

DRC AND CAB SUBMITTAL CHECKLIST: SITE PLANS

Pre-application Meeting

1. A pre-application conference with staff is required prior to submittal. Contact Planning and Redevelopment, to schedule a meeting.
2. An overall conceptual site plan with dimensions, setbacks, and building and parking layout is required.
3. Preliminary Architectural elevations are preferred.

Note:

- * No Application(s) or Fees are due at this step of the project.
- ** New developments will concurrently require a Community Appearance Board approval. For site plan amendments, it is at Staff's discretion to determine whether the proposed site plan will require CAB approval.

First Submittal

1. To schedule an initial submittal for a project, contact Planning and Redevelopment for an appointment.
2. Required for the submittal are the following:
 - A Project Narrative(s) that should include written explanation of project specifics and justification; include historical background, if applicable.
 - One (1) completed Application with notarization of property owner. If applicant/agent is the contract purchaser, include copy of contract (privileged information, such as the sale price, may be removed.
 - The following should be submitted with Application:
 - Proof of Ownership
 - Sheet with Legal description (could be separate or incorporated into the Project Narrative)
 - Site Plan Package bound together as a complete set of drawings. The drawings must be 24" x 36" with the same orientation of the north arrow.
 - Three (3) copies of the set of plans.
 - One (1) Digital/Electronic set of all documents and plans.
 - All application fees are due, including the deposits for Cost Recovery consultant review. Refer to the City of Miramar SCHEDULE OF USER FEES on the City's website (or the end of this document) to determine the amount due. Contact Planning and Redevelopment before the submittal to verify the appropriate amount.

Note:

- * Following submittal, one (1) set of Plans must be submitted to South Broward Drainage District and the Broward County Transportation Department (Transit Agency Division) for review as well. Provide proof of delivery (signed and dated transmittal letter) before the first DRC meeting.

Resubmittals

1. The Project Agent should be in contact with the assigned Planning Project Manager at the City to determine when it is best to resubmit a project.
2. Required for the resubmittal are the following:
 - The revised plans and/or documents.
 - The written responses to all DRC/CAB comments.

Note:

- * There is a penalty of \$2,500.00 (Residential) and \$3,000.00 (Commercial) for any Site Plan application resubmitting a 4th time for DRC review, and thereafter.
- ** Plans need to be signed and sealed by appropriate designee by FINAL DRC Sign Off.

SITE PLAN PACKET TECHNICAL SPECIFICATIONS

The order of the drawings, and what they shall include, is as follows:

- A) Cover sheet
 - Shall contain the following:
 - the project/development name
 - a comprehensive plan sheet index
 - a location map
 - contact information of the entire design team
(phone numbers, fax numbers, email addresses and company name and address)

- B) Survey
 - Shall be based on an Owners and Encumbrances Report dated no earlier than 60 days

 - Shall be dated within one year of date of submittal that accurately reflects current site conditions:
 - Existing natural features such as topography, vegetation, water bodies, and any existing structures and paved areas
 - The location of all easements and dedicated rights-of-way with the recorded referenced document stated on survey

- C) Copy of Recorded Plat (*Proposed Plat if concurrent submittal*)

- D) Demolition Plan (*if applicable*)

- E) Phasing Plan (*if applicable*)

- F) Master or Overall Site Plan (*if applicable*)

- G) Proposed Site Plan
 - A Site Plan Data Table shall contain the following:
 - Land Use designation
 - Zoning District designation
 - Water/wastewater service provider
 - Site area (sq. ft. 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
 - Parking data: parking required (#), parking provided (#), loading zones (if applicable), ADA spaces
 - Floor Area Ratio (FAR)
(total building square footage, including structured parking, divided by site area)
 - Building height (expressed in feet above grade)

 - The site plan should graphically indicate the following:
 - Municipal boundaries (as applicable)
 - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
 - Property lines (dimensioned)
 - Building outlines of all proposed structures (dimensioned)

- Dimensions and setbacks for all site plan features (i.e. sidewalks, building lengths and widths, balconies, mechanical equipment, fences/walls, monument signs, dumpster enclosures, parking spaces, street widths, etc.)
- Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
- On-site and street light fixtures
- Proposed ROW improvements (i.e. 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

H) Geometric (Horizontal) Control Plan for sites with multiple buildings *(if applicable)*

I) Site Plan details

- Shall contain the following *(as applicable)*:
 - Ground floor elevation (if the project is located in a mixed-use district)
 - Storefronts, awnings, entryway features, doors, windows
 - Pergolas, Trellises, etc.
 - Fences/walls
 - Dumpster
 - Light fixtures
 - Balconies, railings
 - Trash receptacles, benches, other street furniture
 - Pavers, concrete, hardscape ground cover material

J) Architectural Floor Plans

K) Architectural Elevations

- Must be labeled north, east, south, and west for all buildings, accessory structures and signs
- Façade drawings must show both rooftop, façade mounted and ground-mounted mechanical and electrical equipment

L) Roof Plan

M) Line-of-sight diagram

N) Master Sign Plan

O) Landscaping Plans

- A Landscape Data Table shall contain all information pertaining to all of the applicable landscaping requirements (e.g. street trees, shade trees, native trees, exotic trees, landscaped open space, parking interiors, and bufferyards). Provide a breakdown of what is required and what is provided regarding the type and quantity of plant material used to meet each requirement. Refer to the City's Land Development Code for a template of the Landscape Data Table.
- The landscape plan should graphically indicate the various plant materials, bufferyard widths, easements, light fixtures, and any other accessory structures

- Indicate radii distances between trees and light poles, fire hydrants and Fire department connections
- P) Landscaping Details/Notes
- Should indicate tree planting detail, and any other landscape notes as determined by the project's Landscape Architect, or appropriate designee
- Q) Tree Disposition Survey
- Should graphically, and in tabular format, indicate the trees and palms to remain, to relocate, or to remove
- R) Tot Lots, Play Lots, Recreating areas, and amenity plans (*if applicable*)
- Indicate specification for all equipment with fall zones and furniture
- S) Site Lighting, Photometric Plans, and fixture details
- Make every effort to keep light poles outside the proposed utility easement for water and sewer. Sufficient clearance (per Florida Green Book) must be provided from the poles to the edge of travel lane/curb. Additionally, light poles should maintain distances from trees and fire hydrants.
 - The photometric readings should include the entire site extending beyond the property lines in all directions and fixture summary.
 - A minimum of 0.5 foot-candle spill light is allowed, consideration given where pedestrian oriented light fixtures are located close to rights-of-way
 - The ratio of maximum to minimum readings shall be less than 12:1
 - Photometric plans must include cut sheets and specifications of all proposed fixtures, including freestanding poles, wall-mounted, soffit, and ground-mounted lighting
 - Maximum parking lot overall fixture height must be 25' to top of fixture
 - Maximum overall height for pedestrian area fixtures must be 12' to top of fixture
- T) Paving, Grading and Drainage Plans and details
- Shall contain the following (*as applicable*):
 - Provide preliminary grading for the site including high points along centerline of drive aisles and direction of flow
 - All drainage pipes must be shown. Indicate material and preliminary sizes for the pipes.
 - The finished floor elevation for all buildings must be shown. Please refer to the City's Land Development Code for details.
 - Provide dimension of all typical parking spaces, drive lanes, sidewalks, landscape islands, etc.
 - Indicate typical curb locations and label type of curb.
 - Label handicap parking spaces. Indicate ramps on plan per latest FDOT index.
 - Provide wheel stops on all parking spaces if they are next to sidewalk, to prevent vehicle overhang on sidewalk.
 - Provide typical parking stall detail to be consistent with latest FDOT index.
 - Indicate control water elevation for lake and provide typical lake bank cross section.
 - Label DOT type concrete end wall for all outfalls to lake.
 - Provide typical cross section at the property line, parking and drive lanes including sidewalk and curb.
 - Sidewalk shall be provided on both sides of the public or private street right-of-way. The required width of the sidewalk is per the Land Development Code and City's Engineering Standards for Public Works/Utilities Systems.

U) Water and Sewer plans and Details

- Shall contain the following (*as applicable*):
 - Indicate size and material of existing water and sewer system.
 - Two tie-in points for water system, not along the same main, if possible, is required.
 - Easement must be minimum 20' wide with pipe centered within the easement. Water meter, the first sewer clean out and fire hydrant must also be within the easement. Label and dimension utility easement for all water, sewer and reuse systems. No landscaping will be allowed within the proposed utility easement.
 - Indicate the size, material and location of proposed water, gravity sewer, force main and reuse main. Indicate the size of water meter. Indicate the material of water service line.
 - Provide reduced pressure backflow preventer between the water meter and the building for all domestic service to commercial/industrial site.
 - Provide double detector check valve assembly for all fire lines.
 - Provide separate water and sewer service to each building.
 - All pump station locations must be indicated on the plan. The pump station shall be located in a 30'x30' parcel dedicated to the City of Miramar.
 - Provide Fire Flow Calculation.

V) Pavement marking and signage plans and details

- Decorative poles are required for all on-site pole signs (i.e. handicap, stop, and informational signs)

W) Fire Protection

- [FP1] Fire protection during construction
- [FP2] Permanent Fire Protection Plan
- [FP3] Standard Details

Project Submittal Fees

This page does not include all the fees a project may require at time of submittal, for proper amount, applicant should consult with the City’s SCHEDULE OF USER FEES book and with Planning Staff. Additionally, Planning and Redevelopment has made available a Project Fee Calculator available to the public, and accessible through the City of Miramar website, for application submittals. This should be taken as a guide; however, the applicant should verify the appropriate amount of fees with Planning Staff prior to submittal.

Site Plan Fees

Residential: (\$2,500 + \$75/dwelling unit) + 7% surcharge

Non-residential: (\$3,000 + \$75/1,000 sq. ft. Gross Floor Area) + 7% surcharge

PLUS

Legal Cost Recovery Deposit: \$ 1,000

Cost Recovery Consultant Review Deposit: \$ 8,000

PLUS

Engineering Review Fees (subject to 7% surcharge)

Site area up to two (2) Acres: \$ 600.00

Two (2) to ten (10) Acres: \$ 1,500.00

Over ten (10) acres: \$ 1,500.00

Plus a per acre charge of: \$ 100.00

PLUS

Fire Review Fees

The Fire-Rescue Department will charge an initial \$200 fee upon initial submittal and will invoice for every subsequent DRC schematic review of Site Plans and Site Plans Amendments.