

Development Review Workshop

June 26, 2008

Presentation Overview

Divided into two (2) parts:

1. Development Review (DRC) Process

- (Planning and Zoning)

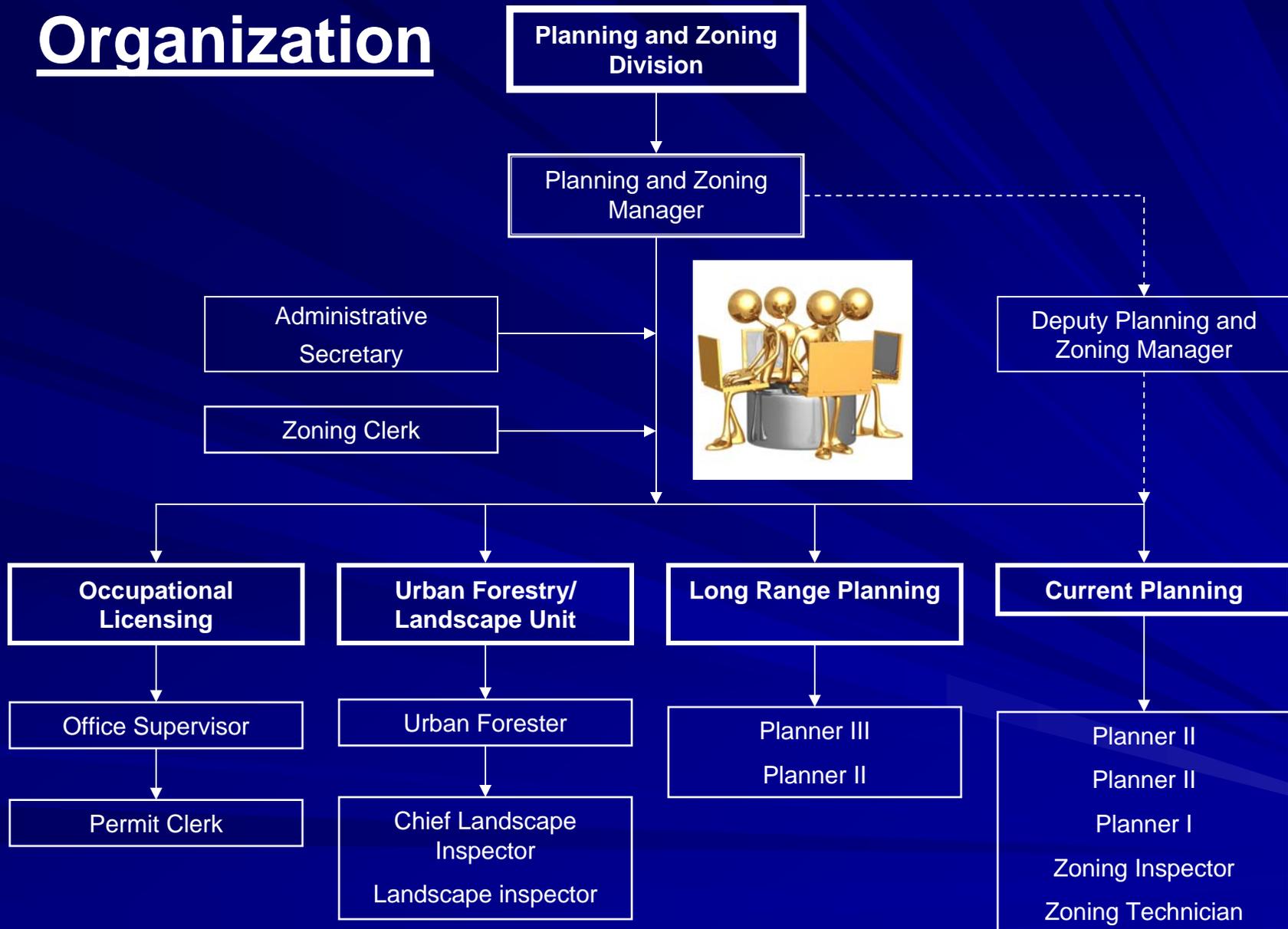
2. Engineering Permit Process

- (Engineering)

DRC Process Agenda

- P&Z Organization
- Objectives
- Development Review (DRC) Process
- Recent Changes
- Top Five Delays
- Website Resources
- Questions and Answers

Organization



Objectives

- What it takes to make a successful application
- Outline any recent improvements to the process
- Communication between applicant and staff



Overall Development Process

Other Governmental Agencies
(if entitlements are not in place)



Planning & Zoning



Town Council/ Boards Approval



Engineering Permits



Building Permits



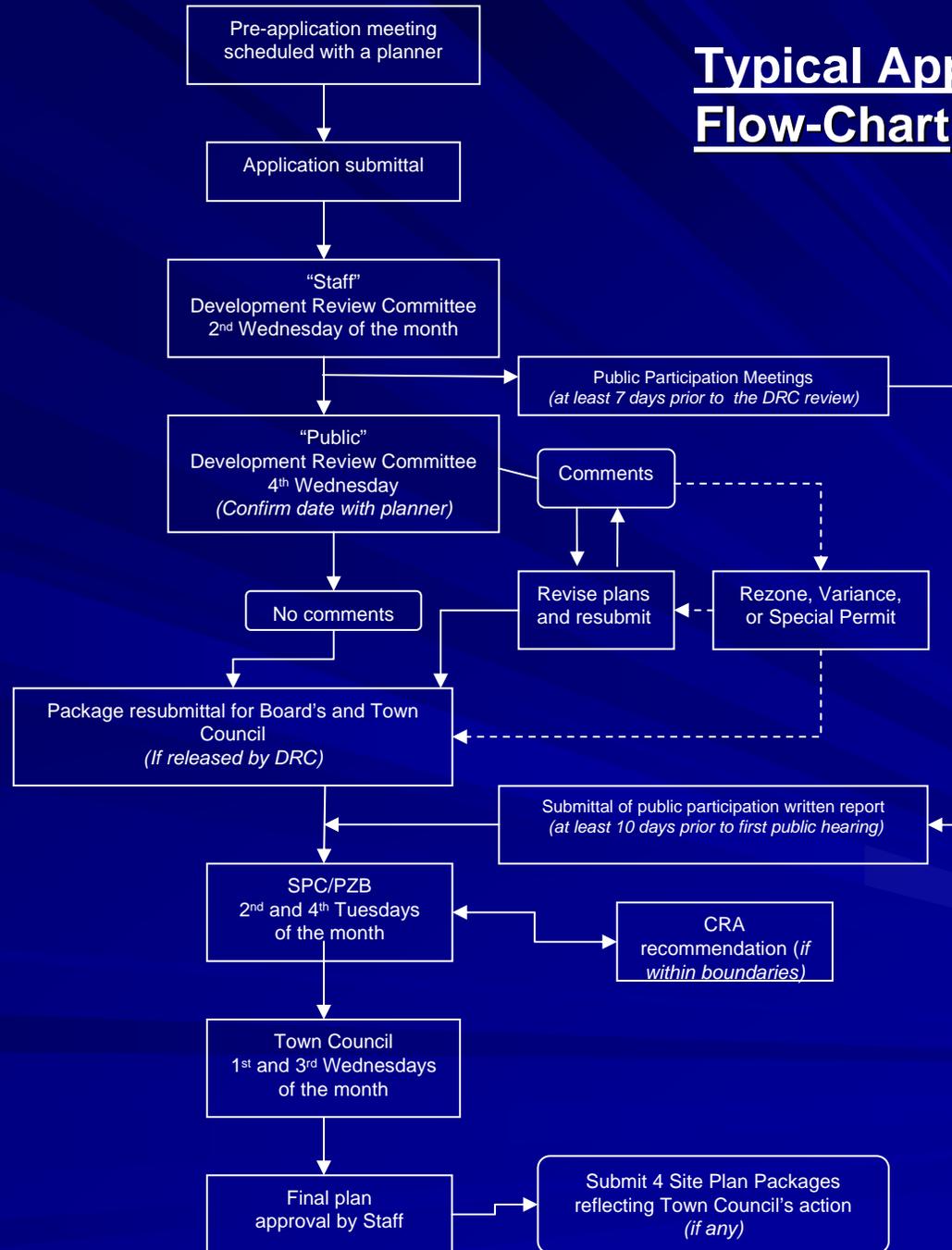
If engineering permits
are not required

Coordination Chart

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



Typical Application Flow-Chart



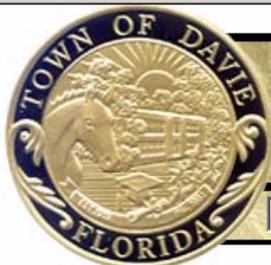
Recent Changes

- Public Participation
- New Site Plan Checklist
- Inclusionary Housing Plan
- Preliminary Drainage Review
- Regional Activity Center (RAC) Master Plan and Code
- Local Concurrency
- School Concurrency
- Local Road Master Plan

Top five delays

- Incomplete package
- Not addressing comments
- Inconsistent information
- Incomplete understanding of submittal cycle
- Multiple application submittals

Website Resources



welcome to the
TOWN OF DAVIE



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MISSION STATEMENT

Davie, a family-oriented and diverse community that retains its hometown feeling, offers customer friendly services to its residents and is a unique jewel in central Broward County, that treasures its environment, rural and equestrian lifestyle, while attracting, encouraging and retaining viable economic and educational opportunities.

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6.18.08 [Watch "Old Davie School Remembered" on Davie TV](#)

6.16.08 [Pollworkers Recruitment](#)

6.13.08 [Van Kirk Wetland Development](#)

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Upcoming Meetings

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Bus Schedules

Hot Topics in the Town of Davie

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[Capital Projects](#) [Mobile Home Workshop Final Report](#)

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Links for Residents

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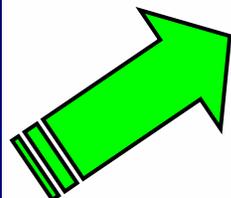
[Building Department Forms & Applications](#)

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Website Resources

Town of Davie, FL - Divisions & Services - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites Media Print

Address <http://www.davie-fl.gov/Pages/departments> Go Links

consisting of commercial, home, and peddle/sunitor/seasonal sales.

[Code Compliance](#) Danny Stallone, Code Compliance Official
6591 Orange Drive,
Davie, FL 33314
Telephone: 954-797-1177

The Code Compliance Division is comprised of code enforcement professionals who strive to assist the residents of Davie in the maintenance of the Town's residential and commercial, agricultural and undeveloped properties.

[Community Redevelopment Agency](#) Will Allen, Redevelopment Administrator
3921 SW 47 Ave. Suite 1008
Davie, FL 33314
Telephone: 954-797-2093

Community redevelopment is an economic development strategy which many local governments are currently using successfully to eliminate and prevent conditions of blight in their communities.

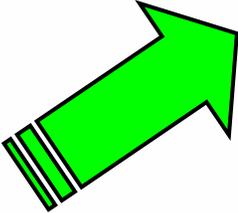
[Development Services](#) Marcie Nolan, Acting Director
6591 Orange Drive,
Davie, FL 33314
Telephone: 954-797-1101

The Development Services Department consists of Administration, Building, Code Compliance, Engineering and Planning and Zoning Divisions.

[Engineering Services](#) 6591 Orange Drive,
Davie, FL 33314
Telephone: 954-797-1114

The Town's Engineering Division responsibilities are encompassed within the mission statement created for the entire Development Services Department, an organization dedicated to the facilitation of orderly, safe and quality development activities while promoting the Town's unique lifestyle.

[Fire Rescue Department](#) Joe Montopoli, Fire Chief
6901 Orange Drive,
Davie, FL 33314
Telephone: 954-797-1213



Link to Town Government Internet

Start David Q... dev_rev... Microsof... Adobe ... Welcom... Town o... web_shots webshots Present... 3:01 PM

Website Resources

Town of Davie, FL - Development Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.davie-fl.gov/Pages/DavieFL_DevService/index



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Development Services

[Printer-Friendly Version](#)

Contact: [Marcie Nolan](#)
Acting Director
[M. Grace Hall](#)
Assistant to the Development Services Director

Address: 6591 Orange Drive
Davie, FL 33314

Hours: Monday - Friday
8:30AM - 5:00PM

Telephone: 954-797-1101

FAX: 954-797-1086

Additional Links:

Development Services Vision Statement	Current Green Initiatives	Development Services Administration
Building Division	Code Compliance Division	Engineering Division
Planning & Zoning Division	Landscaping	Business Tax Receipt (Formerly Occupational Licensing)

About the Development Services Department

The Development Services Department consists of Administration, Building, Code Compliance,



Website Resources

Town of Davie, FL - Planning & Zoning Division - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.davie-fl.gov/Pages/DavieFL_PlanZoning/index

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Water restrictions & Information

Hurricane Preparation



Planning & Zoning Division

[Printer-Friendly Version](#)

Contact [David Quigley](#)
Planning and Zoning Manager

Address: Town of Davie
6591 Orange Drive
Davie, FL 33314

Phone: (954) 797-1103

Fax: (954) 797-1204

Hours: 8:30 am to 5:00 pm (Mon-Fri)

Planning Staff

Name	Title	Phone Number
David Abramson	Deputy Planning & Zoning Manager	(954) 797-1048
Ingrid Allen	Planner III	(954) 797-1071
Lise Bazinet	Planner II	(954) 797-1180
Maria Sanchez	Planner II	(954) 797-1088
Carlo Galluccio	Planner I	(954) 797-1069
Dianne Wallett	Administrative Secretary	(954) 797-1110
Ann Romano	Zoning Clerk	(954) 797-1103
Ernie Criscitello	Zoning Inspector	(954) 797-1171

Planning Information

- [e-Application](#)
- [Long Range Planning](#)
- [Current Planning](#)
- [Planning Projects](#)
- [Links](#)

Done

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Website Resources

Town of Davie, FL - Current Planning - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.davie-fl.gov/Pages/DavieFL_PlanZoning/Current_Planning/index



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Current Planning

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Information

- [Application Forms](#)
- [Schedule of Fees](#)
- [Land Development Procedure Manual](#)
- [Public Participation Info](#)
- [Cost Recovery](#)
- [Code of Ordinance](#)
- [Frequently Asked Questions](#)



Information for Visitors

Start | SPM Staff R... | path to web ... | Resolutions ... | New Develo... | Adobe Acro... | Eng PZ Pres... | webshots | Site Plan - Mi... | Town of Da... | Internet | 12:05 PM

Site Plan Checklist

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)*

2. Engineering Permit Process

(Engineering)

Agenda

1. Team Introductions
2. Objective
3. Engineering Functions
 - A. DRC Process
 - B. Final Engineering Plan Review Process
 - C. Engineering Permit Review Process
 - D. Construction Phase
4. Building Plan Review
5. Navigation through MAP US, R/W Mapping
6. Town Code and Master Planning

Town of Davie Engineering Team

Town Engineer: Le Nguyen, P.E.

Assistant Town Engineer: Michael Mungal, E.I.T

Chief Engineering Inspector: John Phillips

Engineering Inspector: Richard Barone

Engineering Inspector: Paul Cirinese

Engineering Inspector: Jose Rivas

Administrative Secretary: Teena Kibler

Permit Clerk: Michele Lorfils

Objective

- To *present* the Engineering Plan Review Permitting and Inspection process to the Professional Engineering and Development Community.
- To *explain* the process, procedures, and associated timeframe and provide checklists for assistance.
- To *receive feedback* from the Engineering and Development Community in order to *improve* and expedite the process.

Engineering Functions

DRC PROCESS

- General Overview
- Flow Chart of Process
- Site & Plat Checklists

FINAL ENGINEERING PLAN REVIEW PROCESS

- General Overview
- Flow Chart of Process
- Checklist

ENGINEERING PERMIT REVIEW PROCESS

- General Overview
- Flow Chart of Process
- Checklists

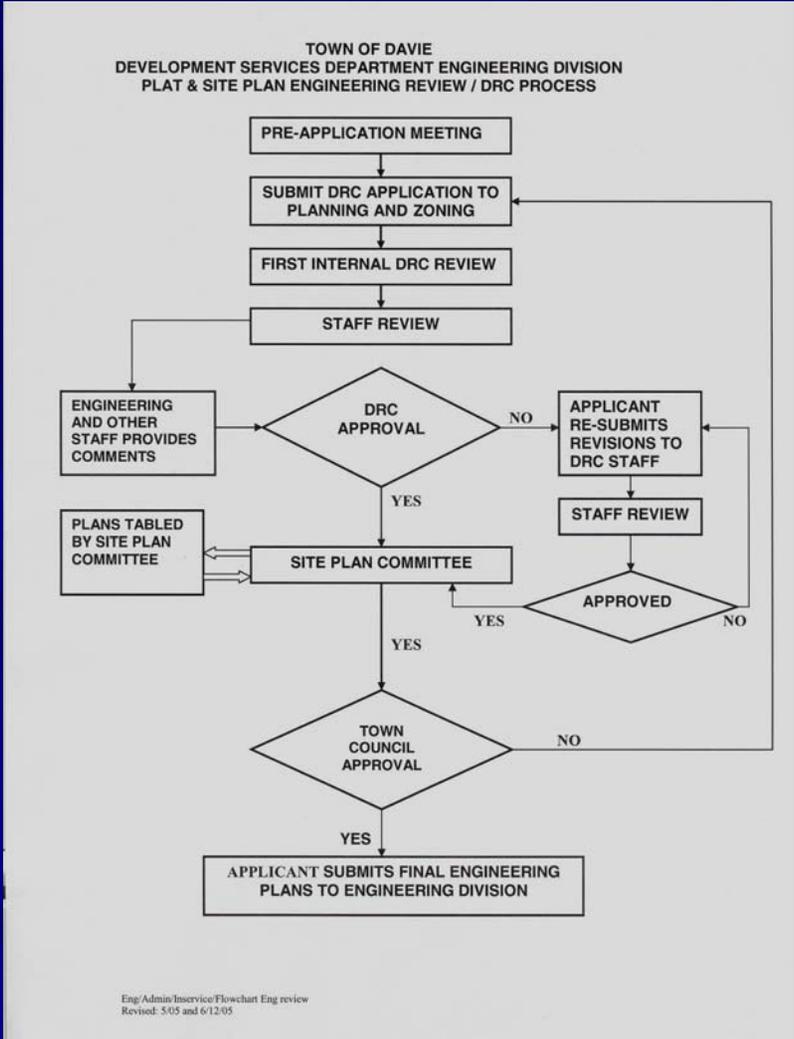
CONSTRUCTION PHASE

- Pre-con Meeting
- Field Inspections

DRC Process

- Applicant schedules a *pre-application* meeting with the Town to discuss proposed project scope
- Applicant submits proposed *plat*, or *site plan* to Town Planning and Zoning Division
- *P&Z Division distributes* the submitted plans internally to other departments and Engineering Division for review and comment
- *P&Z distributes* staff comments to applicant prior to and at the formal DRC meeting
- *Applicant addresses comments* and re-submits revised plat or site plan to P&Z
- *P&Z routes revised plat or site plan* to participating departments and Engineering Division for review and approval
- *DRC approves plat or site plan* and transmits to Site Plan Committee for approval
- *Site Plan Committee* approves or tables the proposed plat or site plan
- At approval, plat or site plan is placed on the *Town Council Meeting Agenda* for approval

Flow Chart of DRC Process



Boundary Plat Checklist (Page 1)

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING PLAT REVIEW CHECKLIST (BOUNDARY PLAT)**

Project Name: _____ Project #: _____

Surveyor/Engineer: _____ Phone: _____

Developer: _____ Phone: _____

Submittal Date: _____ Review Date: _____

No.	Requirements	YES	NO
1	Submit all drawings on 24" x 36" sheets		
2	Plat name shall not be the same or similar to any name appearing on any recorded plat in Broward County.		
3	Provide plat location sketch within section, township and range..		
4	Provide North arrow, provide graphic scale, no larger than 1" = 40', no smaller than 1" = 200'		
5	Provide name of the owner of the property or the owner's authorized agent.		
6	Provide name of the registered surveyor responsible for the plat. Each sheet shall be signed and sealed by a land surveyor registered in the State of Florida.		
7	Provide lots and blocks of adjacent recorded plats, plat book and page number along with names of such plats.		
8	Show plat limits with angles, bearings, distances and clearly marked with a heavy line.		
9	Show all existing watercourses, canals and bodies of water within or adjacent to the plat limits.		
10	Show all existing streets and alleys on or adjacent to the tract, including name and right-of-way width.		
11	Provide a topographic survey of the property proposed to be platted, said topographic surveys shall show existing ground elevations, together with all existing structures. Survey shall be certified by a land surveyor licensed in the State of Florida.		
12	Provide the legal description of the property being platted.		
13	Show all existing easements and rights-of-way within or adjacent to the plat limits and the purposes of easements or rights-of-way have been established.		
14	Show proposed points of access to the trafficway if the development abuts a trafficway		

Eng Forms/Plat Review Checklist
Created 6/4/04
Revised: 5/05

1 of 2

Boundary Plat Checklist (Page 2)

Plat Review Checklist (Boundary Plat)

No.	Requirements	YES	NO
15	Provide access to a public right-of-way that will be utilized by the proposed development.		
16	Provide the space for signature of the Planning and Zoning Board of the Town of Davie		
17	Provide the space for signature and seal of the town council for the Town of Davie.		
18	Provide the space for signature of the development services department of the Town of Davie.		
19	Identify clearly the parcel encompassed by the legal description shown on the plat 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.		
20	Provide the space for plat book and page number outside the border in the upper right-hand corner of each page.		
21	Show notes or legend, and any tabular data or other data pertinent to the plat, on each page that contains the drawing.		
22	Provide dedication and acknowledgement.		
23	Provide mortgagee approval and acknowledgement		
24	Provide any restrictive covenants, deed restrictions, and their period of existence.		
25	Show the square footage or acreage of platted land. Survey and survey information shall be certified by a land surveyor licensed in the State of Florida.		
26	Indicate the surveyor's certificate is in conformity with: (a) Chapter 177, Florida Statutes. (b) National Geodetic Vertical Datum (NGVD) and National Ocean Survey Third Order Control Standards. (c) Applicable sections of Chapter 21HH-6, Florida Administrative Code.		
27	Provide a minimum of 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. The benchmarks shall be of a permanent nature, easily accessible, located within, along or within two hundred (200) feet of the plat boundary.		
28	Provide grid bearings or azimuths, with state plane coordinates shown on all permanent reference monuments.		
29	Provide a mathematical closure of the plat boundary not to exceed three hundredths (0.03) of a foot.		
30	Provide additional information as requested by the Town of Davie staff.		

Eng Forms/Plat Review Checklist
Created 6/4/04
Revised: 5/05

2 of 2

Subdivision Plat Checklist (Page 1)

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING PLAT REVIEW CHECKLIST (SUBDIVISION PLAT)**

Project Name: _____ Project #: _____

Surveyor/Engineer: _____ Phone: _____

Developer: _____ Phone: _____

Submittal Date: _____ Review Date: _____

No.	Requirements	YES	NO
1	Submit all drawings on 24" x 36" sheets		
2	Subdivision name shall not be the same or similar to any name appearing on any recorded plat in Broward County.		
3	Provide plat location sketch within section.		
4	Provide North arrow, provide graphic scale, no larger than 1" = 40', no smaller than 1" = 200'		
5	Provide name of the owner of the property or the owner's authorized agent.		
6	Provide name of the registered surveyor responsible for the plat. Each sheet shall be signed and sealed by a land surveyor registered in the State of Florida.		
7	Provide lots and blocks of adjacent recorded plats, plat book and page number along with names of such plats.		
8	Show plat limits with angles, bearings, distances and clearly marked with a heavy line.		
9	Show all existing watercourses, canals and bodies of water within or adjacent to the plat limits.		
10	Show all existing streets and alleys on or adjacent to the tract, including name and right-of-way width.		
11	Provide a topographic survey of the property proposed to be platted, said topographic surveys shall show existing ground elevations, together with all existing structures. Survey shall be certified by a land surveyor licensed in the State of Florida.		
12	Provide the legal description of the property being platted.		
13	Show all existing easements and rights-of-way within or adjacent to the plat limits and the purposes of easements or rights-of-way have been established, where known to the surveyor.		
14	Show location and width of all proposed ultimate rights-of-ways, alleys, easements; proposed lot lines with dimensions, public areas, and parcels of land proposed or reserved for public use.		
15	Show proposed points of access to the trafficway if the development abuts a trafficway		

Eng/Forms/Plat Review Checklist
Created 6/4/04
Revised: 5/05

1 of 2

Subdivision Plat Checklist (Page 2)

Plat Review Checklist (Subdivision Plat)

No.	Requirements	YES	NO
16	Provide access to a public right-of-way that will be utilized by the proposed development.		
17	Provide the space for signature of the Planning and Zoning Board of the Town of Davie		
18	Provide the space for signature and seal of the town council for the Town of Davie.		
19	Provide the space for signature of the development services department of the Town of Davie.		
20	Identify clearly the parcel encompassed by the legal description shown on the plat 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.		
21	Provide the space for plat book and page number outside the border in the upper right-hand corner of each page.		
22	Show notes or legend, and any tabular data or other data pertinent to the plat, on each page that contains the drawing.		
23	Provide dedication and acknowledgement.		
24	Provide mortgagee approval and acknowledgement		
25	Provide any restrictive covenants, deed restrictions, and their period of existence.		
26	Provide certificate of ownership showing simple title and encumbrances.		
27	Show the square footage or acreage of platted land. Survey and survey information shall be certified by a land surveyor licensed in the State of Florida.		
28	Indicate the surveyor's certificate is in conformity with: (a) Chapter 177, Florida Statutes. (b) National Geodetic Vertical Datum (NGVD) and National Ocean Survey Third Order Control Standards. (c) Applicable sections of Chapter 21HH-6, Florida Administrative Code.		
29	Provide a minimum of 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. The benchmarks shall be of a permanent nature, easily accessible, located within, along or within two hundred (200) feet of the plat boundary.		
30	Provide grid bearings or azimuths, with state plane coordinates shown on all permanent reference monuments.		
31	Provide a mathematical closure of the plat boundary not to exceed three hundredths (0.03) of a foot.		
32	Provide additional information as requested by the Town of Davie staff.		

Eng/Forms/Plat Review Checklist
Created 6/4/04
Revised: 5/05

2 of 2

Site Plan Checklist (Page 1)

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING SITE PLAN REVIEW CHECKLIST**

Project Name: _____ Project No: _____

Engineer: _____ Phone: _____

Surveyor: _____ Phone: _____

Developer: _____ Phone: _____

Submittal Date: _____ Review Date: _____

No.	Requirements	YES	NO
1	Provide site plan with sheet size 24" x 36", north point arrow and scale no smaller than 1" = 40'.		
2	Provide location sketch, vicinity map, legal description, adjacent land uses.		
3	Provide the proposed title of the project, name of the architect, engineer, landscape architect and the developer		
4	Provide clear boundaries with dimensions and bearings.		
5	Provide a copy of the approved plat or recorded plat.		
6	Submit a topographic survey of the property. The topographic survey shall show the existing ground elevations, pavement, structures, watercourses, all easements, road right-of-way within and adjacent to the property.		
7	Show existing street, road right-of-way, dedications, easements, waterways or lakes, structures and other existing physical features in or adjoining the proposed site.		
8	Provide a minimum of 24' wide pavement for all public streets		
9	Provide a minimum of 45' pavement radius for cul-de-sac.		
10	Provide 5 ft wide concrete sidewalk on both sides of the public road right-of-way.		
11	Provide a sidewalk connection from public right-of-way to the internal walkway or buildings		
12	Provide a minimum of 10 ft equestrian trails.		
13	Provide a minimum distance of 250 feet between access points.		
14	Provide traffic control plan including stop sign, stop bar, striping & markings.		
15	Provide clear traffic sight triangles at the driveway entrances in conformance with the Town of Davie Land Development Code, Sec. 12-205(6) (b) and FDOT standards		
16	The max number of units served by a common driveway shall be four (4).		
17	Provide 12 ft minimum common driveway with two-foot graded and stone shoulders.		

Eng/Forms/Site Plan Review Checklist
Created 8/18/04
Revised: 10/04/04, 11/15/04, 5/05

1 of 2

Site Plan Checklist (Page 2)

Site Plan Review Checklist

No.	Requirements	YES	NO
18	Common driveway shall have maximum length of 1000 feet.		
19	Provide 10 feet by 30 feet turnout if driveway is in excess of 500 ft.		
20	Provide cross-sections and profile sections.		
21	Show location and dimensions of proposed setback lines.		
22	Show location and dimensions of proposed reservation for parks, playgrounds, open spaces and other common areas.		
23	Show location, dimensions and character of construction, including bearings, centerline dimensions and curve data of proposed street, alleys, driveways and grading plan.		
24	Show location, dimensions and character of construction of proposed curb cuts, entrance and exits, loading areas, parking spaces.		
25	Provide a minimum of 25 feet from parking space to drive aisle throat to avoid conflict with clear drive aisle flow of traffic.		
26	Show graphically the proper turning radius for fire trucks.		
27	Show location, dimensions and character of construction of proposed site lighting system and streetlights.		
28	Provide paving, grading, drainage plans, direction and amount of drainage flow, storm water management calculations.		
29	Provide preliminary design of water distribution and sewer collection systems. Plans shall indicate the location and sizes of water main and sanitary sewer.		
30	Provide computations for total acreage, proposed density, vehicular open space, recreational open space, and passive open space, plot coverage by land use areas.		
31	Show tabulation of the total number of dwellings units, lot area per dwelling unit, gross or net area required by district regulations, square footage of dwelling units, businesses, commercial and industrial structures.		
32	Show location of existing and/or proposed fire hydrants.		
33	Show fire lanes where applicable		
34	Show additional stabilized base and/or emergency and fire access to all sides of all buildings where applicable.		
35	Show location and proper access to trash enclosure where applicable		
36	Provide 30" minimum clearance from any gate control device.		
37	Show 10' x 30' loading zone where applicable.		
38	All development along the Griffin Corridor must provide underground conduits and landscaped areas for switching cabinets, transformers, etc. for all utilities (FPL, Telephone and Cable TV).		

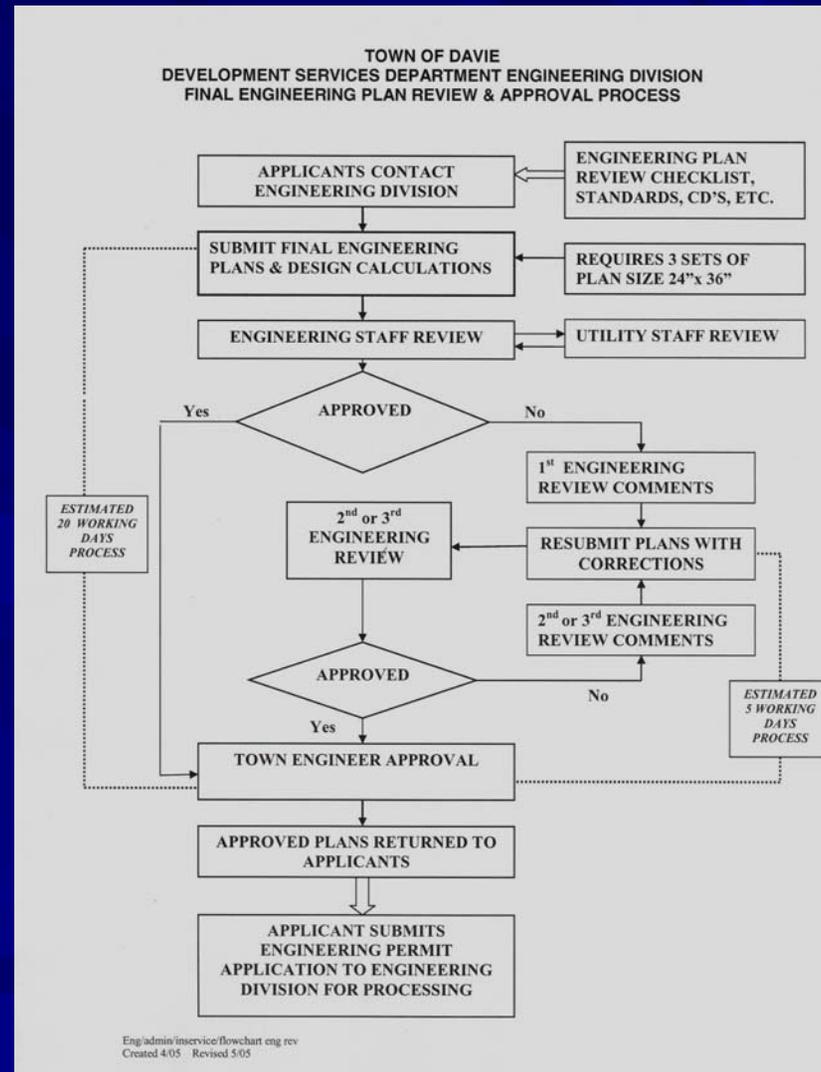
Eng/Forms/Site Plan Review Checklist
Created 8/18/04
Revised: 10/04/04, 11/15/04, 5/05

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Final Engineering Plan Review Process

- *Applicant contacts Engineering*
- *Applicant is provided Engineering review checklist*
- *Applicant submits Engineering plans*
- *Engineering Division reviews plans*
- *Engineering Division provides comments to applicant*
- *Applicant addresses comments and re-submits revised plans*
- *Engineering approves plans and Town Engineer signs off project*
- *Approved plans are returned to applicant*

Final Engineering Division Plan Review Flowchart



Engineering Review Plan Checklist (Page 1)

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
FINAL ENGINEERING PLAN REVIEW CHECKLIST**

Project Name: _____ Project #: _____

Surveyor/Engineer: _____ Phone: _____

Developer: _____ Phone: _____

Submittal Date: _____ Review Date: _____

No.	Requirements and Conformance	YES	NO
A Plan Adequacy and Completeness			
1	Provide engineering plan with sheet size 24" x 36", north point arrow and scale no smaller than 1" = 60'.		
2	Provide cover sheet with sheet index.		
3	Include copies of the approved site plan with the engineering set.		
4	Include topographic survey with the engineering set. Topographic surveys must show existing street, road right-of-way, dedications, easements, waterways or lakes, structures and other existing physical features in or adjoining the proposed site.		
5	Provide a copy of the approved plat or recorded plat with the engineering sets.		
6	Include geometrical control plan, pavement turning radius, parking island radius, parking space and parking drive aisles dimensions with the engineering set.		
7	Additional comments		
B Roadways and Pavements			
1	Roadway and pavement design shall be in conformance with the Town of Davie, FDOT Manual of Uniform Minimum and Broward County Engineering Standards.		
2	Provide minimum road crown elevation.		
3	Provide a minimum of 24' wide pavement for all public streets.		
4	Provide 5' wide concrete sidewalk on both sides of the public road right-of-way (or 4' is required for rural life style).		
5	Provide minimum 1 1/2-inch thick Type S-1 or S-3 asphalt concrete surface course to be paved in two (2) lifts.		
6	Provide minimum 8-inch lime rock base for local residential street, driveway and minimum 6-inch limerock base for parking area.		
7	Provide minimum 12-inch stabilized subgrade for local residential street, driveway and parking area.		
8	Provide limerock of Miami oolite, minimum of 70% of carbonates of calcium and magnesium (60% for local street) and LBR 100.		
9	Provide density tests for limerock and subgrade with 98% maximum dry density per ASSHTO T-180.		

Engineering Review Plan Checklist (Page 2)

Final Engineering Plan Review Checklist

No.	Conformance and Requirement	YES	NO
10	Provide pavement restoration if required.		
11	Provide minimum 0.4% longitudinal slope of pavement for roadway and parking.		
12	Provide minimum 2.0% transverse slope of pavement for roadway and 1.0% slope for parking.		
13	Remove organics, unsuitable materials if required.		
14	Additional comments		
C Traffic Engineering			
1	Provide traffic impact analysis if required.		
2	Provide clear traffic sight triangles at the driveway entrances in conformance with the Town of Davie Land Development Code, Sec. 12-205(6) (b) and FDOT standards.		
3	Provide traffic control plan including stop sign, stop bar, striping & marking.		
4	Provide 10 feet by 30 feet turnout if driveway is in excess of 500 ft.		
5	Show graphically the proper turning for fire trucks.		
6	Show fire lanes where applicable.		
7	Additional comments		
D Stormwater Management and Drainage System			
1	Provide paving, grading, drainage plan, directions of drainage flow.		
2	Provide minimum building first floor finished elevations.		
3	Submit storm management calculations utilizing South Florida Water Management method for storm management and rational formula for storm sewer design in accordance with Central Broward Water Control District.		
4	Provide dimensions for retention area and cross-sections.		
5	Provide minimum storm sewer diameter of 15-inches.		
6	Provide minimum of 8' wide street swale, 6-inch deep and longitudinal slope of 0.4%.		
7	Provide storm water pollution prevention plan including all details of erosion and sediment controls.		
8	Provide location of temporary construction entrance and details.		
9	Provide cross-sections and profile sections for the proposed site versus existing ground within and adjacent to the site.		
10	Additional comments		
E Water Distribution System			
1	Provide water main of 6-inch diameter minimum. Water main shall be either ductile iron pipe (DIP) or polyvinyl chloride (PVC)		
2	Provide DIP water main with cement seal coat conforming to ANSI/AWWA C151/A21.51.		
3	Provide PVC water main conforming to ANSI/AWWA C900 and push rubber gasket joints.		
4	Submit needed fire flow using I.S.O. criteria and pressure calculations.		
5	Provide hydrostatic test at 150 psi for 2 hours and maximum test length of 2000 feet.		

Engineering Review Plan Checklist (Page 3)

Final Engineering Plan Review Checklist

No.	Conformance & Requirement	YES	NO
6	Maximum leakage allowable $L = SD \sqrt{P}$ 133,200		
7	Provide bacteriological tests conforming to ANSI/AWWA C651 for installed water main. Sampling points shall be provided at intervals of 1500 feet maximum.		
8	Provide butterfly valve for water main 12-inch diameter or larger. Butterfly valves and operators shall conform to ANSI/AWWA C504 standard for rubber seated B.V.		
9	Provide gate valves for water main less than 12-inch diameter. Gate valves 4-inch and larger shall be iron body, resilient seat, bronze mounted non-rising, double disc conforming to ANSI/AWWA C509.		
10	Provide fire hydrants conforming ANSI/AWWA C502. Fire hydrants shall be Mueller Centurion, Clow Medallion, American Darling and have 5-1/4" valve opening.		
11	Provide blue polyethylene tubing conforming to ANSI/AWWA C901. Water service PE pipe shall be SDR9.		
12	Provide minimum 30 inches cover for water main and 24 inches minimum for service line.		
13	Provide water distribution details conforming to TOD standards		
14	General comments.		
F Sewage Collection System			
1	Provide 8-inch diameter polyvinyl chloride pipe (PVC) for gravity sewer mains and 6-inch diameter. PVC shall conform to ASTM D-3034, SDR 35 with push-on rubber gasket joints.		
2	Provide gravity sewer slopes conforming to Broward County DEP guidelines.		
3	Provide 6-inch diameter cleanouts at property lines.		
4	Provide gravity sewer profile, slope and inverts at the sanitary manhole.		
5	Provide minimum 36 inches cover for PVC sanitary sewer main and 30 inches cover for service laterals.		
6	Provide precast concrete manhole conforming to ASTM C-478 type II with 4000 psi concrete, grade 60 steel, and monolithically poured bases.		
7	Provide 2 coats of 8 mils KOPPER 300-M painted on the inside of manhole, first coat red, second coat black. Provide one coat black on the outside manhole.		
8	Provide lift station and force main design, engineering calculations and sanitary sewer details conforming to TOD utility standards.		
9	Additional comments.		
G Street Lighting and Landscaping			
1	Provide locations, dimensions and character for the design of site lighting system and streetlights conforming to TOD Codes .		
2	Provide 6 feet minimum separation between underground utilities and landscape trees		
3	Additional comments		

Eng Forms Engineering Plan Review Checklist
Created 12/3/04
Revised: 5/05

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Engineering Permit Review Process

- Permit Review Procedure
- Permit Flow Chart

Types of Engineering Permits:

- Site Development
- Clear & Grubbing
- Fill
- Earthwork
- Paving and Grading
- Drainage
- Water
- Sewer
- Seal Coating and stripping
- Special

Permit Review Procedure

Page 1

Page 2

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING PERMIT PROCEDURES**

Engineering Permit Plan Review

Prior to the issuance of engineering permits all developers shall secure an approval from the Town Engineer for all proposed engineering work such as paving, grading, underground utilities, roads, sidewalks, site lighting, seawalls, docks and bridges, prior to application for construction permits. Plan review may be done concurrent with a site development permit. The engineer shall submit 3 (three) sets of 24" x 36" engineering plans to the office of the Town Engineer, together with the applicable engineering review fee.

General Engineering Permit Requirements

1. A complete application executed by the contractor (signature of qualifying agent must be notarized)
2. Proof of Qualification (Certificate of Competency) and Occupational License.
3. Certificate of Insurance.
4. Three (3) sets of 24" x 36" engineering plans (bearing the signature and impress seal of the design engineer)
5. Three (3) sets of 11" x 17" engineering plans (bearing the signature and impress seal of the design engineer)
6. Approved Site Plan and Recorded Plat, as applicable.
7. Supplemental approvals, as follows:

Site Development Permit

Applications for permits to perform work such as minimum earth movement, general excavation, cut and fill to the extent of meeting a rough grading work in conformance with storm water pollution prevention plan, etc., must be submitted to the Town Engineer. Insurance of a Site Development Permit may be required prior to Engineering approval of building permits. Requirements for submittal are as follows:

1. A complete application executed by the contractor (signature of qualifying agent must be notarized)
2. Proof of Qualification (Certificate of Competency) and Occupational License.
3. Certificate of Insurance.

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4. One (1) survey reflecting the existing on-site and adjacent off-site elevations.
5. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans depicting proposed use of the land, proposed elevations, and provisions for on-site water retention.
6. Approved stamp from the appropriate drainage district (see bottom of page 2)
7. Approved Site Plan and Recorded Plat, as applicable.
8. NPDES NOI and Acknowledgement letter from FDEP.
9. Sediment and Erosion Control plan, if required.

Clearing & Grubbing Permit

1. A complete application executed by the contractor (signature of qualifying agent must be notarized)
2. Proof of Qualification (Certificate of Competency) and Occupational License.
3. Certificate of Insurance.
4. One (1) survey reflecting the existing on-site and adjacent off-site elevations.
5. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed)
6. Tree Preservation
7. Wildlife Protection Plan
8. Wetlands Identification Plan and/or Letters from appropriate governmental entities.
9. Approved Site Plan, if required.
10. NPDES NOI and Acknowledgement letter from FDEP, if required.
11. Sediment and Erosion Control Plan, if required.
12. Contact Planning & Zoning for additional requirements for Clear and Grubbing permit. See Clearing and Grubbing permit procedures below.

Fill Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Letter from BCDEP (Broward County Department of Environmental Protection) stating no wetlands are present. Letters must be within one year of application date.
3. Tree Preservation Plan
4. Wildlife Protection Plan.
5. NPDES Notice of Intent (NOI) and Acknowledgement letter from FDEP, if required.
6. Sediment and Erosion control plan, if required.

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Booklet Reference Page: 18-19

Permit Review Procedures (Continued)

Page 3

Page 4

Engineering Review & Permitting Procedures

Paving & Grading Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval stamp from the appropriate drainage district (see bottom of sheet). Must be placed on all sets of plans.
3. Broward County Water Resources Management District, as applicable.
4. Letter of approval from Broward County Engineering Division, as applicable.
5. Surety bonds or cash bonds, as required (based on approved Engineer's Cost Estimate).

Drainage Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval stamp from the appropriate drainage district (see bottom of sheet). Must be placed on all sets of plans.
3. Broward County Water Resources Management District, as applicable.
4. Letter of approval from South Florida Water Management District, as applicable.
5. NPDES NOI and Acknowledgement letter from FDEP, if required.
6. Sediment and Erosion Control Plan, if required.
7. Surety bonds or cash bonds, as required (based on approved Engineer's Cost Estimates).

Water Distribution Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval letter from Broward County Health Department .
3. Approved letter from the appropriate Utilities Department.
4. Copy of fully executed contract between contractor and developer, showing cost of proposed work .
5. Surety bonds or cash bonds, as required (based on approved Engineer's Cost Estimate).
6. Developer's Agreement for Town of Davie Utility System, as applicable.
7. Applicable permit fee (payable when permit is approved and ready to be issued).

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Revised 6/05, 6/9/06, 6/29/06, 1/22/07

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Engineering Review & Permitting Procedures

EARTHWORK PERMIT

Application for permit to perform lake excavation, demucking, filling the site or removal of fill from site associated with site development.

1. A complete application executed by the contractor (signature of qualifying agent must be notarized)
2. Proof of Qualification (Certificate of Competency) and Occupational License.
3. Certificate of Insurance.
4. One (1) survey reflecting the existing on-site and adjacent off-site elevations.
5. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans depicting proposed use of the land, proposed elevations, and provisions for on-site water retention.
6. Approved stamp from the appropriate drainage district (see bottom of page 2)
7. Approved Site Plan and Engineering Plan, as applicable.
8. NPDES NOI and Acknowledgement letter from FDEP.
9. Sediment and Erosion Control plan, if required.

WasteWater Collection Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval letter from Broward County Department of Environmental Protection (BCDEP)
3. Approval letter from appropriate Utilities Department
4. Copy of fully executed contract between contractor and developer, showing cost of proposed work.
5. Surety bonds or cash bonds, as required (based on approved Engineer's Cost Estimate).
6. Developer's Agreement for Town of Davie Utility System, as applicable.
7. Applicable permit fee (payable when permit is approved and ready to be issued).

Seal Coat Permit

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Booklet Reference Page: 20-21

Permit Review Procedures (Continued)

Page 5

Engineering Review & Permitting Procedures

1. Three (3) sets of 24" x 36" or three (3) sets of 11" x 17" engineering plans.
2. Requirements from Engineering Review Checklist must be shown on the plan.

Street Closure or MOT

1. Engineering permit application
2. Two sets of 8 ½" x 11" or 11" x 17" plans affixed with an ATSSA certification.

Drainage Districts:

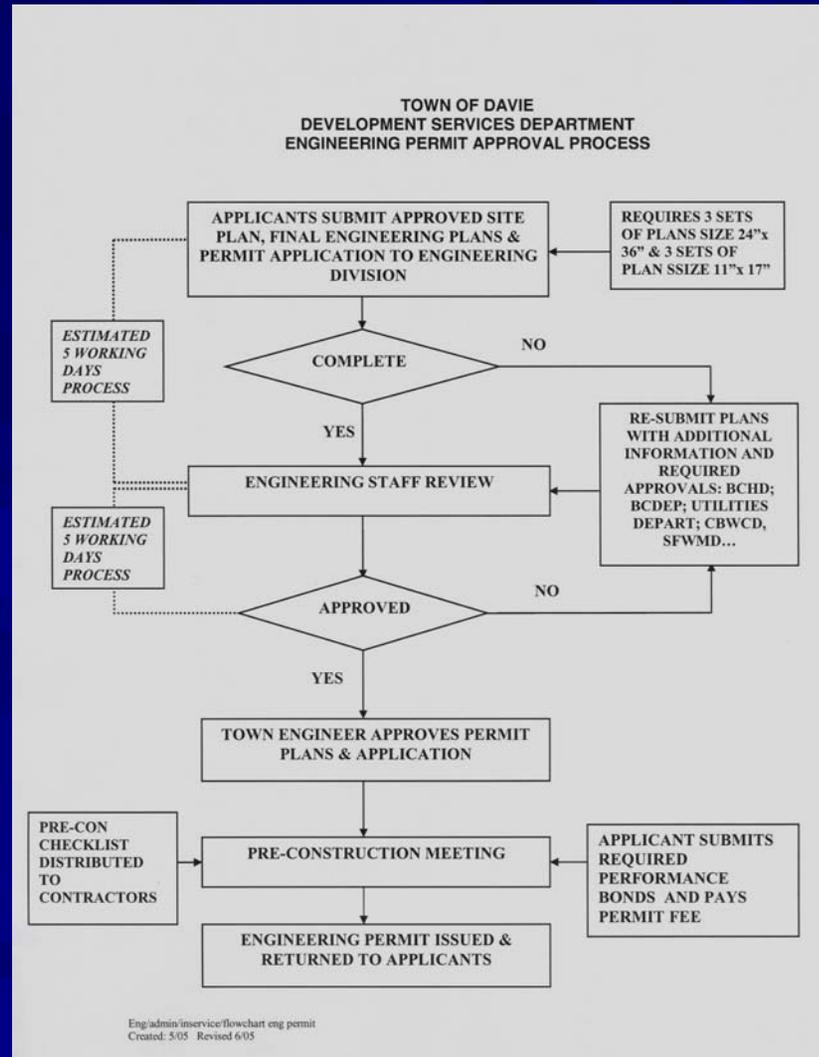
___ Central Broward Water Control District, 8020 Sterling Road, Davie, Phone #: 432-5110

___ Tindall Hammock Drainage District, 800 East Broward Blvd. Suite 601, Ft. Lauderdale, Phone #: 524-8526 Call First.

___ South Broward Drainage District, 6591 S.W. 160 Avenue (Dykes Road), Davie, Phone #: 680-3337

___ South Florida Water Management District, 3301 Gun Club Road, West Palm Beach, Phone #: 561-686-8800

Permit Flowchart



Site Development Permit Requirements

Page 1

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING SITE DEVELOPMENT PERMIT**

Prior to application submittal, you must have completed:

Recorded Plat (as applicable)

Approved Site Plan (as applicable)

1. Developers: approved by Town Council
2. Home Owners: approved through Building Permit process

Wetlands Determination and/or Identification

1. No wetlands – provide letter from DEP (Department of Environmental Protection) stating no wetlands are present. DEP evaluation must be within one year of application date.
2. Wetlands present – all appropriate wetlands permits (DEP, Water Management District; Army Corps of Engineers, as necessary) must be current. Permit copies must be submitted with application. If a permit is not required from one of the regulatory agencies identified above, a letter so stating must be submitted with the clearing and grubbing permit application.

Tree Preservation Plan (aka: Tree Survey) – see P&Z requirements

1. To be completed on a current site survey
2. Prepared and certified by a Registered Landscape Architect or Licensed Arborist.
3. Identify location of all "sensitive trees", including dripline and other required data (see P&Z requirements)

Wildlife Protection Plan (aka: Wildlife Survey) – see P&Z requirements. The Town of Davie has a list of approved acceptable firms for this summary.

With the application, you must submit:

Above items (3 copies each)

Application Fee: \$750 per platted acre or fraction thereof.

Eng\06-admin\inservice\Site Development
Created 6/05

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Page 2

Engineering Site Development Permit

Copies of applicable stormwater permitting documents

1. Stormwater NPDES Permit or Permit Application (1 copy)
2. Notice of Intent (NOI) (1 copy)
3. Stormwater Pollution Prevention Plan (SWPPP) including Sediment and Erosion Control Details (3 copies, signed and sealed). The plan shall be prepared in accordance with the Florida Department of Environmental Protection (FDEP) for compliance with stormwater pollution prevention.

Site Plan (signed and sealed – if different from above)

1. Full size (3 copies)
2. 11' x 17" (3 copies)

General application submittal documents

1. Notarized application
2. Copy of County and/or State Contractor Qualifications (current)
3. Copy of current Broward County occupational license (if County certified) or any City / County occupational license in the State of Florida, if using a State issued license.
4. Copy of Liability Insurance Certificate (current)
5. Copy of Workman's Compensation Insurance, or exemption (current)

A Site Development permit is typically used for:
Includes earth movement, general excavation, cut and fill, to the extent of meeting a rough grading plan. Allows clean or engineered fill to be brought on site and excavated material to be removed from site to an approved location. Excavations for canals, lakes and wetland mitigation areas included within this permit type, but are subject to separate fees.

Eng\06-admin\inservice\Site Development
Created 6/05

2 of 2

Booklet Reference Page: 26-27

Clearing and Grubbing Permit Requirements

Page 1

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING CLEARING AND GRUBBING PERMIT**

Prior to application submittal, you must have completed:

Recorded Plat (as applicable)

Approved Site Plan (as applicable)

1. Developers: approved by Town Council
2. Home Owners: approved through Building Permit process

Wetlands Identification

1. No wetlands – provide letter from DEP (Department of Environmental Protection) stating no wetlands are present. DEP evaluation must be within one year of application date.
2. Wetlands present – all appropriate wetlands permits (DEP, Water Management District; Army Corps of Engineers, as necessary) must be current. Permit copies must be submitted with application. If a permit is not required from one of the regulatory agencies identified above, a letter so stating must be submitted with the clearing and grubbing permit application.

Tree Preservation Plan (aka: Tree Survey) – see P&Z requirements

1. To be completed on a current site survey
2. Prepared and certified by a Registered Landscape Architect or Licensed Arborist.
3. Identify location of all "sensitive trees", including dripline and other required data (see P&Z requirements)

Wildlife Protection Plan (aka: Wildlife Survey) – see P&Z requirements

With the application, you must submit:

Above items (3 copies each)

Application Fee: \$500 per platted acre or fraction thereof.

Project Description (3 copies – may be included on engineering plans)

1. Identify what is to be removed.
2. Limits of clearing and grubbing
3. How and where cleared and grubbed material is to be handled (e.g., chipped; mulched; etc.) and disposed of.

Page 2

Engineering Clearing and Grubbing Permit

Copies of applicable stormwater permitting documents

1. Stormwater NPDES Permit or Permit Application (1 copy)
2. Notice of Intent (NOI) (1 copy)
3. Stormwater Pollution Prevention Plan (SWPPP) including Sediment and Erosion Control Details (3 copies, signed and sealed). The plan shall be prepared in accordance with the Florida Department of Environmental Protection (FDEP) for compliance with stormwater pollution prevention.

Site Plan (signed and sealed – if different from above)

1. Full size (3 copies)
2. 11' x 17' (3 copies)

General application submittal documents

1. Notarized application
2. Copy of County and/or State Contractor Qualifications (current)
3. Copy of current Broward County occupational license (if County certified) or any City / County occupational license in the State of Florida, if using a State issued license.
4. Copy of Liability Insurance Certificate (current)
5. Copy of Workman's Compensation Insurance, or exemption (current)

A Clearing and Grubbing permit is typically used for removal of:

1. Vegetation and vegetative cover such as grass, trees, tree stumps, tree roots, logs, brush, noxious weeds and decayed vegetable matter; and
2. Refuse such as pole stumps, rubbish dumps and debris piles resting on or protruding from the ground surface; and
3. Obstructions, such as concrete paving, concrete edgings, foundations, fences and disused or abandoned structures.

A Clearing and Grubbing permit is NOT used for:

1. Removal of underground obstructions such as drainage pipes, service conduits and fuel tanks, or
2. Removal of any existing underground utilities (even if abandoned), or
3. Changing site grade (other than for removal of stipulated material)

Fill Permit Requirements

Page 1

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING FILL PERMIT**

For Single Family Home

Engineering Permit

A Topographic and Boundary survey by a Florida certified surveyor.

Three sets of 11" x 17" engineering plans

Wetlands identification (if applicable)

The filling of a pond not to exceed 3000 cubic yards shall not require approval of a special permit by the Town Council.

Permit Fee (to be submitted at Pre-Construction meeting).

1. \$100.00 (from 0 to 100 cubic yards) as minimum fee
2. \$10.00 per 100 cubic yards (from 101 cubic yards and above)

For Residential Subdivision Commercial and Industrial Developments

Topographic and Boundary survey by a Florida certified surveyor.

Wetlands Identification (3 copies each)

1. No jurisdictional wetlands: provide letter from DEP (Broward County of Environmental Protection) stating no wetlands are present. DEP evaluation must be within one year of application date.
2. Jurisdictional wetlands present: All appropriate wetlands permits (DEP, Water Management District, Army Corps of Engineers, as necessary) must be current. Permit copies must be submitted with application. If a permit is not required from one of the regulatory agencies identified above, a letter so stating must be submitted with the clearing and grubbing permit application.

Tree preservation plan – See P&Z for requirements (3 copies each).

1. A tree survey prepared and certified by a Registered Landscape Architect or Licensed Arborist.
2. Identify location of all "sensitive trees", including dripline, hazard assessment and other required data.

Eng\admin\inservice\fill permit
Created: 12/04 Revised 6/05

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Page 2

Engineering Fill Permit

Wildlife Protection Plan – See P&Z for requirements. (3 copies each)

Permit Fee (To be submitted at Pre-Construction meeting)

Copies of applicable stormwater permitting documents

1. A copy of Notice of Intent (NOI).
2. A copy of generic construction permit.
3. Sediment and Erosion Control Plans prepared in conformance with the FDEP Stormwater, Erosion and Sedimentation Control Inspector's Manual.

General Application submittal documents

1. Notarized application
2. Copy of County and/or State Contractor Qualifications (current).
3. Copy of current Broward County occupation license (if County certified) or any City / County occupational license in the State of Florida, if using a State issued license.
4. Copy of Liability Insurance Certificate (current).
5. Copy of Workman's Compensation Insurance, or exemption (current)

Package submittal organization:

1. Each of the three (3) submittal packages shall be "stand-alone" packages. One of each required document, as specified above, will be included in each document package.
2. A checklist should be attached to the cover or top of each document package identifying the required documents contained in the package.
3. A transmittal letter prepared by the contractor (preferably on letterhead) should accompany the permit application and include the name of the project; the scope of work covered by the application; and a contact name, telephone number and email address (if available)

Eng\admin\inservice\fill permit
Created: 12/04 Revised 6/05

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Booklet Reference Page: 30-31

Seal Coat and Stripping Plan Review Checklist

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
SEAL COAT AND STRIPPING PERMIT CHECKLIST**

Project Name: _____ Project #: _____

Surveyor/Engineer: _____ Phone: _____

Developer: _____ Phone: _____

Submittal Date: _____ Review Date: _____

No.	Requirements	YES	NO
1	All water valve covers and sewer clean-outs must be painted lasting permanent blue and green, respectively.		
2	All pavement reflectors (fire hydrant's blue and the yellow/orange) must be cleaned or replaced, if broken or missing.		
3	All stop bars and double yellow lines must be repainted except for those exiting onto public right of way, which must be reflectorized white thermoplastic.		
4	All handicapped spaces, if applicable, must be as originally approved unless current code requirements are different, in which case, current code compliance is required.		
5	All stop signs exiting onto public right-of-way must conform to the Florida Department of Transportation (FDOT) and Broward County Engineering Specification R1-1.		
6	All approved speed bumps must be painted yellow or white.		
7	All wheel stops must be replaced, if broken or missing.		
8	All manhole covers (sewer or storm) must be cleaned.		
9	All required items above must be indicated or shown on the plan.		

Eng/Admin/Inservice/Engineering Seal Coat & Stripping Checklist
Created 12/8/04
Revised: 5/05

Additional Permit Requirements

- Permit Fee Schedule (Booklet Reference Page: 59-65)
- Bond Requirements: (Booklet Reference Page: 52)
- Letter Approvals from other affected agencies

Construction Phase

- Pre-Construction Meeting
- NPDES Requirements (Booklet Reference Page: 89-90)
- Scheduling Field Inspections
- Final CO Requirements

Standard Engineering Pre-Con Forms

Page 1

DEVELOPMENT SERVICES DEPARTMENT ENGINEERING PRE-CONSTRUCTION MEETING

PRECONSTRUCTION MEETINGS:

Prior to the issuance of a permit for paving, grading, water, sewer and drainage a preconstruction meeting is held to examine the approved plans and discuss construction parameters inspection process, shop drawing review and approval, maintenance of traffic issues and close out package (see attached).

SITE DEVELOPMENT PERMIT:

1. Site inspections-performed on a day-to-day visual inspection basis.
2. Demucking-inspect proposed right-of-way areas to insure that all unsuitable organic material has been removed.
3. Lake As-Builts – review certified as-builts of lake slope banks to insure compliance with approved plan slopes. These slopes are for lake banks and sub surface and are to ensure a 4:1 safety factor.
4. Final site inspection – site to conform with approved site plan.
5. Engineer of Record must be scheduled for all Inspections

DRAINAGE:

1. Inspect structures for interior and exterior mortar (mud work) prior to backfilling. Area must be dewatered below pipe for inspections.
2. Inspect coring of manholes when required by specific plans.
3. Lamp all drainage pipe between individual structures. This includes pipe between structures and outfalls.
4. Inspect concrete rip-rap wall caps.
5. \$500.00 per lane bond is required prior to excavation within Town of Davie roadways. Bond will be posted for one (1) year.
6. Final inspection on drainage - During this inspection we check for interior mud work around frame and grates, cleanliness of catch basin structures and installation of pollution retardant baffles.
7. Engineer of Record must be scheduled for all Inspections

WATER:

1. Water tie-in and tapping of existing water lines.
2. Day-to-day inspection to ensure proper installation in regard to elevation, bedding material, location markings and backfill material.
3. Thrust block or tie back inspection required for fittings and fire hydrants.
4. Two hour pressure testing of water line segments.
5. Cannon flushing of Town of Davie Utility Systems newly installed lines.

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Rev Date: 5/05, 12/05, 2/07

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Page 2

6. \$500.00 per lane bond is required prior excavation within Town of Davie roadways. Bond will be posted for one (1) year.
7. Final water inspection – This inspection includes the operation of all newly installed valves, fire hydrants and blow-off assemblies. Check for the installation of location tabs for water services, valve box collars, fire hydrant painting and installation of reflective pavement markers (RPMs) at fire hydrant locations.
8. All final paper work for the turn over of utilities to the Town of Davie must be completed before project can be finalized.
9. Engineer of Record must be scheduled for all Inspections

SEWER:

1. Inspect Town of Davie utility system manhole structure prior to mastic interior and exterior painting.
2. Day-to-Day inspection to ensure proper installation in regard to elevation, bedding material, location markings and backfill material.
3. Inspect coring of manholes when required by specific plans. Area must be dewatered below pipe for inspections.
4. Lamping and T.Ving of Sewer pipe following compaction and grading of roadway limerock base to insure line and grade of sanitary sewer pipe. Also inspect manhole inverts and frame and grates for mud work. **This inspection must be completed prior to paving.**
5. Lift Stations – inspect all manholes for proper rim elevation to finished asphalt grade. Check interior of manhole for any possible damage created during paving operations.
6. All final paper work for the turn over of utilities to the Town of Davie must be completed before project can be finalized.
7. Engineer of Record must be scheduled for all Inspections

PAVING & GRADING:

1. Subgrade – stringline subgrade of entire roadway and check for proper grading around structures. Check for LBR and density results prior to limerock installation.
2. Curb pads – inspect curb pads for bonding and compaction of base material. Check to ensure densities comply with the approved plans.
3. Curbs – inspect curb forms or stringlines forms to insure proper depth of type "D" or "F" curbing. For extruded curbing inspection needed during installation.
4. Limerock – inspect limerock for proper bonding and compaction. Rock as-builts must be submitted for approval of the plan template specification

Eng/Admin/Service/Pre-Con
Rev Date: 5/05, 12/05, 2/07

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Booklet Reference Page: 77-78

Standard Engineering Pre-Con Forms (Continued)

Page 3

ENGINEERING PRE-CON CHECKLIST

prior to paving. The acceptable tolerance for rock as-builts is +/- 0.04 from proposed finished grade elevation. Rock densities also need to be submitted prior to paving.

5. Sidewalks – inspect subgrade for grading and compaction. Check LBRs and densities if required. Inspect forms for proper depth and required steel (usually wire mesh).
6. Final paving and grading – inspect pavement installation, pavement marking, signage, wheel stop installation, handicap requirements, retention areas, perimeter berms and drainage aprons.
7. Engineer of Record must be scheduled for all Inspections

SWALES:

Inspect residential and commercial properties for compliance with Town of Davie Specification. This will include lake bank slopes, lot grading swale depth, sidewalk inspection, utility specifications, removal of building debris and parking and signage requirements.

NPDES: National Pollutant Discharge Elimination System

1. Site Plan (on site) Log Book
2. Daily Inspection (on site) Log Book
3. **Weekly Inspection turned into Town of Davie every Friday at 2pm.**
4. Controls
 - a. Retention Ponds
 - b. Temporary Sediment Basins
 - c. Entrance/Exit Controls
 - d. Site fences
 - e. Turbidity Barrier
 - f. Etc
5. Good Housekeeping in number 1 priority
6. Whenever a site is not in compliance with NPDES, a violation with a fine will not be paid until the site has had a mandatory reinspection evaluation to determine if the site has been brought back into compliance with NPDES standards. Then and only then will on site inspections be resumed.

C.O'S

**Must have all the items on the Town of Davie checklist of Documents.
Required prior to First Issuance of CO'S.**

Eng/Admin/Service/Pre-Con
Rev Date: 5/05, 12/05, 2/07

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Building Plan Review Process

Types of Building Permits Issued that affect Engineering:

- Single Family Home
- Pool
- Fence
- Additions
- Driveway Cross Section
- Swale Requirements

Building Permit Plan Review Checklist For Single Family Home

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TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING BUILDING PLAN REVIEW CHECKLIST
(FOR BUILDING PERMIT OF A SINGLE FAMILY HOME)

Project Name: _____ Project No: _____
 Architect: _____ Phone: _____
 Engineer: _____ Phone: _____
 Surveyor: _____ Phone: _____

Developer: _____ Phone: _____
 Submittal Date: _____ Review Date: _____

No.	Requirements	YES	NO
1	Provide site & engineering plans with sheet size 24" x 36", north point arrow and scale no smaller than 1" = 40'.		
2	Provide location sketch, vicinity map, and legal description, adjacent land uses.		
3	Provide names of the project, name of the owner, architect, and engineer.		
4	Provide clear boundaries with dimensions and bearings.		
5	Provide a copy of the recorded plat if applicable.		
6	Submit a topographic survey of the property. The topographic survey shall show the existing ground elevations, pavement, structures, watercourses, all easements, road right-of-way within and adjacent to the property.		
7	Show existing street and proposed street.		
8	Provide a minimum of 40 ft wide access easement to the public traffic way for a private road.		
9	Provide additional road right-of-way if required.		
10	Provide a minimum of 24' wide pavement for all public streets.		
11	Provide 5 ft wide concrete sidewalk on both sides of the public road right-of-way.		
12	Provide a sidewalk connection on public right-of-ways.		
13	Show a typical cross-section for the proposed street swale and driveway connection to street pavement.		
14	Provide cross-sections of the proposed lot grading work.		
15	Provide 12 ft utility easement adjacent to the property lines.		
16	Provide a minimum of 10 ft equestrian trails if applicable.		
17	Provide a minimum distance of 50 feet between driveways.		
18	Provide traffic control plan including stop sign, stop bar, striping & markings.		
19	Provide clear traffic sight triangles at the driveway entrances in conformance with the Town of Davie Land Development Code, Sec. 12-205(6) (b) and FDOT standards		

Eng/Admin/Inservice/Bldg House Permit Checklist
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Engineering Building Plan Review Checklist

No.	Requirements	YES	NO
20	Provide 12 ft minimum common driveway with two-foot graded and stone shoulders if there are less than 4 dwelling units.		
21	Common driveway shall have maximum length of 1000 feet.		
22	Provide 10 feet by 30 feet turnout if driveway is in excess of 500 ft.		
23	Show location and dimensions of proposed setback lines.		
24	Provide storm water retention area in accordance with the Central Broward Water Control District Design Criteria (or applicable Water Control District).		
25	Show building finished floor elevation.		
26	Provide paving, grading, drainage plan, direction of drainage flow, and storm water management calculations if required.		
27	Show location of existing and/or proposed fire hydrants.		
28	Provide additional requirement per town of Davie.		

Eng/Admin/Inservice/Bldg House Permit Checklist
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Booklet Reference Page: 92-93

Building Permit Plan Review Checklist (Pools, Fences, Additions, Driveways, Etc)

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISON
ENGINEERING BUILDING PERMIT PLAN REVIEW CHECKLIST
(FOR POOL, FENCE, ETC.)**

Project Name: _____ Permit No: _____

Surveyor: _____ Phone: _____

Owner: _____ Phone: _____

Submittal Date: _____ Review Date: _____

No.	Requirements	YES	NO
1	Provide 2 sets of plan with sheet size 24"x36" or 11"x17", north point arrow and scale no smaller than 1" = 40'.		
2	Provide location sketch, vicinity map, legal description, adjacent land uses.		
3	Provide name of the owner.		
4	Provide clear boundaries with dimensions and bearings.		
5	Provide a copy of the recorded plat if applicable		
6	Provide a copy of the master site plan of the entire subdivision if applicable.		
7	Provide a topographic survey of the property. The topographic survey shall show the existing ground elevations, pavement, structures, watercourses, all easements, road right-of-way within and adjacent to the property.		
8	Provide additional public road right-of-way if required.		
9	Provide 5 ft wide concrete sidewalk on the public road right-of-way.		
10	Provide cross-sections and profile sections of the proposed lot grading work.		
11	Provide 12 ft utility easement along the property lines.		
12	Provide a minimum of 10 ft equestrian trails if applicable.		
13	Provide clear traffic sight triangles at the driveway entrances in conformance with the Town of Davie Land Development Code, Sec. 12-205(6) (b) and FDOT standards		
14	Show the finished floor elevation.		
15	Provide paving, grading, and direction of drainage flow.		
16	Provide additional requirements per Town of Davie.		

Eng/Admin/Inservice/Bldg Pool Permit Checklist
Revised: 5/05

Navigation through Mapping Programs

- MAP US (Located on Davie Home Page)
- Right-of-Way Mapping Program (ARC View)
- Submitting Auto CAD Drawings

Town of Davie Engineering Inservice Training Manual

- CD Distributed at training

Town of Davie Engineering Standards Manual

- CD Distributed at training

Town of Davie Utilities Standards Manual

- Obtain copy from Utility Department

MAP US (Located on Davie Home Page) - ARCIMS

Parcel Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://maps.davie-fl.gov/website/Parcels/viewer.htm>

Parcel Viewer

Map created with ArcIMS - Copyright (C) 1992-2002 ESRI Inc.

Zoom In

Toggle between Legend and LayerList

Internet

Legend

- Davie_major_roads
- Town Limits
- Zoning_04
- Parcels (March_05)
- davie_zip_codes
- FEMA zones 1996
- AE
- AH
- X
- X500
- futurelanduse
- Broward County
- Commerce Office
- Commercial
- Commercial Recreation
- Community Facility
- Conservation
- Industrial
- Recreation / Open Space
- Regional Activity Center
- Residential 10 DU/AC

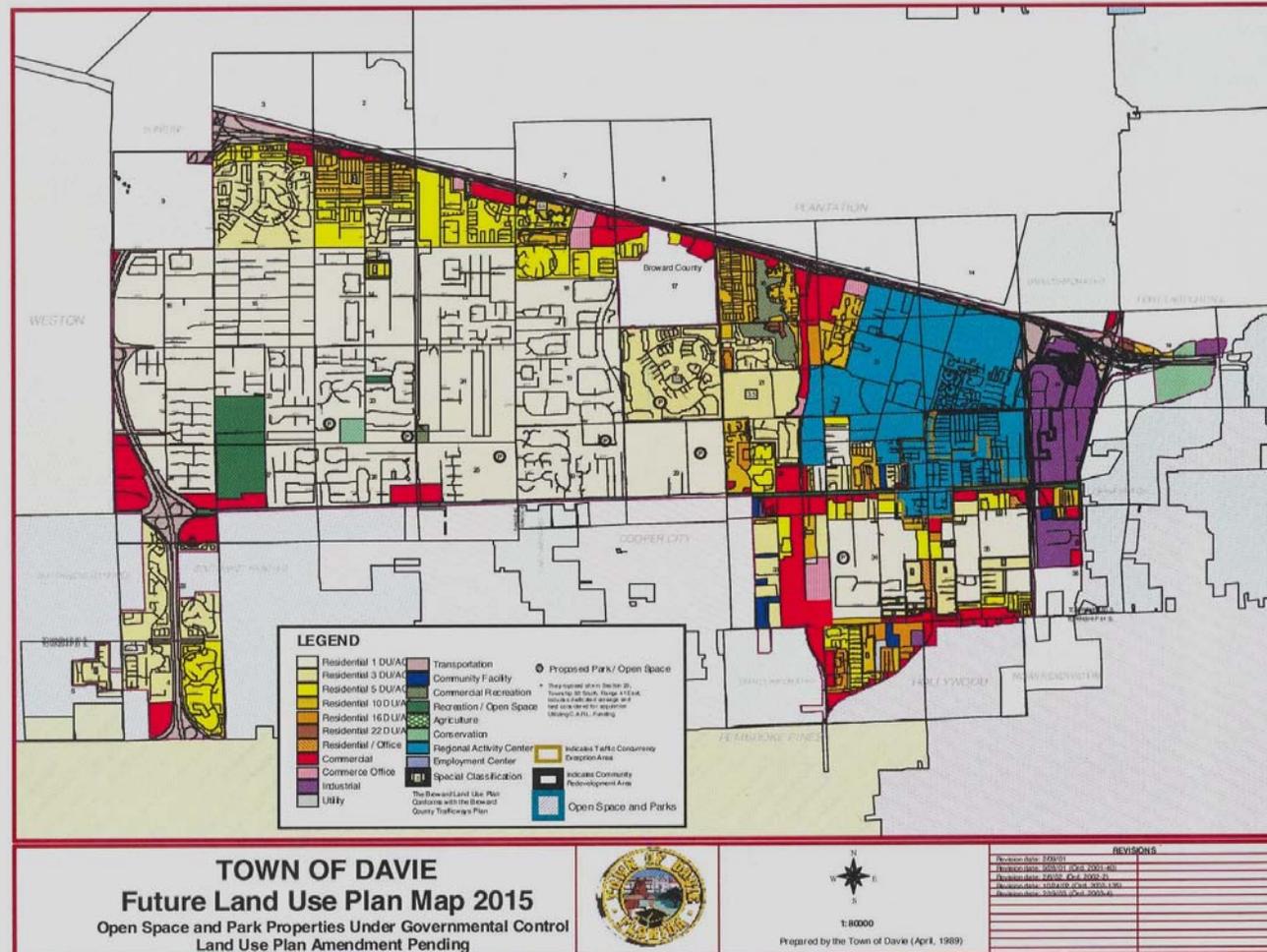
Town Code and Master Planning

- The Town of Davie Code can be found on Town website:
<http://www.davie-fl.gov>
- Section 12 of Town of Davie Code is crucial to Engineering review.
- Link to our municipal Town of Davie codes online at
<http://www.municode.com/services/mcsgateway.asp?sid=9&pid=10630>

Special Requirements for Specific Town Zoning Areas

- RAC (S.F.E.C., Mixed Use)
- TOC (Transit Oriented Corridor)
- CRA (Western Theme District)
- Griffin Corridor (Underground Utilities)
- Rural Lifestyle (Optional)

Town of Davie Future Land Use Map



Questions and Answers Session

We want your feedback