



# **DEVELOPMENT PERMIT APPLICATION PACKAGE**

**ENGINEERING & COMMUNITY DEVELOPMENT  
DEPARTMENT**  
**5399 North Dixie Highway, Oakland Park, Florida 33334**  
**Office 954-630-4333 Fax 954-229-0568**  
**[www.oaklandparkfl.org](http://www.oaklandparkfl.org)**

# **LOBBYISTS**

## **Section 2-16.5 City Ordinances**

**“Lobbyist” means a person who is retained, with or without compensation, for the purpose of lobbying; or a person who is employed by another person or entity, on a full-time or part-time basis, principally to lobby on behalf of that other person or entity who seeks any action, decision, recommendation of the city manager, or any city board or committee; or any action, decision or recommendation of any city personnel during the time of the entire decision making process on such action decision or recommendation that foreseeable will be heard or reviewed by the city commission, or a city board or committee.**

**MUST COMPLETE AND FILE  
REGISTRATION FORM  
WITH THE CITY CLERK  
BEFORE ENGAGING IN ANY  
LOBBYING ACTIVITY**

**FORM MUST BE FILED PRIOR TO EACH INDIVIDUAL  
LOBBYING ACTIVITY**

**Register Online at:**

**[http://www.oaklandparkfl.org/cityservices/egovernment/lobbyist\\_registration\\_form.cfm](http://www.oaklandparkfl.org/cityservices/egovernment/lobbyist_registration_form.cfm)**

## Minimum Submission Requirements for Development Permit Applications

Applications will not be accepted without the minimum required plans, documents and appointments.

- \_\_\_\_\_ 1. **Lobbyist Registration:** Proof of registration as a lobbyist per Sec 2-16.5 – Register online:  
\_\_\_\_\_ [http://www.oaklandparkfl.org/cityservices/egovernment/lobbyist\\_registration\\_form.cfm](http://www.oaklandparkfl.org/cityservices/egovernment/lobbyist_registration_form.cfm)
- \_\_\_\_\_ 2. **Neighborhood Participation Meeting Report & Affidavit of Compliance:** Must be submitted with application, no exceptions. See P&Z Staff for a list of HOA/Individuals to contact.
- \_\_\_\_\_ 3. **Appointment with a Planner** at (954) 630-4339 or by email [KristenN@oaklandparkfl.gov](mailto:KristenN@oaklandparkfl.gov) to submit the application.
- \_\_\_\_\_ 4. **Complete Application:** with all required information and signatures. Incomplete applications will not be distributed for review.
- \_\_\_\_\_ 5. **Proof of Ownership and Agent Authorization:** attach property owner and/or agent authorization letters and all proof of ownership documents.
- \_\_\_\_\_ 6. **Application Fees:** make checks payable to the City of Oakland Park; see fee chart on the following pages \$\_\_\_\_\_;
- \_\_\_\_\_ 7. **10 Site Development Plans and Surveys:** collated, bound, and stapled sets (24"x36"), 2 must be signed and sealed, all must be folded into thirds and then folded again to 8 ½" x 11" size, and one (1) must be an 11"x17" set.
  - \_\_\_\_\_ a. Site Development Plans Must Consist of the following: site plan, landscape plan (all landscape plans must be signed and sealed by a registered landscape architect), floor plan, site lighting plan, building elevation plan, construction fencing plan, and schematic engineering where applicable and including all items listed in Section 24-164(B)(3). For Downtown Mixed-Use District, Federal Highway Business District, and Mixed-Use Land Development applications refer to the applicable ordinance for site development plan requirements.
  - \_\_\_\_\_ b. Each plan set must have a copy of all additional attachments including but not limited to color renderings, legal documents and exhibits, planning studies and data reports, pictures, etc.
- \_\_\_\_\_ 8. **Service Demand Analysis Form (Concurrency Review):** must be attached to every plan set.
- \_\_\_\_\_ 9. **Project Narrative:** if required, must be attached to every plan set.
- \_\_\_\_\_ 10. **Response and Referral Letter:** if this submission follows the first review; include any other items requested at the previous DRC meeting and review comments must be attached to every plan set.
- \_\_\_\_\_ 11. **Other:** depending on the type of application there may be other plans, documents, surveys, studies, etc. required for the application. Please note your Review Type and the applicable requirements on the following pages.

**DRC Final Sign-Off Review Submission Requirements**

Applications will not be accepted without the following items.

- \_\_\_\_\_ 1. **Response and Referral Letter** must be attached to every plan set.
- \_\_\_\_\_ 2. **Fee of \$228.80** Checks payable to the City of Oakland Park.
- \_\_\_\_\_ 3. (Residential Only, School Concurrency) **School Capacity Availability Determination Letter (SCAD)**
- \_\_\_\_\_ 4. **10 Site Development Plans and Surveys:** collated, bound, and stapled sets (24"x36"), 4 must be signed and sealed, all must be folded into thirds and then folded again to 8 ½" x 11" size, and one (1) must be an 11"x17" set.
  - \_\_\_\_\_ a. Site Development Plans Must Consist of the following: site plan, landscape plan (all landscape plans must be signed and sealed by a registered landscape architect), floor plan, site lighting plan, building elevation plan, construction fencing plan, and schematic engineering where applicable and including all items listed in Section 24-164(B)(3). For Downtown Mixed-Use District, Federal Highway Business District, and Mixed-Use Land Development applications refer to the applicable ordinance for site development plan requirements.
  - \_\_\_\_\_ b. Each plan set must have a copy of all additional attachments including but not limited to color renderings, legal documents and exhibits, planning studies and data reports, pictures, etc.

**Applicability of DRC Review**

All developments involving multi-family (three or more units), commercial or industrial; all developments within the Downtown Mixed-Use District, Mixed Use Land Development or Federal Highway Mixed-Use Business and Entertainment Overlay District; any development resulting in a change of use; any building modification that affects parking; any applications for an unlisted use, conditional use, use approvals, rezoning, flexibility/reserve units, or future land use map amendments; or as determined by the Engineering & Community Development Department.

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# DEVELOPMENT PERMIT APPLICATION

The type of development permits for which this form is used and a fee schedule are listed on page 5. Application requirements and required separate attachments for each request type are on page 8. **Prior to the application submission contact the Planning and Zoning Division for an appointment at 954-630-4339.**

STAFF USE ONLY	
<b>Date Submitted:</b>	<b>Application No.</b>
<b>Project Name:</b>	
<b>Folio No(s).</b>	

GENERAL DATA – Please type or print information - COMPLETE ALL SECTIONS	
<b>Address of property:</b>	
<b>Legal Description:</b> (or attach description)	
<b>Gross Acres:</b>	<b>Net Acres:</b>
<b>Title to this Property has been held since:</b>	<b>Existing Zoning:</b>
<b>Existing Use of Property (include no. and sq. ft. of existing structure(s):</b>	
<b>Proposed Use of Property (include no. and sq. ft. of proposed structure(s):</b>	
<b>Section , Township, Range:</b>	
<b>Type of Development Permit(s) requested:</b>	

OWNER/APPLICANT INFORMATION		
(The undersigned has reviewed all instructions concerning the application and understands the application must be complete and accurate prior to staff review or Public Hearing(s). <b><u>Attach proof of ownership and owner’s authorization for representative.</u></b>		
<b>Name of Property Owners:</b>	<b>Title:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>	
<b>Signature:</b>	<b>Signature:</b>	
<b>Email Address:</b>	<b>Email Address:</b>	
<b>Name of Applicant’s Representative:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Office Phone:</b>	<b>Cell Phone:</b>	<b>Fax:</b>
<b>Email Address:</b>		

## REVIEW TYPES, REQUIREMENTS AND FEES

Indicate the type of review requested by checking the appropriate box and any applicable sub-categories listed after the review type. Applications for some development projects may require review under more than one category and therefore will require more than one fee. Applications may require other City or County Agency review, approval and fees. **An additional Training and Certification Fee of 10% shall be applied** on all the below listed development permits/orders. Fees shall not be returned if an application is withdrawn, nor shall the fees be applied to any future applications. **\*\*By resolution of the City Commission, this fee schedule will be adjusted annually based on the United States Department of Labor’s Consumer Price Index (CPI-U, Miami – Fort Lauderdale, All Urban Consumers) of the previous year.**

Applications will not be processed until all required information is provided.			Staff Use Only	
√	Type of Review	Application Requirements (See Key on page 8)	FEE	
	Check the appropriate Review Type on the left		Initial Application	Revisions
	<b>BILLBOARD SIGN ANNUAL CODE COMPLIANCE FEE</b>	N/A	\$624.00 (Per year)	N/A
	<b>BILLBOARD SIGN SPECIAL EXCEPTION</b> (Planning and Zoning Board and City Commission approval required)	1-2-3-4-5-7-9	\$936.00 (Public Hearing fee only)	N/A
	<b>COMPREHENSIVE PLAN AND LAND USE PLAN AMENDMENTS</b> a. Comprehensive Plan Text Amendment b. Land Use Plan Map Amendment c. Small Scale Land Use Plan Map Amendment per FS 163.3187(1)(c)	a. 10-12-13 b. & c. 1-11-13	a. \$3,380.00 b. \$3,380.00 c. \$2,132.00	N/A
	<b>CONDITIONAL USE</b> Revision to Approved Site Development Plan a. (1) Minor (2) Major b. Time Extension for Approved Site Plan (Public Hearing not required)	4-14-15-16-17-18-22  a. (1) 14-15 a. (2) 4-14-15-16-17-18-22 b. 42	\$936.00 + \$780.00 for each DRC submission.  b. \$312.00	a. (1) \$374.00 1st item; \$187.00 each additional + (see final sign off fees) (2) \$1,560.00 + (see final sign off fees)
	<b>CONSISTENCY &amp; CONCURRENCY REVIEW</b>	18	\$208.00 per review	N/A
	<b>CROSS PARKING AGREEMENT, PARKING AGREEMENT, OR NONCONCURRENT PARKING AGREEMENT</b>	44	\$416.00	
	<b>DEVELOPMENT OF REGIONAL IMPACT (DRI)</b> Revision to Approved DRI a. Minor b. Major	1-14-15-16-17-18-19-22	\$6,136.00 (In addition a Cost Recovery Fee will be assessed for any expenses incurred for other necessary City reviews and analyses)	N/A  a. \$1,248.00 b. \$2,444.00
	<b>DEVELOPER’S AGREEMENT</b>	16-20	\$1,560.00	N/A
	<b>DOWNTOWN MIXED-USE DEVELOPMENT</b> *Please review the Urban Design Requirements Memo* Revision to Approved Site Development Plan a. (1) Minor (2) Major	14-15-16-17	\$1,560.00 (up to 3 stories) \$3,120.00 (4 stories or more)	a. (1) N/A b. Same fee as new application
	<b>ENGINEERING &amp; CONSTRUCTION PERMITS</b>	N/A	8% of Const. value	N/A

<b>FLEXIBILITY ACRES</b> Residential to permitted Commercial or Industrial to Commercial	1-18-19-22	\$1,872.00	N/A
<b>FEDERAL HIGHWAY MIXED-USE BUSINESS AND ENTERTAINMENT OVERLAY DISTRICT</b> Revision to Approved Site Development Plan a. (1) Minor (2) Major	14-15-16-17-18	\$1,560.00 (up to 3 stories) \$3,120.00 (over 4 stories) \$780.00 required for 4:00 A.M. beverage license DRC review	a. (1) N/A b. Same fee as new application
<b>MIXED-USE LAND DEVELOPMENT</b> Revision to Approved Site Development Plan a. (1) Minor (2) Major	14-15-16-17-18	\$1,560.00 (up to 3 stories) \$3,120.00 (over 4 stories)	a. (1) N/A b. Same fee as new application
<b>OUTDOOR DISPLAY PERMIT (Annual)</b>	N/A	\$ 125.00 per year	N/A
<b>PLANNED UNIT DEVELOPMENT (PUD) &amp; PLANNED COMMERCE CENTER (PCC)</b> a. Master Dev. Plan or Declaration of Restrictive Covenants - Initial Review or Substantial Revision b. Site Development Plan Review c. Revision to Approved Site Development Plan (1) Minor, (2) Intermediate (Public Hearing not required) and (3) Major d. Time Extension for Approved Site Plan (Public Hearing not required)	a. & b. 4-14-15-16-17-18-19-20-21-22 c. (1) 14-15 c. (2) 14-15-42 c. (3) 4-14-15-16-17-18-19-20-21-22 d. 42	a. \$1,560.00 b. \$1,560.00 + \$50 per Gross Acre d. \$312.00	c. (1) \$364.00 First item \$150.00 ea. add.  (2) \$624.00 + \$50 per Gross Acre  (3) \$1,560.00 + \$50 per Gross Acre
<b>PLANNING AND ZONING CODE INQUIRIES</b> a. Planning and Zoning Verification Letters b. Planning and Zoning staff meetings with potential development permit applicants	N/A	a. \$52.00 (per item to be verified) b. \$52.00 (per hour per staff member)	N/A
<b>PORTABLE STORAGE UNIT PERMIT FEE</b>	N/A	\$ 52.00	N/A
<b>PUBLIC HEARINGS - P&amp;Z BD and City Commission</b>	N/A	\$ 936.00	N/A
<b>REZONING</b> Existing Zoning: Requested Zoning:	1-16-18-22	\$1,040.00 + \$1,800 if over 10 acres for advertising purposes.	N/A
<b>RESERVE UNITS</b> a. Increased Density on Residential Land b. Increased Density on Commercial Land or Commercial Re-zoned to Residential	4-14-15-16-18-22	a. \$1,560.00 + \$50 per Gross Acre b. \$1,560.00 + \$50 per Gross Acre	N/A
<b>SITE DEVELOPMENT PLAN REVIEW</b> a. Site Plan Review for Zoning Compliance (Major Development) b. Site Plan Review for Zoning Compliance (Minor Development / DRC Waivers - each item) c. Fire Plan Review d. Site Development Plan Approval Extension	14-15-17-18	a. \$780.00 each submission b. \$208.00 each submission c. \$57.00 each submission d. \$156.00	N/A
<b>FINAL SIGN OFF REVIEW (Site Plan)</b>	14-15-17-18	a. \$208.00 each submission	
<b>PUBLIC HEARING RE-ADVERTISEMENT</b>	N/A	Legal Notice: \$181.00 Display Ad: \$800.00	
<b>SPECIAL EVENTS SIGN PERMIT (3 days)</b>	N/A	\$ 31.00 per event	N/A

<b>SUBDIVISION/RESUBDIVISION</b> a. Recorded Plats/Re-plats b. Plats/Re-plats w/Waiver of Rec. c. Unity of Title for crossing platted lot lines d. Broward County Delegation Request	a. 14-17-18-23 b. 14-17-18-23-43 c. 1-24-25-26 d. 27	a. \$2,028.00 b. \$915.00 c. \$229.00 d. \$156.00	N/A
<b>TEMPORARY GRAND OPENING SIGN (30 days)</b>		\$ 52.00	N/A
<b>TEXT AMENDMENT TO LAND DEV. CODE</b>	28-29	\$2,340.00	N/A
<b>TELECOMMUNICATION TOWER SPECIAL EXCEPTION</b> (Planning and Zoning Board and City Commission approval required)	1-2-3-4-6-7-8-9	\$2,132.00	N/A
<b>TELCOM. ANNUAL STRUCTURAL &amp; ELECTRICAL INTEGRITY REPORT</b> a. Towers b. Antennas	N/A	a. \$125.00 b. \$62.00	N/A
<b>TEMPORARY STRUCTURE FOR BUSINESS USE (6 months)</b>	N/A	\$ 312.00	N/A
<b>TREE REMOVAL PERMIT</b> <b>a. Initial Application Fee</b> (After the fact per tree fees are doubled)	N/A	\$31.00 application fee + \$15.00 per Tree under 18" dbh and/or \$50 per tree over 18" dbh.	N/A
<b>UNLISTED CONDITIONAL USE</b>	4-14-15-17-18-22-30-31	\$936.00 + \$780.00 for each DRC submission.	N/A
<b>USE APPROVAL FOR A REST. BAR</b>	4-14-15-16-18-22	\$884.00 (Public Hearing fee only, see Site Dev. Plan Review Fees above for additional fee)	N/A
<b>VACATION OF PUBLIC WAYS</b>	32-33-34-35-36-37-38-39	\$1,248.00	N/A
<b>VARIANCES TO THE CODE</b> a. Single Family or Duplex b. Other than above c. Re-advertisement required by Applicants actions d. Variance Expiration Extension	41	a. \$520.00 b. \$936.00 (2 items; plus \$100.00 each item over 2)  d. Single Family or Duplex: \$260.00 All others: \$468.00	c. \$200.00 each hearing

<b>COST RECOVERY</b>
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**Each Development Permit request listed above is subject to cost recovery. This process is utilized when an application requires special studies or reports such as traffic reports, environmental assessments or legal services or other reports or studies that the city deems necessary. Direct cost of the review by one of the city's professional consultants of any report or study provided by the applicant or performed by the city shall be paid by the applicant.**

## APPLICATION REQUIREMENTS KEY

### Check the requirements for your application.

- 1. Two (2) copies of **Current Survey** dated within last year which shows location and dimensions of existing structures and easements and their use (two copies must be signed and sealed).
- 2. Two (2) original **Location Maps** for proposed site(s).
- 3. Two (2) **Elevation Sketches**.
- 4. One (1) set of **Reduced Copies** (8 ½" x 11") of simplified site development plans and colored renderings.
- 5. Two (2) copies of **Revocable License Agreements** for billboard special exception applications.
- 6. One (1) set of all **Required Documents** as identified in Sec. 24-248 LDC (**towers**).
- 7. One (1) statement indicating what regulations you are seeking a **Special Exception** from for either a **Billboard** or **Telecommunications Tower**.
- 8. One (1) statement indicating **Special Conditions or Justification for Telecommunications Tower** request per sec. 24-251(b)(2)
- 9. One (1) **Detailed Description** of Billboard type, size, height, location and number of faces etc. or Tower type, height and location.
- 10. Two (2) copies of the precise description of proposed **Comprehensive Plan Text Amendment** that clearly states the page(s), section(s), paragraph(s), or graphic(s) proposed for change and the exact change that is proposed.
- 11. Two (2) copies of the proposed **Future Land Use Map Amendment** that states the exact change(s) proposed, including the present City land use designation(s), and the proposed City land use designation(s). If more than one land use is proposed, also include separate acreage calculations for each.
- 12. One (1) summary statement succinctly explaining the **Reasons for the Amendment**. They may include statements relating to any or all of the following: (a) The need to correct an error; (b) The need to reflect changing circumstances or conditions in the community; (c) The need to improve the ability of the plan to fulfill the objectives and policy statements listed in the plan. In regard to (c), the applicant is advised that the proposed amendment may conflict with some of the objectives and policy statements; if so, the applicant might also request changes in the objectives or policy statements in order to render the requested change consistent with the objectives or policy statements.
- 13. One (1) summary statement addressing how the proposed amendment will benefit the **Public Interest** of the Community.
- 14. Fifteen (15) copies (folded into thirds, then down to an 8 ½ inch x 11 inch size) and one (1) 11 inch x 17 inch sheet of **Recorded Plat and Current Survey** dated within last year which shows location and dimensions of existing structures and easements and their use (two copies must be signed and sealed).
- 15. Fifteen (15) copies (folded into thirds, then down to an 8 ½ inch x 11 inch size) of one (1) 11 inch x 17 inch sheet **Site Development Plans** (site plan, landscape plan (all landscape plans must be signed and sealed by a registered landscape architect), floor plan, site lighting plan, building elevation plan, and schematic engineering where applicable) including all items listed in Section 24-164(B)(3). For Downtown Mixed-Use District, Federal Highway Business District, and Mixed-Use Land Development applications refer to the applicable Ordinance for site development plan requirements. For more details see the Minimum Site Development Plan Requirements, page 10.
- 16. One (1) **Program Description or Summary** detailing the proposed use, architectural design, special conditions or justification for the request, services/products to be offered and hours of operation and if applicable compliance with conditional use criteria required by Section 24-165 of the LDC.

- 17. One (1) set of **Traffic Generation Data and or Impact Analysis**.
- 18. One (1) completed **Service Demand Analysis** and **PSIA (Public School Impact Application – Residential Only)**.
- 19. Request for **Rezoning**.
- 20. Two (2) copies of the **Master Development Plan/Agreement** for PUD type development or developer’s agreement meeting the requirements of the Florida State Statutes.
- 21. Two (2) copies of the **Declaration of Restrictive Covenants** for PCC type development.
- 22. Completed **Public Notice Sign affidavit** forms signed by the applicant, indicating that the applicant has met his/her responsibilities to post public notice signs on the subject property.
- 23. Twelve (12) copies of proposed **Plat or Replat** and twelve (12) copies of **Conceptual Site Development Plan**.
- 24. One (1) executed and notarized **Unity of Title Agreement**.
- 25. One (1) **Opinion of Title** certified to the City of Oakland Park from a lawyer licensed to practice in the State of Florida or certified by a Title Company showing that title is fully vested in the individual(s) or legal entity executing the Unity of Title Agreement.
- 26. Unity of Title documents require: If the Agreement is executed by a Corporation, provide **proof of corporate existence** and **proof that the corporation is in good standing with the State of Florida**. Should it be a foreign corporation documentation should be provided showing that the corporation is authorized to do business in the State of Florida. Additionally, a **corporate resolution** should be provided indicating that the individual(s) signing on behalf of the corporation have the proper authority to execute the Unity of Title Agreement, or  
If the Agreement is executed by a general or limited partnership, copies of the **partnership agreement** are to be provided indicating the individual or individuals executing the Unity of Title Agreement on behalf of the partnership have the requisite authority.
- 27. One (1) statement for a **Delegation Request** that indicates what is currently on the plat that the applicant is proposing to amend. (The Development Review Committee will review the application and advise the applicant of its approval, conditional approval, or denial by letter).
- 28. One (1) **Description of the Use** that is not contained in the Text Amendment requested (cite the section of code and the proposed language of the new text amendment).
- 29. One (1) description of any **Special Conditions** which apply or the justification for the requested Text Amendment.
- 30. One (1) **Description of the Use** that is not contained in Master Business List (cite the section of code and the proposed language of the new use listing).
- 31. One (1) description of any **Special Conditions** which apply or the justification for the requested Unlisted Use.
- 32. One (1) statement indicating **Existing Use of Public Way**.
- 33. One (1) statement indicating **Proposed Use of Public Way**.
- 34. One (1) statement indicating **Reason Public Way is No Longer Needed** by utility service providers.
- 35. One (1) set of copies of **Signed and Notarized Consent Forms** from all adjoining or affected property owners (you may file an application for vacation of a public way if your property abuts the property proposed for vacation. If you are not the only abutting property owner or if the property you are proposing for vacation serves another property owner in any way). A copy of this consent form is provided with the application.
- 36. Two (2) copies of the **Signed and Sealed Sketch and Legal Description** depicting the area to be Vacated is to be provided to the City each Utility listed along with a **Utility Review** form for their completion. A copy of the Utility Review form is provided with the application.
- 37. If the public way was given by plat, it will also be necessary to file a **Vacation Application with Broward County** upon approval by the City.

- 38.** One (1) set of completed **Utility Review Forms** from area utility service providers (Florida Power & Light Company, BellSouth/AT&T Telephone, People's Gas System or Teco, City of Oakland Park/Broward County Utilities/Fort Lauderdale, AT&T Broadband Cable Company, Comcast, and others if applicable). A copy of this form is provided with the application.
- 39.** One (1) copy of the **Recorded Deed** if public way was dedicated by deed.
- 40.** One (1) statement specifying the **Regulations from which you are seeking a Variance**: (cite section(s) of the land development code).
- 41.** Attach **Zoning Variance Packet**. Forms and instructions provided by Zoning Division.
- 42.** City Commission approval required - Public Hearing not required.
- 43. Planning and Zoning and City Commission** approval required - Public Hearings and Advertising not required.
- 44.** Executed and in recordable format cross parking agreement, parking agreement, and/or nonconcurrent parking agreement.

**Rev.: 12/3/13**

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## Minimum Site Development Plan Requirements

### SURVEY

1. Signed, sealed and dated within the last year.
2. Abstracted for right of way and easements.
3. Full Legal Description

### SITE PLAN

1. Title Block including project name and design professional's address and phone number
2. Scale (must be engineer's scale)
3. North indicator
4. Location map showing relationship to major arterials
5. Drawing and revision dates, as applicable
6. Full legal description
7. Site Plan Data Table
  - Current use of property and intensity
  - Land Use designation
  - Zoning designation
  - Water/wastewater service provider
  - Site area (sq. ft., net and gross acres)
  - Building footprint coverage
  - Residential development: number of dwelling units, type, floor area(s), bedroom mix, site density (gross and net)
  - Non-residential development: uses, gross floor area
  - Parking data: parking required (#), parking provided (#), loading zones, ADA spaces
  - Building height (expressed in feet above grade)
  - Structure length
  - Number of stories
  - Setback table (required vs. provided)
  - Vehicular use area (in sq.ft. & % of site)
  - Open space (in sq. ft. & % of site)
  - Landscape area (in sq. ft. & % of site)
8. Site Plan Features (graphically indicated)
  - Municipal boundaries (as applicable)
  - Zoning designation of adjacent properties with current use listed
  - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
  - Waterway width, if applicable
  - Outline of adjacent buildings (indicate height in stories and approximate feet)
  - Property lines (dimensioned)
  - Building outlines of all proposed structures (dimensioned)
  - Ground floor plan
  - Dimension of grade at crown of road, at curb, sidewalk, building entrance, and finished floor elevation

- Dimension for all site plan features (ie., sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.)
- Mechanical equipment dimensioned from property lines
- Setbacks and building separations (dimensioned)
- Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
- On-site light fixtures
- Proposed ROW improvements (i.e. bus stops, curbs, tree plantings, etc.)
- Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
- Project signage, location, shape and size
- Traffic control signage
- Catch basins or other drainage control devices
- Fire hydrants (including on-site and adjacent hydrants, show distances to structures)
- Fire Rescue Vehicle turning radii
- Easements (as applicable)
- Indication of any site or building design methods used to conserve energy and/or water.
  - Indication of any site or building design methods used to incorporate the principles of Crime Prevention Through Environmental Design (CPTED)
- Location and method of screening of refuse stations, storage areas and off-street loading areas. (See city staff for dumpster diagram)
- Method maintaining any common or joint use area

### SITE DETAILS

1. Provide details of the following:
  - Ground floor elevation
  - Storefronts, awnings, entryway features, doors, windows
  - Fence/wall (measured from the finished grade of the abutting property or crown of adjacent street)
  - Dumpster
  - Light fixtures
  - Balconies, railings
  - Trash receptacles, benches, other street furniture
  - Pavers, concrete, hardscape ground cover material

## FLOOR PLANS

1. Delineate and dimension, indicating use of spaces
2. Show property lines and setbacks on all plans
3. Typical floor plan for multi-level structure
4. Floor plan for every level of parking garage
5. Roof plan

## BUILDING ELEVATIONS

1. All building facades with directional labels (ie. North, South) and building names if more than one building
2. Dimensions, including height and width of all structures
3. Dimensions of setbacks and required stepbacks from property lines
4. Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor
5. Indicate architectural elements, materials and colors
6. Include proposed signage (will require separate building permit)

## LANDSCAPE PLAN

(see DMUD ordinance for additional landscaping requirements)

1. Site Plan information (in tabular form on plans)
2. Title block including project name and design professional's address and phone number (**Must be signed and sealed by a registered Landscape Architect**)
3. Scale (must be engineer's scale)
4. North indicator
5. Drawing and revision dates, as applicable
6. Landscape Plan Information (in tabular form on plans)
  - Site area (sq. ft. and acres)
  - Vehicular use area (in sq. ft.)
  - Perimeter landscape area (including buffers adjacent to ROW)
  - Interior landscape area (15 sq.ft. per space)
  - Trees – parking lot interior required/provided:
    - 1 per 10 spaces
  - Trees – right of way edge required/provided:
    - 1 per 40 linear feet within landscaped strip
  - Trees – perimeter required/provided:
    - 1 per 40 linear feet within landscaped strip
    - 1 per 30 linear feet within landscaped strip (nonresidential adjacent to residential)

- Trees required by size: required/provided: 60% @ 10' x 6'; 10% @ 14' x 7'; 20% @ 12' x 6'; 10% @ 16' x 8'
7. Landscape Plan Features (graphically indicated)
    - Property lines
    - Easements (as applicable)
    - Landscape areas with dimensions
    - All Existing trees and palms, must be adequate to calculate their species names and sizes, number, and canopy (indicate whether they are to remain, be relocated, or removed)
    - Names and locations for all proposed trees, shrubs and groundcover, with quantities noted at each location
    - Plant list (note species, sizes, quantities and any appropriate specifications)
    - Site elements (buildings, parking areas, sidewalks, signs, fire hydrants, light fixtures, drainage structures, curbing, all utilities both above and below ground, sight vision triangles)
    - Grading (swales, retention areas, berms, etc.)
    - Show any required berms along right of way

## PHOTOMETRIC PLAN

1. Foot-candle readings must extend to all property lines.
2. Note on plan stating that proposed lighting will be designed and installed so as to reflect the light away and prevent any glare or excessive light on any adjacent property.

## SCHEMATIC ENGINEERING PLAN

1. Proposed or existing utility easements and fire hydrants and distance to structures.
2. Location and method of stormwater retention or detention.
3. Schematic Engineering Plan Details:
  - Outline of plan to provide water, sewer, roads, and drainage for the project.
  - Signed and Sealed by a Registered Engineer.
  - Utility Pipe Sizes (lengths, material and preliminary locations)
  - Roadway cross-section (width, depth of base and subgrade)
  - Typical sections across property lines
  - Offsite utility and roadway public infrastructure necessary to serve the site
  - Illustrate how first one (1) inch of rainfall will be retained onsite

**DOWNTOWN MIXED USE DISTRICT (DMUD)  
(as applicable to the project)**

For projects subject to DMUD review:

- Narrative regarding payment of in-lieu fee for parking requirements
- Sample of materials including roofing tiles, pavers, exterior paints, or exterior materials (in color format on a plan or cut sheet)
- For buildings over 3 stories in height, site plans, appropriate exhibits, public amenity cost estimates and narrative regarding participation in the building height incentive program

**MIXED USE LAND DEVELOPMENT (MULD)  
(as applicable to the project)**

For projects subject to MULD review:

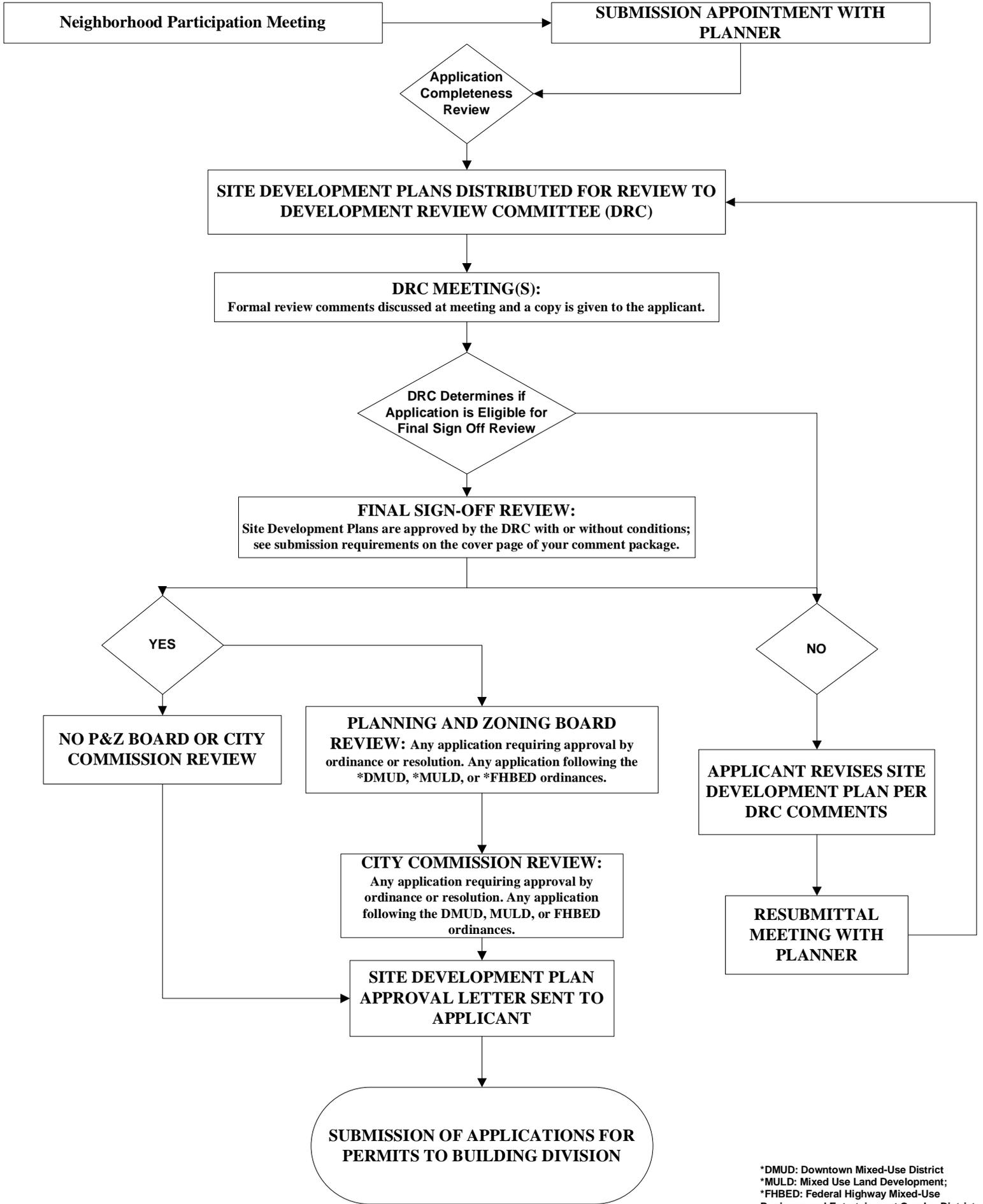
- Parking study for mixed use projects seeking 15% reduction
- Narrative discussing compliance with the Required Design Components
- Sample of materials including roofing tiles, pavers, exterior paints, or exterior materials (in color format on a plan or cut sheet)
- For increased density provide, site plans, appropriate exhibits and narrative regarding participation in the optional design guidelines for increased density
- For mixed-use projects, provide F.A.R. (max. 2.0 commercial uses)

**FEDERAL HIGHWAY MIXED USE BUSINESS  
AND ENTERTAINMENT OVERLAY DISTRICT  
(FHBED) (as applicable to the project)**

For projects subject to FHBED review:

- For Sample of materials including roofing tiles, pavers, exterior paints, or exterior materials (in color format on a plan or cut sheet)
- Provide written narrative and detailed drawings and plans illustrating intent to meet the seven (7) LEED prerequisites.
- Provide written narrative and detailed drawings and plans illustrating the applicant's intent to meet Tier1 and/or Tier 2.
- Provide draft of the bond for staff review
- Provide copy of LEED accreditation certificate for professional on design team

# CITY OF OAKLAND PARK Development Review Process



\*DMUD: Downtown Mixed-Use District  
 \*MULD: Mixed Use Land Development;  
 \*FHBED: Federal Highway Mixed-Use Business and Entertainment Overlay District.