



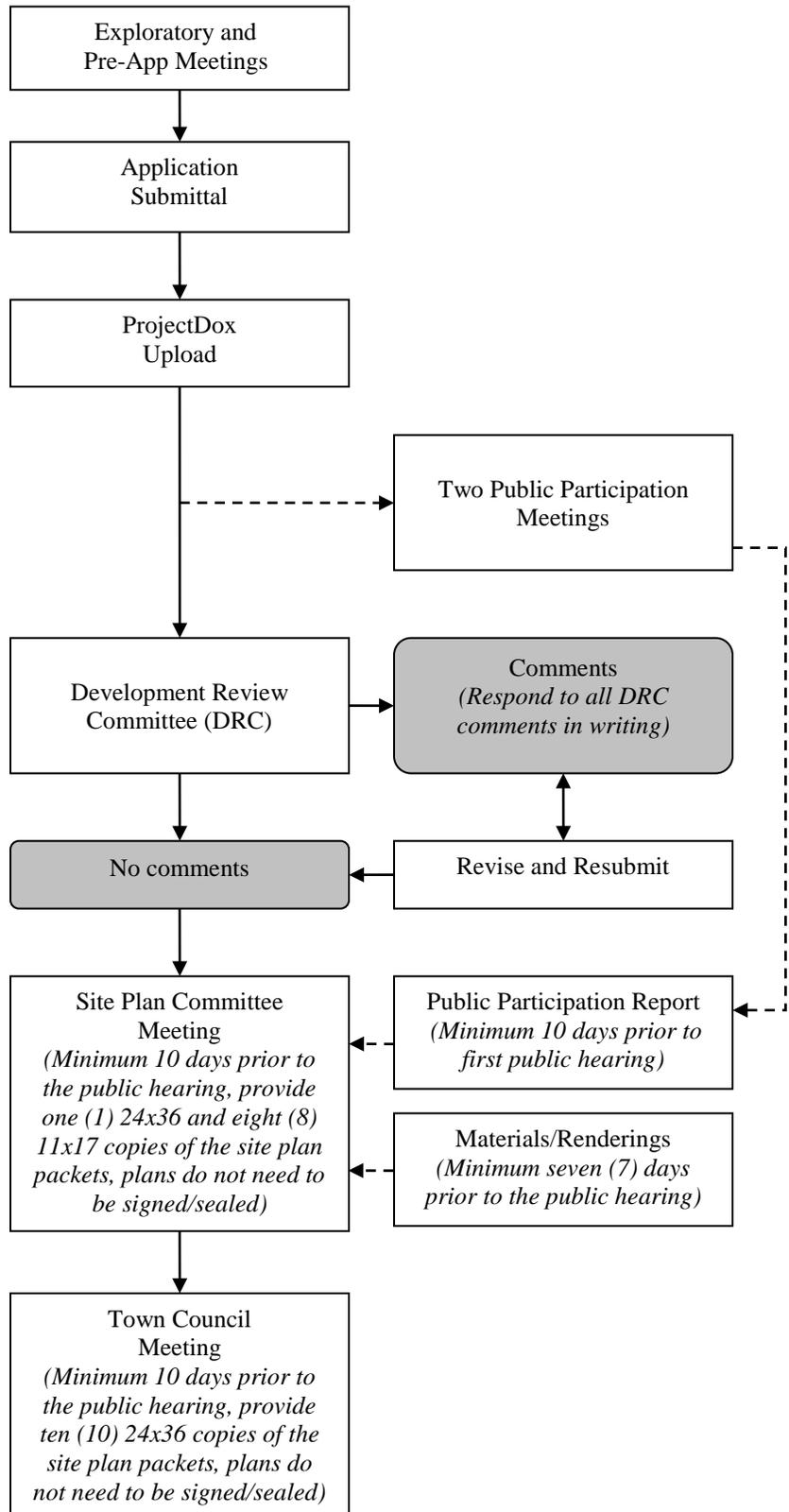
**TOWN OF DAVIE**  
**PLANNING & ZONING DIVISION**  
6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
Phone: 954.797.1103 • [www.davie-fl.gov](http://www.davie-fl.gov)

**SITE PLAN (SP)**

<b>Drawings</b>	
	Plat
	Site Plan
	Survey

<b>Documents</b>	
	Exploratory Form
	Pre-Application Form
	All Purpose Application Form
	Warranty Deed
	Scope of Work Letter
	Business Tax License (BTR)

**Process**





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**SITE PLAN/MASTER/MODIFICATION  
DRAWINGS**

**Drawings**

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:

**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

**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
- \_\_2.51. Provide a note indicating that the irrigation design shall use the lowest quality water feasible
- \_\_2.52. Between all structures and property lines
  - \_\_2.52.1. Structures from easements and rights-of-way, including corner chord
  - \_\_2.52.2. Structures from water bodies, measured to the top of bank
  - \_\_2.52.3. Paved areas
  - \_\_2.52.4. Roadways
  - \_\_2.52.5. Bicycle lanes/paths
  - \_\_2.52.6. Sidewalks/pedestrian access ways
  - \_\_2.52.7. Equestrian/recreation trails
- \_\_2.53. Residential site plan tabular information:
  - \_\_2.53.1. Future land use plan map classification
  - \_\_2.53.2. Town of Davie official zoning map designation
  - \_\_2.53.3. Size of site (*square footage, gross and net acreage*)
  - \_\_2.53.4. Total open space/landscape area (*square footage, acreage and percent*)
  - \_\_2.53.5. Total impervious (*square footage, acreage and percent*)
  - \_\_2.53.6. Total square footage of each building or structure on site
  - \_\_2.53.7. Percentage of total site occupied by buildings or structures
  - \_\_2.53.8. Number of dwelling units
  - \_\_2.53.9. Gross and net density per acre
  - \_\_2.53.10. Number of dwelling units in each building
  - \_\_2.53.11. Number of 1,2,3, etc. bedroom units
  - \_\_2.53.12. Total gross floor area of each type of residential unit
  - \_\_2.53.13. Number of required and provided parking spaces, including handicapped, and the method used to calculate

<p>__2.54. Non-residential site plan tabular information:</p> <p>__2.54.1. Future land use plan map classification</p> <p>__2.54.2. Town of Davie official zoning map designation</p> <p>__2.54.3. Size of site (<i>square footage, gross, and net acreage</i>)</p> <p>__2.54.4. Total open space/landscape area (<i>square footage, acreage, and percent</i>)</p> <p>    __2.54.4.1. Total open space in vehicular use area (<i>square footage, acreage, percent</i>)</p> <p>    __2.54.4.2. Total landscape buffers (<i>square footage, acreage, percent</i>)</p> <p>__2.54.5. Total impervious area (<i>square footage, acreage, percent</i>)</p> <p>__2.54.6. Total square footage of each building or structure</p> <p>    __2.54.6.1. Percentage of total site occupied by buildings or structures</p> <p>__2.54.7. Number of required and provided parking spaces, including handicapped, and the method used to calculate</p> <p>__2.54.8. Number of required and provided loading spaces, and the method used to calculate</p>
<p>Survey</p> <p>__3.1. Scale</p> <p>__3.2. North arrow</p> <p>__3.3. Signed and sealed</p> <p>__3.4. Legal description</p> <p>__3.5. Site boundaries clearly shown and tied to section corners</p> <p>__3.6. Survey shall have been conducted within the last two (2) years and have the seal of the appropriate professional</p> <p>__3.7. Date of drawing (<i>including revision dates</i>)</p> <p>__3.8. Angles and bearings</p> <p>__3.9. Utility poles</p> <p>__3.10. Catch basin</p> <p>__3.11. Manholes</p> <p>__3.12. Fire hydrants</p> <p>__3.13. Water, sewer, and storm lines</p> <p>__3.14. Topographic showing the existing ground elevations, pavement, structures, watercourses, all easements, road right-of-way within and adjacent to the property</p> <p>__3.15. Water bodies measured from the top of bank</p> <p>__3.16. Trees over 3" caliper (<i>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</i>)</p> <p>__3.17. Buildings</p> <p>__3.18. Berms and walls</p> <p>__3.19. Light poles</p> <p>__3.20. Fire hydrants</p> <p>__3.21. Underground facilities</p> <p>__3.22. Intersections</p> <p>__3.23. Bridges</p> <p>__3.24. Sidewalks</p> <p>__3.25. Driveways</p> <p>__3.26. Curbs</p> <p>__3.27. Streets</p> <p>__3.28. Adjoining and internal streets and their widths</p> <p>__3.29. Rights-of-way, dedications, and/or easements with O.R. books and pages</p>
<p>Site Details</p> <p>__4.1. Scale</p> <p>__4.2. <i>North arrow (if applicable)</i></p> <p>__4.3. Signed and sealed</p>

## 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. Storm water 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

Floor Plans
<ul style="list-style-type: none"> <li>__ 6.1. Scale</li> <li>__ 6.2. North arrow</li> <li>__ 6.3. Signed and sealed</li> <li>__ 6.4. Dimension room labels</li> <li>__ 6.5. Hidden lines (<i>i.e. roof, equipment, proposed walls, etc</i>)</li> </ul>
Elevation
<ul style="list-style-type: none"> <li>__ 7.1. Scale</li> <li>__ 7.2. Signed and sealed</li> <li>__ 7.3. Label elevation sides (<i>north, east, south, and west</i>)</li> <li>__ 7.4. Dimensions</li> <li>__ 7.5. Label materials</li> <li>__ 7.6. Label colors</li> <li>__ 7.7. Label conceals equipment on roof</li> <li>__ 7.8. Label height of structure</li> </ul>
Landscape Plans
<ul style="list-style-type: none"> <li>__ 8.1. Scale</li> <li>__ 8.2. North arrow</li> <li>__ 8.3. Signed and sealed</li> <li>__ 8.4. Preserved trees</li> <li>__ 8.5. Dimensions of landscape elements, pedestrian zones, and buffers</li> <li>__ 8.6. Species – height, spread, scientific name, common name, trunk diameter</li> <li>__ 8.7. Surface materials list</li> <li>__ 8.8. Number of trees required/provided and sq. ft. of landscape areas</li> <li>__ 8.9. Length of landscape islands</li> <li>__ 8.10. Landscape calculations in tabular form: <ul style="list-style-type: none"> <li>__ 8.10.1. Data indicating the overall square feet</li> <li>__ 8.10.2. Square feet of parking areas and buildings</li> <li>__ 8.10.3. Square feet of open space, gross, and net acreage</li> <li>__ 8.10.4. Number of street trees, and buffer trees</li> <li>__ 8.10.5. Parking island trees</li> <li>__ 8.10.6. Lot trees required and provided</li> <li>__ 8.10.7. Percent native at least 25%</li> <li>__ 8.10.8. Percent palms-no more than 25%</li> <li>__ 8.10.9. Percentage of 10', 12', 14'-16' trees</li> </ul> </li> <li>__ 8.11. Easements</li> <li>__ 8.12. Rights-of-way</li> <li>__ 8.13. Drainage structures</li> <li>__ 8.14. Existing trees, shrubs, site improvements, and utilities (including power lines) on abutting properties within 25 feet of the property line</li> <li>__ 8.15. Site lighting (<i>min. 15' separation on large trees and 7.5/on small trees/palms w/ dashed symbols</i>)</li> <li>__ 8.16. Landscape islands trees</li> <li>__ 8.17. Sight triangles</li> <li>__ 8.18. Trees which are to remain or be relocated</li> <li>__ 8.19. Survey should be conducted by a registered Landscape Architect or an ISA Certified Arborist that has completed a course in tree hazard assessment</li> <li>__ 8.20. Tree protection barriers</li> <li>__ 8.21. Standard Landscape Notes: <ul style="list-style-type: none"> <li>__ 8.21.1. A Tree Removal/Relocation Permit is required prior to removing or relocating trees</li> <li>__ 8.21.2. A Clearing and Grubbing Permit is required from the Engineering Division prior to commencement of land clearing.</li> <li>__ 8.21.3. Landscape contractor must schedule an on-site pre-installation meeting with Town</li> </ul> </li> </ul>

Landscape Inspector prior to commencement of landscape installation.

- \_\_8.21.4. No landscape material substitution shall be made without the Town of Davie approval.
- \_\_8.21.5. All trees shall be installed at least 5 feet from hardscape (3 feet for palms)
- \_\_8.21.6. Large and medium maturing trees must be a minimum of 10 feet from a building
- \_\_8.21.7. Minimum distance from a building or light pole should be the length of a given species' typical frond length plus two feet
- \_\_8.21.8. All trees, shrubs and ground cover areas must include an approved topsoil mix of muck and sand in installation.
- \_\_8.21.9. Topsoil mix: 50% sand, 40% muck and 10% humus, free of construction debris, weeds, and rocks larger than 1/2", and having a pH between 6.5 and 7.0.
- \_\_8.21.10. Min. 2" topsoil mix required for sodded or seeded grass areas.
- \_\_8.21.11. Min. 4"-6" topsoil mix required for landscape beds (12" when adjacent to a building).
- \_\_8.21.12. Tree pits must be excavated to the width and depth of the rootball except that there must be a min. 12" of approved topsoil mix under the root ball and the upper 12" shall be 3X the width of the rootball prior to being backfilled with the required topsoil mix.
- \_\_8.21.13. Prior to installation within landscape islands and other previously compacted areas, planting areas shall be excavated to min. 30" and backfilled with approved topsoil mix.
- \_\_8.21.14. Ground mounted mechanical equipment shall be screened on 3 sides with shrubs 3ft. high, 24 inches on center (excluding Ficus benjamina)
- \_\_8.21.15. All fire hydrants must be clear of landscaping at a minimum of 7.5 feet at the front and sides and 4 feet at the rear
- \_\_8.21.16. Fertilization shall be consistent with Section 12-107 of Town Code.
- \_\_8.21.17. All invasive exotic pest plants shall be removed prior to CO
- \_\_8.21.18. No more than 25% of the COs shall be issued without completion of required landscape buffers
- \_\_8.21.19. Landowner is responsible for the maintenance of all landscaping.

#### 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

#### 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 laid
- \_\_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 laid
- \_\_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
- \_\_8.22. All fire hydrants must be clear of landscaping at a minimum of 7.5 feet at the front and sides and 4 feet at the rear
- \_\_10.17. Include a detail of fire hydrant installation on the plan
- \_\_10.18. No Parking within 15' from either side of a fire hydrant
- \_\_10.19. Road pavement markers (*blue for hydrants and red for fire department connections*)
- \_\_10.20. Fire access road extending within 50' of a single exterior door providing access to the interior of the building
- \_\_10.21. 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
- \_\_10.22. 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
- \_\_10.23. 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
- \_\_10.24. Fire access areas are no closer than 10' or further than 30' from the building
- \_\_10.25. Fire access areas shall be free of all obstructions
- \_\_10.26. Fire access signs shall be properly posted at entrances and shall not be blocked by any structure or landscaping
- \_\_10.27. A recordable instrument granting perpetual access to the subject property for public safety purposes
- \_\_10.28. All traffic limiting devices (*i.e. speed bumps*) not creating delays for emergency response vehicle
- \_\_10.29. 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'
- \_\_10.30. Dead-end roads exceeding 150' shall have a turning area
- \_\_10.31. Dead-end roads exceeding 300' shall have a turning area, no less than 100' in diameter
- \_\_10.32. Paved roads and turning areas have 14' of vertical clearance
- \_\_10.33. Fire access roads shall be a minimum 20' wide
- \_\_10.34. 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
- \_\_10.35. 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.
- \_\_10.36. Fire access roads posted with fire lane signs at every 60'
- \_\_10.37. 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*)
- \_\_10.38. 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
- \_\_10.39. 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.