



# SPECIFICATIONS FOR PLAN AMENDMENTS

Applications: Administrative Amendment Review | Rev. 01/20/2022

**INFORMATION:** The specifications listed herein are intended to guide applicants with the submittal of an administrative review application which includes, amendments to previously approved site plans, plat note amendments, and Non-vehicular access line (NVAL) requests. 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.

The specifications below are divided into the application type and the specific information and requirements needed for each. The specifications for each application type is categorized with sections to assist applicants in organizing the submittal information. See [Development Application Form](#) for digital submittal requirements.

## **A** SITE PLAN AMENDMENTS

**SECTION 1 – PLAN SPECIFICATIONS:** Plan sets shall adhere to the following order (A-B) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing. Both shall be provided as separate sets.

A. ORIGINAL/PREVIOUSLY APPROVED PLAN SHEETS	B. PROPOSED PLAN SHEETS/REVISIONS
<ol style="list-style-type: none"> <li>1. Provide the latest previously approved site plan sheet for any previous amendment. If no amendment was approved prior, please provide the original Final DRC approved site plan sheet</li> <li>2. Provide additional previously approved sheets that are affected by the proposed request.</li> <li>3. Do not provide entire previously approved plan sets.</li> </ol>	<ol style="list-style-type: none"> <li>1. To avoid confusion as to which revision is being submitted for review, the following format must be used in all revisions</li> <li>2. Previously approved plan sheet that includes the proposed change and a cloud each proposed change.</li> <li>3. Proposed sheet number should match the sheet number of the previously approved sheet that is being revised.</li> <li>4. A revision box in reverse order (from the bottom up) should be drawn near the title box of each sheet. The revision box should consist of three columns: revision number, item being revised, and revision date.</li> <li>5. A cloud should be drawn around each detail being revised. <u>Do not cloud the entire sheet unless entire sheet is being amended.</u></li> <li>6. Delta triangles with revision numbers should be marked next to each applicable cloud.</li> <li>7. With each subsequent submission, all previous clouds are to be erased. However, revision numbers should remain.</li> <li>8. Any revision not presented in the required format will not be considered an official submission and will not be reviewed.</li> </ol>

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

- **Amendment Narrative** describing in detail the proposed changes to the previously approved set of plans, and how the project still meets the overall development intent. Provide as much detail as possible including the reasoning behind the building and site design changes including any changes to 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. If there are prior approved amendments include information such as project number, description of project and approval dates.
- **Amendments to Site Plan Level III or IV Projects, Per ULDR Section 47-24.2.A.5.b.i** Amendment to a site plan level III or level IV permit which has been approved by the planning and zoning board or the city commission pursuant to the ULDR may be approved by the director without further review or approval by such body as follows:
  - a) Any modification to reduce floor area or height of a proposed or existing building.
  - b) Any modification to allow the alteration of the interior of an existing building which does not alter the external appearance of the building.
  - c) Any modification to allow minor cosmetic alteration of the external facade of an existing building, including new or renovated signage, awnings and architectural detailing, provided that the overall architectural character is not changed.
  - d) Any modification increasing yards, setbacks or both, provided that the zoning district does not have a "build to" requirement. If the removal of any portion of a structure results in an increase in yard or setback, the original architectural and site character must be maintained and the department may impose conditions of approval to ensure this requirement is met.
- **Amendments to Site Plan Level III or IV Projects (<5%), Per ULDR Section 47-24.2.A.5.b.ii** Amendment to a site plan level III or level IV permit which has been approved by the planning and zoning board or the city commission pursuant to the ULDR may be approved by the director, subject to Commission Request for Review as follows:
  - a) Any modification to increase floor area or height to a proposed or existing building, that does not exceed five percent (5%) of the existing or approved floor area or height.
  - b) Any modification to reduce yards or setbacks up to five percent (5%) of the existing or approved yard or setback, that does not violate the required minimum yard or setback; the building has not already received an approved yard modification; and the original architectural style and site character is maintained.

**Note:** applicants shall provide the percentage of change to the plan regarding this amendment and well as the percentage of change to the project overall since originally approved for the following types of amendments.



- **Amendments to Site Plan Level III or IV Projects (>5%) - Other Amendments Per ULDR Section 47-24-2.A.5.** If the applicant wishes to change the development to an extent which exceeds the authority of the department to approve amendments as provided in subsection A.5.b. i or ii, the proposed amendment to the site plan level III or level IV permit will be required to be reviewed by the department and forwarded to the body which gave final approval to the original development permit. All approvals of amendments to a development permit by the Planning and Zoning Board shall be subject to City Commission Request for Review.

*Note:* applicants shall provide the percentage of change to the plan regarding this amendment and well as the percentage of change to the project overall since originally approved for the following types of amendments.

**SECTION 3 – NOTICE OF APPLICATION FOR MODIFICATION:** Amendments which exceed the authority of the department to approve amendments shall be required to provide notice from the presidents of homeowner associations and presidents of condominium associations, or both, representing property within three hundred (300) feet of the applicant's property. Notice shall be in the form provided by the department and mailed on the date the application is accepted by the department. The names and addresses of homeowner associations shall be those on file with the city clerk.

**B PLAT NOTE AMENDMENTS AND NVAL REQUESTS**

**PLAT Note and NVAL Amendment** – Provide original and proposed language

FROM:	
TO:	

**FOR QUESTIONS OR ASSISTANCE:**

Urban Design & Planning  
 954-828-6520 (select Option 4)  
[planning@fortlauderdale.gov](mailto:planning@fortlauderdale.gov)