area, number of required parking spaces or plant units, size of structure or size of yards and open spaces and separation requirements. Establishment or expansion of a use otherwise prohibited shall not be allowed by variance nor shall a variance be granted because of the presence of nonconformities in the zoning district or classification or in adjoining zoning districts or classifications. Variances may be granted pursuant to the provisions of Article X, Division 2 of this chapter.

**Zoning:** The designation of land into districts classified by use and/or density.