



## GENERAL ADVISORY DRC INFORMATION

Rev: 4 | Revision Date: 10/27/2021 | I.D. Number: GADRCIE

The following is a list of typical DRC (Development Review Committee) submittal requirements and regulatory information pertaining to the reviews by the City of Fort Lauderdale Engineering Division. This list is not all inclusive and additional requirements may apply:

- A. Provide a boundary and topographic survey prepared by a licensed Florida Surveyor, and **less than six (6) months old from the date of application submittal**, abstracted, signed and sealed. Survey of the subject property needs to depict all easements, encumbrances and ownership information and shall be done with the benefit of a Standard Title Commitment, issued by a Title Insurer, licensed to do business in Florida or an Opinion of Title, issued by an attorney, admitted to the Florida Bar, which **shall have an effective date no more than (30) thirty days prior to the date of submittal** of the survey. It is recommended that the survey meet the 2016 Minimum Standard Detail Requirements of the American Land Title Association /National Society of Professional Surveyors ([ALTA/NSPS](#)).

Property lines, public and private easements (including Official Record Book/Page of recorded documents), and adjacent Right-of-Way shall be clearly shown, labeled and width dimensioned. **All existing features** including, but not limited to, structures, roadways, watercourses, above and below ground utilities, inverts, medians/openings, sidewalks, curb cuts shall be clearly shown and labeled.

Provide spot elevations on-site, at property corners, along property boundaries (**50 foot max. interval**), and along existing roadway crowns/ pavement edges, adjacent to property as appropriate. Elevations shall be referenced to North American Vertical Datum of 1988 ([NAVD 88](#)).

- B. **Meet the City's Adequacy Requirements** to services provided to the public (fire service, water, wastewater, stormwater, transportation, etc.), **per [ULDR Section 47-25.2](#)** of the City's Code of Ordinances. Assess potential demands and impacts on City services and prepare a design for each that utilizes existing water, wastewater, stormwater, and transportation infrastructure to adequately serve this project. If the adequate infrastructure is not available, prepare a design that extends/expands the connection to the nearest City system to adequately serve this development.

Please be advised that the Public Works water & wastewater capacity allocation is valid up until the first extension request after Final DRC approval (i.e. **18 months to apply for construction permit and 24 months for issuance of building permit**). After that, the developer **must obtain an updated letter** of service availability from the City's Public Works – Engineering Department at (954)-828-8000 or visit us online at [Public Works Department](#)

- C. **All proposed improvements within or adjacent to** the Florida Department of Transportation ([FDOT](#)), Broward County Highway Construction & Engineering Division ([BCHCED](#)), and City Right-of-Way **are subject to issuance of a Right-of-Way permit from the authority having jurisdiction**. This shall include the execution of an agreement that authorizes those entities for removing the improvements for any public purpose in the future. The Applicant shall also execute a maintenance agreement with the appropriate [FDOT](#), [BCHCED](#), and City entities attesting that all improvements, including asphalt paving, concrete sidewalks, curb & gutter, specialty hardscaping, landscaping, irrigation, lighting, etc., **proposed within the adjacent public Right-of-Way (between Right-of-Way boundary and street pavement edge) will be maintained by the Applicant** throughout the life of the improvements.

Applicant **shall not** connect the on-site drainage system to those within the adjacent public Right-of-Ways of [FDOT](#), [BCHCED](#), and the City of Fort Lauderdale.

Please note that **all easements and maintenance agreements shall be recorded prior to final permit close out and Certificate of Occupancy (CO) issuance**.

- D. Please be advised that if Right-of-Way dedications and/or Right-of-Way Easements (per the Broward County Trafficways Plan), including corner chords (per [ULDR Section 47-24.5.D.1.p.vi](#)), are waived by [FDOT](#) and/or [BCHCED](#) (**provide written correspondence**); they will still be requested by the City of Fort Lauderdale.



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- E. Please be advised that Private Structure Assemblies (i.e. Drainage Well, Backflow Preventer, Water Meter Vault, on-site drainage system, etc.) shall be located within proposed development, **and not within the City's Right-of-Way or permanent easements**; coordinate proposed location(s) within the respective [FDOI](#) and/or [BCHCED](#) jurisdictions as appropriate.

Provide 10 foot x 15 foot (min.) Permanent Utility Easement for any 4 Inch or larger water meter and/or the first private sanitary sewer manhole located within the proposed development (for City Maintenance access); show / label delineation in the plans as appropriate.

- F. Provide conceptual Water and Sewer Plan that features proposed connections to City infrastructure, including limits of any existing City water main and/or sanitary sewer infrastructure to be removed and/or modified, and location of all existing utilities in vicinity of the proposed improvements (that may be in conflict).
- G. Provide conceptual Paving, Grading, and Drainage Plan to demonstrate how stormwater runoff will remain onsite (include typical cross-sections along all property lines as appropriate). Stormwater quantity (i.e. flood control) and quality shall comply with the applicable [South Florida Water Management District](#), [Broward County Surface Water Management](#), and [City Comprehensive Plan](#) requirements (under Infrastructure). **Applicant shall be responsible for maintenance of these proposed storm drain infrastructure improvements located within City Right-of-Way during a 1-year warranty period, until accepted by the City's Public Works Department.**

Additional coordination with Public Works may be required for projects located within the following: Victoria Park, Edgewood, Progresso Village, River Oaks, Durrs, Historical Dorsey-Riverbend, and South East Isles neighborhoods, which are part of a [City Drainage Master Plan](#).

- H. Provide stormwater runoff calculations, signed and sealed by a Florida registered Professional Engineer, which demonstrate how minimum criteria regarding adjacent street crown and finished floor elevations are met, as well as how the 25-year, 3-day storm event is maintained on site with zero discharge to Right-of-Way and adjacent properties; (unless proposed drainage design is based on Pre vs. Post analysis). Please be advised that effective 7/1/2017, all projects must comply with the [Broward County 'Future Conditions Average Wet Season Groundwater Level' map](#).

Drainage mitigation shall be required for proposed project improvements (i.e. on-street parking, sidewalks, etc.) that adversely impact the adjacent City of Fort Lauderdale Right-of- Way, such as increased runoff, additional impervious areas, and reduction of existing storage or treatment (i.e. swale areas). The Engineer of Record (EOR) shall evaluate the adjacent City roadway system capacity and demonstrate that the proposed improvements will not negatively impact the City's existing drainage system, and provide recommendations **in compliance with the City's Comprehensive Plan (i.e. meets or exceeds the 10-year/1-day storm event drainage capacity criteria).**

- I. Per [ULDR Section 47-19.4.D.6](#), all dumpster enclosures and adjacent service access drive shall be placed on poured concrete, solid or perforated interlocking concrete block paving (ICB), or any existing hardened paving system. In cases, when an adequate hard surface or drive does not exist to support the combined full weight bulk container, enclosure and service vehicles, then a 10 foot wide hard surface extension, directly in front of the bulk container, shall be required for purposes of emptying the container. Per [ULDR Section 47-19.4.D.7](#), dumpsters serving restaurants require grease traps, oil / sand separators, and drains connecting to sanitary sewer.



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- J. EOR to perform due diligence to verify location of all existing utilities (including those shown in City Utility Atlas Maps); coordinate with franchise and/or public utility owner for required undergrounding of overhead lines, utility relocation, and provide routing layout on Civil and Landscape Plans as appropriate. Show all existing and proposed utilities on Landscape Plans for potential conflict.

For City Utility Atlas Maps, GIS, and as-built information, to help accurately plot and label utilities in the vicinity of proposed work, **contact Craig Barrett at 954-828-5875 or [crbarrett@fortlauderdale.gov](mailto:crbarrett@fortlauderdale.gov)**

- K. **Provide ADA accessibility**, required within public Right-of-Way and areas of public accommodation within private property, in accordance with [Chapter 553 Part II of the Florida's Statutes](#), "Accessibility by Handicapped Persons" with reference to [Federal Americans with Disabilities Act Standards](#) for Accessible Design, and related regulations provided in 28 C.F.R. parts 35 and 36 and 49 C.F.R. part 37.

**Prior to obtaining Certificate of Occupancy (CO)**, the EOR shall submit a certification letter, indicating inspection of ADA accessible route(s) for the proposed development, and have the necessary repairs made as appropriate.

- L. All **Existing Driveways** (accessing City Right-of-Way) not being utilized by the proposed development shall be fully removed and areas restored as appropriate.

- M. Any **Road Cuts for Utilities or Curb Cuts** within the City Right-of-Way shall be restored to full lane width for 50 foot minimum length, per [City Code of Ordinances Section 25-108](#); Show and label on plans as appropriate. Verify [FDOT](#) and/or [BCHCED](#) requirements for any milling and asphalt pavement restoration in the vicinity of proposed road cuts for utilities and/or curb cuts within their respective Right-of-Way jurisdictions.

### Submit the following information related to building permitting (but not required prior to Final DRC Sign-off):

- N. Prepare and submit the following Civil Engineering drawings, signed and sealed by a Florida registered Professional Civil Engineer:

- 1) Paving, Grading, and Drainage Plan, including any existing public storm drain infrastructure adjacent to the proposed development (show all pipe materials and sizes on the plan) to demonstrate how stormwater runoff will remain onsite (provide sufficient spot elevations around building footprint, landscape areas, and property lines). **Please be advised that all proposed storm drains with City Right-of-Way shall be constructed with Reinforced Concrete Pipe (RCP).**

- 2) Water and Sewer Plan, including any existing water mains, force mains; gravity mains, etc. (show all pipe materials & sizes on the plan). **Please be advised that all proposed water mains constructed within City Right-of-Way shall be Ductile Iron Pipe (DIP).**

- 3) Erosion and Sediment Control Plan, to be reviewed for the drainage impacts to adjacent properties, surrounding Right-of-Way, stormwater facilities, and neighboring water bodies.

**Please be advised that proposed silt fence taller than 30 inches is not allowed within sight triangles.**

- 4) Signing and Marking Plan, including details, and label radii of all landscaping and pavement areas.

- 5) Provide **Typical Cross-Sections** along all property lines, including at the following: driveway access points, on-street parallel parking lanes, and landscape areas as appropriate. Show how the existing and proposed grades will tie to one another, and how stormwater runoff will remain onsite. Also, show spot elevations along the perimeter (property lines) on the Paving, Grading, and Drainage Plan.

- O. **Prior to obtaining a demolition permit**, document with digital photos (including Key Map) and/or videos the pre-existing condition of the City's Right-of-Way, adjacent to the proposed development. (Outdated Google Street View images will not be accepted). **Current photos and/or videos** only which



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should include: vantage points of the entire City Right-of-Way frontage, adjacent to the proposed development, from both directions along City roadways and/or alleys, as well as any other notable existing features.

- P. Submit the State of Florida Notice of Intent [[FAC 62-621.300\(4\)\(b\)](#)] per the Florida Department of Environmental Protection ([FDEP](#)) criteria. **Notice is required for sites of one (1) acre or larger** site area, with the potential for discharge of sediments to surrounding surface waters or drainage systems, which discharge indirectly to those surface waters as classified or otherwise identified in the Florida Administrative Code (FAC). Therefore, the Applicants whose projects disturb one (1) or more acres of soil or whose projects disturb less than one acre but are part of a larger common plan of development that in total disturbs one (1) or more acres, **are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity.**

- Q. Obtain a Transportation Concurrency Satisfaction Certificate from the Broward County Planning and Development ([BCPAD](#)). Please contact Howard Clarke at 954-357-5760 or [hoclarke@broward.org](mailto:hoclarke@broward.org) at [BCPAD](#) to determine whether the project is subject to the Transportation Concurrency Fees. [[Transportation Concurrency District Map](#)]

In addition, please contact Pierre Dougniaux with the [Broward County Transit Division](#) at 954-357-8304 to determine what (if any) improvements are suggested **to ensure mobility needs are adequately met** for this proposed site.

- R. Obtain a general or surface water management license from the Broward County Environmental Protection & Growth Management Division ([BCEPGMD](#)). Route certified calculations with Paving & Drainage Plans through the Building Department clerks for engineering review.
- S. Coordinate potential impacts to Coastal Construction Control Line (CCCL) Program with Florida Department of Environmental Protection ([FDEP](#)) as appropriate, for any proposed **improvements east of the CCCL.**
- T. A dewatering permit from Broward County Environmental Engineering and Permitting ([BCEEAP](#)) is **required for sites within ¼ mile of a known contamination site**. Refer to [map of contaminated sites](#) or for assistance contact Norman Arrazola at [narrazola@broward.org](mailto:narrazola@broward.org) or (954) 519-1237.

An engineering dewatering permit (GDWTR) is **required for dewatering operations which require offsite discharge**. Refer to: [Dewatering Affidavit](#), [Dewatering Application Checklist](#)

- U. Apply and obtain a South Florida Water Management District ([SFWMD](#)) dewatering permit **if off-site discharge is anticipated**. Any planned activity that requires dewatering is required to be reviewed by SFWMD. In many cases, this may involve an email to SFWMD that includes a description of the activity. If no permit is required, SFWMD will advise. The SFWMD contact person is Steve Memberg ([smemberg@sfwmd.gov](mailto:smemberg@sfwmd.gov)). To schedule a meeting, please contact SFWMD by calling (561) 682-2795 or email to [wupreapp@sfwmd.gov](mailto:wupreapp@sfwmd.gov)
- V. Route and obtain approval from Broward County Traffic Engineering Division ([BCTED](#)) for any **Pavement Marking and Striping Plans within City Right-of-Way.**
- W. Verify the means for demolishing existing structures on the property so that appropriate timely notice and coordination can be executed with the City Public Works Utilities and/or franchise utility companies, to control impacts from the demolition. **Please be advised that a permit is required for demolishing work activities.** Refer to the [Demolition Permitting Checklist](#)
- X. **Any lighting within the City's Right-of-Way shall be approved and authorized** by the City's Engineering and/or Building (Electrical Staff) Department. Any lighting placed in the Right-of-Way shall be powered by an approved lighting circuit from the proposed development or [FPL](#) source and will require an engineering permit; ([Permit Application Form](#)). **Any new lighting system powered by private source**



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shall require a Revocable License Agreement with the City along with a "disconnect" that shall be accessible by Facilities Maintenance staff in or near the Right-of-Way. Please contact the Facilities Maintenance Office, David Smith at 954-828-6560, for information concerning the lighting within the City's Right-of-Way.

Obtain a Utility Franchise Engineering Permit **before** installing, removing, or relocating poles (lighting or electrical) within the City's Right-of-Way. Permanent or temporary relocations or removals **shall be reviewed and approved by the City**. For Permitting Forms visit [Engineering Online](#) and scroll to Utility Franchise Permitting.

- Y. Prepare an appropriate **Staging/Storage Plan**, which includes phasing and information regarding the site layout of the temporary construction measures. The purpose of this plan is to identify the temporary construction measures that will be used to protect the general public, adjoining properties, and minimize the impact of the construction on neighboring transportation system, landscaping, Right-of-Way encroachments, and businesses. Please be advised that staging/storage will not be allowed within adjacent City Right-of-Way. The items to be addressed by the Staging Plan **shall include** but not limited to the following:
- 1) Submit a Construction Phasing Plan clearly depicting the phasing of construction if applicable. The plan shall show the following:
    - a) Include a narrative for each phase along with roadways utilized for materials delivery.
    - b) Clearly show boundaries of the site, dimensions, and names of all streets and alleys, direction of travel, bike lanes, on-street parking, and sidewalks.
    - c) Show location of Job trailers or construction offices for the staff, general contractor, and subcontractors with Finished Floor Elevations.
    - d) Show location, type, and size of temporary construction fencing, including locations of gates and gate swing radii. Construction fence shall not encroach within intersection corner sight triangles, and construction fence gates shall not swing into the public Right-of-Way.
    - e) Show location and type of construction crane(s), including span radius. Any loaded Jib Crane radius shall not extend beyond private property boundaries.
    - f) Indicate location and number of portable restrooms, dumpsters, and trash chutes.
    - g) Show location of the Fire Department Connection during construction and a water supply (hydrant) in accordance with [NFPA.1](#), Chapter 29.
    - h) Show location of any sidewalk to be closed or protected as required by Chapter 33 Protection of Pedestrians Section of the [Florida Building Code](#).
    - i) Indicate location and time frame of any street closures (part or Entire Street) with a detour signage plan meeting [MUTCD standards](#), prepared by a Certified Traffic Engineer or technician. Please be advised that **any City Right-of-Way closure over seventy-two (72) hours requires a Revocable License Agreement**, processed by Property Right-of-Way Committee (DRC) and approved by the City's Commission, and the said approval may take eight (8) weeks or more.
    - j) Show all existing parking spaces that may be affected by the construction (or construction phasing) and indicate all parking spaces that would be included within proposed construction boundaries for each phase.



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- k) Show location of parking for inspectors and construction personnel. Include all off-site parking locations, period of lease and number of spaces leased. If shuttle will be provided between parking and job site – give shuttle schedule and show the route of the shuttle.
  - l) Show loading/unloading areas for material delivery, including entry and exit path of vehicles without backing into the street.
  - m) Show routes delivery trucks will be instructed to follow when traveling to and from the site. All efforts should be made to avoid residential and/or small, merchant lined streets. This may be shown in a separate drawing, prepared at an appropriate scale in order to illustrate routes through the City.
  - n) Indicate where and how concrete trucks will stage during multiple yardage pours.
  - o) Provide an Erosion Control Plan and show location and type of silt fencing for dust control along with measures for erosion control against material leaving the site from vehicular traffic.
  - p) Indicate the locations of storm inlets. If physical measures will be taken to protect inlets, illustrate these on the Erosion Control Plan.
  - q) Show locations of truck wash-off area and procedures, including tires and concrete chutes.
  - r) Indicate schedule for street sweeping of periphery of the construction site.
  - s) Indicate if dewatering is proposed.
- Z. Pay Capital Expansion Fees for water and wastewater treatment, distribution, and disposal at the rate identified in City Ordinance C-05-21. The fee will be calculated based on Equivalent Residential Connections (ERC's); provide a calculation for both existing and proposed ERC's as appropriate. **Impact Fees shall be paid prior to issuance of the building permit.**