



SPECIFICATIONS FOR PLAN REVIEW

Applications: Site Plan Level I, II, III, and IV | Rev. 11/07/2022

INFORMATION: The specifications for plan review checklist is required with all requests for a development permit with the City of Fort Lauderdale. It is important to complete the specifications for plan review checklist as accurately and completely as possible (as applicable); however, changes will be permitted as the request is being processed. Please type responses or print legibly for clarity.

The specifications listed herein are intended to guide applicants with the submittal of specifications of plan review application. The specifications below are required in order for an efficient and accurate review of applications and plans. Failure to provide the required information will result in the application being deemed incomplete.

There are **FIVE (5) SECTIONS** listed below with the specific information needed for submittal requirements.

SECTION 1 - PLAN SPECIFICATIONS: Plan sets shall adhere to the following order (A-J) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing. See Section 2 for digital requirements.

A. COVER SHEET & TABLE OF CONTENTS	C. SITE PLAN (continued)
<ol style="list-style-type: none"> 1. Project name. 2. Location map including address and or parcel number(s). 3. Index of plans submitted including sheet name and number. 4. List of all consultants including contact information. 5. List of franchise and utility service providers for project. 	<ul style="list-style-type: none"> • 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 right-of-way improvements (e.g. bus stops, curbs, tree plantings, etc.) • Pedestrian walkways (including public sidewalks and onsite pedestrian paths) • Project signage • Traffic control signage • Catch basins or other drainage control devices • Fire hydrants (including on-site and adjacent hydrants) • Easements (as applicable) • Labels and identification of site features • Other necessary elements needed to convey proposed plans <ol style="list-style-type: none"> 9. Site plan shall be based upon the legal survey of the proposed 10. Dimensions required by specific master plan
B. ABSTRACTED BOUNDARY AND TOPOGRAPHICAL SURVEY	
<ol style="list-style-type: none"> 1. Provide a current signed and sealed boundary and topographic survey showing all above ground improvements, utilities, rights-of-way dimensions and all easements. 2. This survey shall be based on 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. 3. The title commitment or Opinion of Title must have an effective date no more than thirty days prior to the date of submittal of the survey and must be certified to the City of Fort Lauderdale. 4. If any encumbrances are found in the property, provide a copy of the recorded documents accordingly (i.e. easements, dedications, agreements, vacations, etc.). 	
C. SITE PLAN	D. DETAIL SHEET(S)
<ol style="list-style-type: none"> 1. Title block including project name and design professional's address, email, and phone number. 2. Minimum scale of 1" = 30' minimum (engineering scale). 3. North indicator. 4. Location map showing relationship to major arterials. 5. Date of drawing and revision dates, as applicable. 6. Full legal description. 7. Site plan data table to include: <ul style="list-style-type: none"> • Current use of property and intensity • Land use and zoning designations • Water/wastewater service provider • Site area (square feet and acres) • Building footprint coverage • Residential development: number of dwelling units, type, floor area(s), site density (gross and net) • Non-residential development: uses, gross floor area • Floor Area Ratio (FAR) • Parking data: parking required (#), parking provided (#), loading zones (if applicable), ADA spaces, bicycle spaces • Building height (expressed in feet above grade) • Structure length • Number of stories • Setback table (required vs. provided) • Open space (required vs. provided) • Vehicular use area (as defined by ULDR Section 47-58.2) • Landscape area 8. Site plan features (graphically indicated) <ul style="list-style-type: none"> • Municipal boundaries (as applicable) • Zoning designation and current use of adjacent properties • 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 center line of road, at curb, and finished floor elevation. • Dimension for all site plan features (e.g. sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.) 	<ol style="list-style-type: none"> 1. Provide project details for the following: <ul style="list-style-type: none"> • Ground floor elevation or elevation of the lower floors of multiple story building • Storefronts, awnings, entryway features, doors, windows • Fences/walls • Dumpster • Light fixtures • Balconies, railings • Trash receptacles, benches, other street furniture • Pavers, concrete, hardscape ground cover material 2. Rooftop elevation detail depicting mechanical screening material or line of sight from sidewalk to roof (if mechanical equipment is on roof). 3. Building material details including images of the product material by manufacturer.
	E. FLOOR PLANS
	<ol style="list-style-type: none"> 1. Ground floor plan with dimensions and use of space depicting location of all exterior doors 2. Typical floor plan for multi-level structures 3. Floor plan for every level of parking garage 4. Roof plan with mechanical equipment depicted and spot elevations of the roof and equipment
	F. BUILDING ELEVATIONS
	<ol style="list-style-type: none"> 1. Each building facade in color with directional labels (e.g. North, South, etc.) 2. Building names or numbered if more than one building in the project 3. Building dimensions including overall height, floor to ceiling heights, height as measured from grade level 4. Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor 5. Indicate and label all architectural elements, materials, and colors 6. Building cross sections with dimensions, use per level 7. Include any proposed signage 8. Cross sections for streetscape per applicable master plan
	G. PROJECT RENDERINGS
	<ol style="list-style-type: none"> 1. Project renderings from street perspective for all applications. 2. Site Plan Level III and IV, and any application within the boundaries of adopted master plan are required to provide



G. PROJECT RENDERINGS (continued)	I. PHOTOMETRIC DIAGRAM (continued)
<p>the following:</p> <ul style="list-style-type: none"> • Street-level perspective renderings of project in context of surroundings, as viewed from a pedestrian level, with ground elements and references to depict and determine appropriate scale of project • Oblique aerial perspectives from opposing views, which indicate the mass outline of all proposed structures, including the outlines of adjacent existing structures • Context site plan indicating proposed development and outline of nearby properties with uses and height labeled 	<ol style="list-style-type: none"> 1. Date of initial plan preparation and any amendment Site plan indicating the location of property lines and improvements Location and description of all existing over story landscaping Location and height of all lighting on the property Lighting control description and schedule Foot-candle readings must extend to all property lines 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
H. LANDSCAPE PLANS	J. CIVIL PLANS
<ol style="list-style-type: none"> 1. Landscape plan drawn at a scale no less than one (1) inch equals thirty (30) feet. (ULDR Section 47-21). An overall project plan may be provided at a smaller scale when using it to reference section sheets provided. Landscape plan to be designed so that landscaping shall not be adversely affected by salt exposure, prevailing winds, deep shadows, unusual soil conditions, tidal fluctuations, etc. 2. Landscape plan must provide: <ul style="list-style-type: none"> • Title block including project name and address, RLA contact information, RLA seal and dated signature, original date, revision dates, and revision notes. • North indicator. • Site and landscape information, tabular form, sorting required vs. provided calculations • Property boundaries and dimensions, depth of landscape islands and perimeters and buffers, property easements, adjacent right of way with street tree planting and parallel parking, existing and proposed structures, vehicular use areas, site amenities, dumpster, walls, fences, location of plantings, adjacent hardscape, curbs, walks, etc. • All underground and overhead utilities, light poles, ground mounted signs, billboards, transformers, generators, fire hydrants, Siamese connections, etc. • Site and right of way grading including swales, retention areas, berms, bio swales, rain gardens, etc. • Structural soil, silva cell, or similar, illustrated and labeled • Appropriate clear sight distance areas at intersections, cross section of street tree planting, pedestrian clearance, underground soil structure, overhead obstructions, etc. • Landscape material schedule listing all plants and material. Include key, botanical name, common name, quantity, overall height for hardwood and clear trunk for palms, plant spacing, native and/or Florida Friendly Landscaping indicator, existing vs. proposed, etc. • Hydrozone plantings illustrated and labeled. • Installation, planting, staking, pruning, grading, protection, root pruning, relocation, etc. details and specs for trees, palms, shrubs, groundcover, hydrozone, mulch, structural soil or similar, etc. 3. ISA Certified Arborist report for specimen trees. Report on ISA Certified Arborist business letterhead, contact information, and ISA Certification number stated. Report would include tree survey with numbered trees, a corresponding table which includes tree number, botanical name and common name, trunk diameter at breast height, clear trunk for palms, condition percentage, etc. and a written assessment of existing tree characteristics. 	<p>Engineering Site Plan</p> <p>Investigate existing utilities to determine any proposed conflicts with site improvements. Contact Engineering Records for as-built information by calling 954-828-5051 or email at StevePI@fortlauderdale.gov</p> <ul style="list-style-type: none"> • Driveway connections - dimension to established survey reference points (i.e. property corners) • Concrete, pavers, and asphalt clearly differentiated • Identification of all existing easements and referencing of recorded documents (i.e. OR book & page) • Right-of-way adjacent to parcel including labels, width, and referencing of recorded documents • Abbreviated legal descriptions for adjacent parcels • Finished floor elevation for all buildings, including all existing buildings referenced in NAVD 88 • Location of existing and proposed fire hydrants • Inclusion of monument sign note: "Approved under separate permit." • Impervious and pervious areas, both area and percentage are identified • Relationship of existing above ground features with site improvements • Location of dumpster with relationship to easements and existing underground utilities • Details for accessible parking spaces and ramps • Accessible ramps on adjacent sidewalk • Compliance with applicable accessibility code including accessible parking, accessible path from parking, and accessible path from adjacent ROW • Location of accessible parking signs – located at back of sidewalk if possible • Sight triangles are identified and clear of obstructions • Outside turning radii (50-feet) and adequate vehicular circulation for fire trucks • All site related details shall be located on a separate sheet • All drainage must be maintained on site. <ol style="list-style-type: none"> 2. Pavement Marking & Signage Plan <ul style="list-style-type: none"> • Inclusion of signage details for nonstandard signs • Inclusion of Manual on Uniform Traffic Control Devices (MUTCD) sign names (i.e. R1-1) and sign size • Inclusion of note: "All traffic signage and pavement markings to be provided on the site plan in conformance with Broward County Traffic Engineering Division (BCHTED) and MUTCD Standards." • All offsite pavement marking and signage shall be approved by BCHTED.
I. PHOTOMETRIC DIAGRAM	
<ol style="list-style-type: none"> 1. Title Block including project name and design professional's address, email, and phone number. 	

SECTION 2 - PROJECT NARRATIVES: Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- **Project Description** describing in detail the project type, uses, and overall development intent. Provide as much detail as possible including building and site design approach, site elements, building architectural style, pedestrian access and enhancements, open space elements, landscape improvements, safety, loading, site access, multi-modal provisions including bicycle parking, and other related information.
- **Unified Land Development Code Narratives** for the applicable criteria based on application request with point-by-point responses to each criterion stating how the project complies with such. Generally, the following code sections require a narrative; however, the following sections are not inclusive of all criteria.
 - [Section 47-20.3, Parking Reduction](#)
 - [Section 47-24.3, Conditional Use](#)
 - [Section 47-25.2, Adequacy Review](#)
 - [Section 47-25.3, Neighborhood Compatibility](#)
 - [Section 47-28, Density and Flexibility Rules](#)
- **Master Plans** for the applicable master plan, a narrative that states the project design compliance with the goals and design intent of the master plan. Generally, the following master plans require narratives for:
 - [Downtown Master Plan](#)
 - [Northwest Master Plan](#)
 - [South Andrews Master Plan](#)
 - [Uptown Master Plan](#)



SECTION 3 - TRAFFIC STUDY OR STATEMENT: Provide the traffic statement and/or date of traffic methodology meeting. Projects that trigger vehicular trip threshold pursuant to ULDR Section 47-25.2.M, must conduct a traffic study or statement completed by a registered professional engineer. Applicants must schedule a traffic methodology meeting with the City's Transportation and Mobility Department prior to application submittal. To schedule a meeting contact:

- (954) 828-4826 or email at transportation@fortlauderdale.gov

SECTION 4 - PUBLIC PARTICIPATION REQUIREMENTS: Site Plan Level III and Level IV applications are required to notify and conduct public participation as outlined in ULDR Section 47-27.4.A.2.c. Applicants shall provide a signed and notarized affidavit stating compliance with public participation requirements. An [affidavit](#) can be downloaded on the City's website.

SECTION 5 - PUBLIC SIGN NOTICE: Site Plan Level III and Level IV applications, certain Site Plan Level II applications, Rezoning, Plats, and Vacation of Right-of-ways are required to post public signs as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.

FOR QUESTIONS OR ASSISTANCE REGARDING DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION SUBMITTAL:

Urban Design and Planning
954-828-6520 (select Option 5)
planning@fortlauderdale.gov