DEVELOPMENT PERMIT APPLICATION PACKAGE

ENGINEERING & COMMUNITY DEVELOPMENT DEPARTMENT
5399 North Dixie Highway, Oakland Park, Florida 33334
Office 954-630-4333
www.oaklandparkfl.gov

LOBBYISTS

Oakland Park's Code of Ordinances §2-16.5

"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.gov/422/Lobbyist-Portal

DEVELOPMENT PERMIT APPLICATION

The type of development permit(s) for which this form is applicable to as well as the corresponding fee schedule are described on Pages 5-7. Mandatory application documents and the required ancillary attachments for each type of request are on Pages 8-10. **Prior to the submission of an application, the applicant must contact the Planning and Zoning Division for an appointment at 954-630-4572.**

STAFF USE ONLY	
Date Submitted:	**Case No**.
Project Name:	
Folio No(s).	

GENERAL DATA – COMPLETE ALL SECTIONS	
Address of property:	
Legal Description: (or attach description)	
Gross Acres:	**Net Acres:**
Title to this Property has been held since:	**Existing Zoning:**
Existing Use of Property [include no. and sq. ft. of existing structure(s)]:	
Proposed Use of Property (include no. and sq. ft. of proposed structure(s):	
Type of Development Permit(s) requested:	

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). **Attach proof of ownership and owner's authorization for representative**.

Name of Property Owners:	**Title:**	
Address:		
City:	**State:**	**Zip Code:**
Phone:		
Signature:	**Signature:**	
Email Address:	**Email Address:**	
Name of Applicant's Representative:		
Address:		
City:	**State:**	**Zip Code:**
Office Phone:	**Cell Phone:**	
Email Address:		

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 reviews, approvals and fees.
- **An additional Training and Certification Fee of 10% shall be applied** on all the below listed development permits/orders. Fees will 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** **Check the appropriate Review Type on the left**	**APPLICATION REQUIREMENT KEY**	**FEE**	
			Initial Application	**Revisions**
	BILLBOARD SIGN ANNUAL CODE COMPLIANCE FEE	N/A	$624.00 (Per year)	N/A
	BILLBOARD SIGN SPECIAL EXCEPTION (Planning and Zoning Board and City Commission approval required)	1-2-3-4-5-7-9	$936.00 (Public Hearing fee only)	N/A
	COMPREHENSIVE PLAN AND LAND USE PLAN AMENDMENTS a. Comprehensive Plan Text Amendment b. Land Use Plan Map Amendment c. Small Scale Land Use Plan Map Amendment per Florida Statutes 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
	CONDITIONAL USE Revision to Approved Site Development Plan a. (1) Minor (2) Major b. Time Extension for Approved Site Plan (Public Hearing not required)	a. (1) 14-15 (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 + (final sign off fees) (2) $1,560.00 + (final sign off fees)
	CONSISTENCY & CONCURRENCY REVIEW	18	$208.00 per review	N/A
	CROSS PARKING AND NONCONCURRENT PARKING AGREEMENT	44	$416.00	
	DEVELOPMENT OF REGIONAL IMPACT (DRI) Revision to Approved DRI a. Minor b. Major	1-14-15-16-17-18-19-22	$6,136.00 (A Cost Recovery Fee is assessed for any expenses incurred from additional and necessary reviews and/or analyses)	a. $1,248.00 b. $2,444.00
	DEVELOPER'S AGREEMENT	16-20	$1,560.00	N/A

	DOWNTOWN MIXED-USE DEVELOPMENT *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
	ENGINEERING & CONSTRUCTION PERMITS	N/A	8% of construction value	N/A
	FLEXIBILITY ACRES Residential to permitted Commercial or Industrial to Commercial	1-18-19-22	$1,872.00	N/A
	FEDERAL HIGHWAY MIXED-USE BUSINESS AND ENTERTAINMENT OVERLAY DISTRICT 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
	MIXED-USE LAND DEVELOPMENT 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
	OUTDOOR DISPLAY PERMIT (Annual)	N/A	$ 125.00 per year	N/A
	PLANNED UNIT DEVELOPMENT (PUD) & PLANNED COMMERCE CENTER (PCC) 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) (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 each additional item (2) $624.00 + $50 per gross acre (3) $1,560.00 + $50 per Gross Acre
	PLANNING AND ZONING CODE INQUIRIES 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
	PORTABLE STORAGE UNIT PERMIT FEE	N/A	$ 52.00	N/A
	PUBLIC HEARINGS – Planning & Zoning Board and City Commission	N/A	$ 936.00	N/A
	REZONING Existing Zoning: Requested Zoning:	1-16-18-22	$1,040.00 + $1,800 if over 10 acres (for advertising purposes)	N/A
	RESERVE UNITS a. Increased Density on Residential Land b. Increased Density on Commercial Land or Commercial Land rezoned to Residential Land	4-14-15-16-18-22	a. $1,560.00 + $50 per Gross Acre b. $1,560.00 + $50 per Gross Acre	N/A
	SITE DEVELOPMENT PLAN REVIEW 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
	FINAL SIGN OFF REVIEW (Site Plan)	14-15-17-18	a. $208.00 each submission	

	PUBLIC HEARING RE-ADVERTISEMENT	N/A	Legal Notice: $181.00 Display Ad: $800.00	
	SPECIAL EVENTS SIGN PERMIT (3 days)	N/A	$ 31.00 per event	N/A
	SUBDIVISION/RESUBDIVISION 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
	TEMPORARY GRAND OPENING SIGN (30 days)	N/A	$ 52.00	N/A
	TEXT AMENDMENT TO LAND DEVELOPMENT CODE	28-29	$2,340.00	N/A
	TELECOMMUNICATION TOWER, SPECIAL EXCEPTION (Planning and Zoning Board and City Commission approval required)	1-2-3-4-6-7-8-9	$2,132.00	N/A
	TELCOMMUNICATION TOWER ANNUAL STRUCTURAL & ELECTRICAL INTEGRITY REPORT a. Towers b. Antennas	N/A	a. $125.00 b. $62.00	N/A
	TEMPORARY STRUCTURE FOR BUSINESS USE (6 months)	N/A	$ 312.00	N/A
	TREE REMOVAL PERMIT **a. Initial Application Fee** (After the fact fees are doubled per tree)	N/A	$31.00 application fee + $15.00 per tree under 18" dbh and/or $50 per tree over 18" dbh.	N/A
	UNLISTED CONDITIONAL USE	4-14-15-17-18-22-30-31	$936.00 + $780.00 for each DRC submission.	N/A
	USE APPROVAL FOR A RESTAURANT/BAR	4-14-15-16-18-22	$884.00 (Public Hearing fee only, see Site Development Plan Review Fees for additional fees)	N/A
	VACATION OF PUBLIC WAYS	32-33-34-35-36-37-38-39	$1,248.00	N/A
	VARIANCES TO THE CODE 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; $100.00 each item over 2) d. Single Family or Duplex: $260.00 All others: $468.00	c. $200.00 each hearing

COST RECOVERY

Each Development Permit request listed above is subject to cost recovery. This process is utilized when an application requires special studies and/or reports such as traffic reports, environmental assessments, legal services, etc. that the City deems as necessary. The direct cost of the review of any report or study by one of the City's professional consultants or performed by the City shall be paid by the applicant.

APPLICATION REOUIREMENTS KEY

Check the requirements for your application.

- ❑ **1.** Two (2) copies of a **Current Survey**, dated within the last year, showing the location and dimensions of existing structures and easements as well as their use. Two (2) copies must be signed and sealed. Surveys must provide flood zone information and use NAVD88 as the datum.

- ❑ **2.** Two (2) original **Location Maps** for proposed site(s).

- ❑ **3.** Two (2) E**levation Sketches**.

- ❑ **4.** One (1) set of **Reduced Copies** (11" x 17") 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 §24-248 of the City's Land Development Code.

- ❑ **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 §24-251(b)(2)

- ❑ **9.** One (1) **Detailed Description** of the Billboard's type, size, height, location and number of faces -or- the Tower's type, height, and location.

- ❑ **10.** Two (2) copies of the precise description of the proposed **Comprehensive Plan Text Amendment** that clearly states the page(s), section(s), paragraph(s), and/or graphic(s) that are proposed to change.

- ❑ **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) as well as the proposed City land use designation(s). If more than one land use is proposed, include separate acreage calculations for each.

- ❑ **12.** One (1) summary statement sufficiently explaining the **Reasons for the Amendment**. This may include statements relating to any or all of the following:
  - ✓ The need to correct an error
  - ✓ The need to reflect changing circumstances or conditions in the community
  - ✓ The need to improve the ability of the plan to fulfill the objectives and policy statements listed in the plan.
  - ✓ 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.** Eleven (11) 24" x 36" copies (folded down to an 8½" x 11" size) and one (1) 11" x 17" sheet of the **Recorded Plat and** C**urrent Survey**, dated within the last year, and showing the location and dimensions of existing structures and easements as well as their use. Two (2) copies must be signed and sealed.

- ❑ **15.** Eleven (11) 24" x 36" copies (folded down to an 8½" x 11" size) and one (1) 11" x 17" copy of the S**ite Development Plans** to include:
  - ✓ Site plan
  - ✓ Landscape plan.
    - o **All landscape plans must be signed and sealed by a registered landscape architect.**
  - ✓ Floor plan
  - ✓ Site lighting plan
  - ✓ Building elevation plan
  - ✓ Construction fencing plan
  - ✓ Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
  - ✓ For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.

- ❑ **16.** One (1) **Program Description or Summary** detailing the proposed use, architectural design, special conditions/justification for the request, the services/products to be offered, the hours of operation, and (if applicable) compliance with the conditional use criteria required by §24-165 of the Oakland Park Land Development Code.

- ❑ **17.** One (1) set of T**raffic 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 a Planned Urban Development (PUD) type development or the developer's agreement explicitly meeting the requirements of Florida State Statutes.

- ❑ **21.** Two (2) copies of the **Declaration of Restrictive Covenants** for a Planned Commerce Center (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 the proposed **Plat or Replat** and twelve (12) copies of the **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. This document must be 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 must be provided showing that the corporation is authorized to do business in the State of Florida. Additionally, a **corporate resolution** must be provided indicating that the individual(s) signing on behalf of the corporation have the proper authority to execute the Unity of Title Agreement
  - If the Agreement is executed by a general or limited partnership, copies of the **partnership agreement** must be provided indicating the individual or individuals executing the Unity of Title Agreement on behalf of the partnership have the authority to do so.

- ❑ **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 S**pecial Conditions** or justification which apply to 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** or justification which apply to the requested Unlisted Use.

- ❑ **32.** One (1) statement indicating E**xisting Use of Public Way**.

- ❑ **33.** One (1) statement indicating **Proposed Use of Public Way**.

- ❑ **34.** One (1) statement indicating **Reason Public Way 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 Telephone, Peoples Gas System or Teco, City of Oakland Park/Broward County Utilities/Fort Lauderdale, AT&T Broadband Cable Company 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 a **Zoning Variance Packet** including the Variance Application and Justification Letter. Forms and instructions provided by the Planning & Zoning Division. The basis for a variance is established by **§24-232(C)** of the Land Development Code.

- ❑ **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 and/or nonconcurrent parking agreement.

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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 §2-16.5 – Register online: http://www.oaklandparkfl.gov/422/Lobbyist-Portal

_____ 2. **Neighborhood Participation Meeting Report & Affidavit of Compliance**: Must be submitted with application, no exceptions. See Planning & Zoning staff for a list of HOA/individuals to contact.

_____ 3. **Meeting (by appointment only) with a Planner** – Contact the Planning & Zoning Division at (954) 630-4478 or by email at gilbert.chaidez@oaklandparkfl.gov to submit an application.

_____ 4. **Complete Application:** 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 with proof of ownership documentation.

_____ 6. **Application Fees:** Make checks payable to the City of Oakland Park; see fee chart on the subsequent pages.

_____ 7. **12-15 Plan Sets:** Collated, bound, and stapled sets (24" x 36"). Two (2) plan sets must be signed and sealed. All must be folded into thirds and folded again into an 8½" x 11" size. One (1) plan set must be an 11" x 17" set. All plan sets are to include the following:

_____ a. Surveys

_____ b. Site Development Plans must consist of the following:

1. Site plan
2. Landscape plan.
   a. **All landscape plans must be signed and sealed by a registered landscape architect.**
3. Floor plan
4. Site lighting plan
5. Building elevation plan
6. Construction fencing plan
7. Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
8. For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.

_____ c. Each plan set must have a copy of all ancillary attachments i.e. color renderings, legal documents and exhibits, planning studies, data reports, pictures, etc.

_____ 8. **Service Demand Analysis Form (Concurrency Review)**: Must be attached to every plan set.

_____ 9. **Project Narrative**: Must be attached to every plan set (if required).

_____ 10. **Response Letter:** If this submission is subsequent to the first review, include any other items requested at the previous DRC meeting. The review comments must be attached to every plan set.

_____ 11. **Other:** Depending the on the type of application, additional plans, documents, surveys, studies, etc. may be required for the application. Please note your type of review 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 Letter.** This must be attached to every plan set.

_____ 2. **Fee of $228.80** Checks made payable to the City of Oakland Park.

_____ 3. **School Capacity Availability Determination Letter (SCAD) (**Residential Only, School Concurrency)

_____ 4. **12-15 Plan Sets:** Collated, bound, and stapled sets (24" x 36"). Four (4) plan sets must be signed and sealed. All must be folded into thirds and folded again into an 8½" x 11" size. One (1) must be an 11" x 17" set. All plan sets are to include the following:

_____ a. Recorded Plat
_____ b. Surveys
_____ c. Site Development Plans must consist of the following:
1. Site plan
2. Landscape plan.
   a. **All landscape plans must be signed and sealed by a registered landscape architect.**
3. Floor plan
4. Site lighting plan
5. Building elevation plan
6. Construction fencing plan
7. Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
8. For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.

_____ d. Each plan set must have a copy of all ancillary attachments i.e. color renderings, legal documents and exhibits, planning studies, data reports, pictures, etc.

Applicability of DRC Review

- All developments involving multi-family development (three or more units), commercial, or industrial uses
- All developments within the **Downtown Mixed-Use District** or the **Federal Highway Mixed-Use Business and Entertainment Overlay District**
- Mixed-use land development
- Development resulting in a change of use
- Any building modification that affects parking
- Applications for any of the following:
  - Unlisted use
  - Conditional use
  - Use approvals
  - Rezoning
  - Flexibility/reserve units
  - Future land use map amendments
  - Applicable development as determined by the Engineering & Community Development Department.

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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.
4. Include flood zone designation.
5. Survey uses NAVD88 Datum.

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
   - If providing a fire alarm system or sprinkler system, indicate on the site plan.

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

(Review the Landscape and Streetscape Design Standards 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
- Planting details and notes
- All landscaped areas shall be provided with an underground irrigation system. The system must be designed to have a minimum of 100% coverage with a 50% overlap.
- If the site contains numerous trees, provide a separate table indicating disposition.

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
- Offiste utility and roadway public infrastructure necessary to serve the site
- Illustrate how the first 1" of rainfall will be retained onsite

4. Flood calculations.

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:

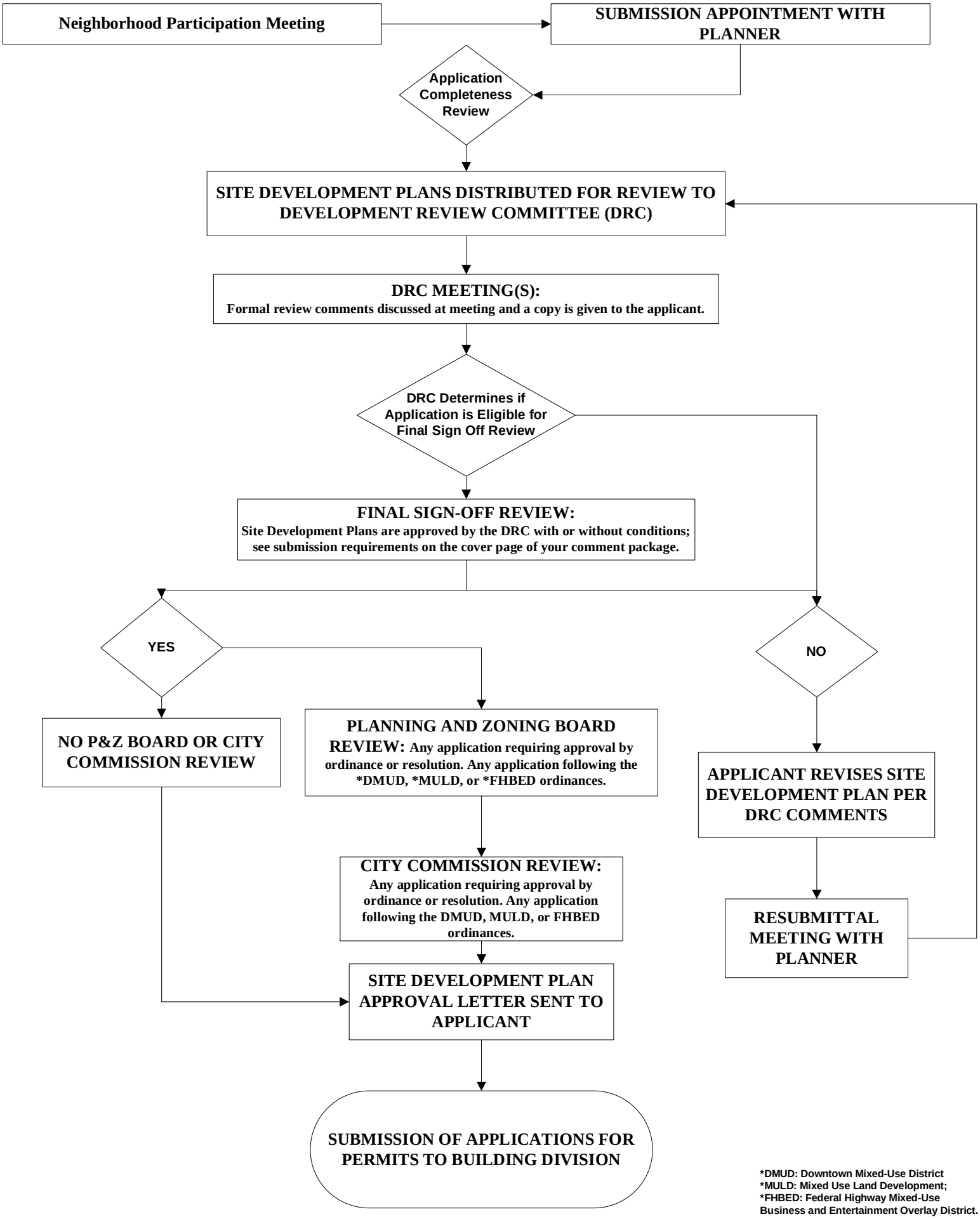
- ☐ Parking study for mixed use projects seeking 15% reduction
- ☐ Narrative discussing compliance with the Required Design Components
- ☐ Sample of materials including roofing tiles, pavers, exterior paints, or exterior materials (in color format on a plan or cut sheet)
- ☐ For increased density provide, 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 commercials 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.