STAFF USE ONLY
Intake Date:_____
By:_____
Fee Paid:_____
Receipt:_____
Petition #_____

CITY OF PARKLAND

Planning and Zoning Department

6600 University Drive, Parkland, FL 33067 (954) 753-5040 Fax (954) 341-5161

SITE PLAN APPLICATION

INSTRUCTIONS TO APPLICANT:

1. Please complete all sections of this application. If not applicable, indicate with N/A.

2. Provide required attachments as shown on the attached checklist

3. Pay a filing fee in the amount of two thousand five hundred dollars ($2,500.00) advertising fees in the amount of one thousand two hundred dollars ($1,200.00) and one escrow in the amount of one thousand dollars ($1,000) for professional fees. (Please note that each escrow must maintain a minimum balance of $500.00 at all times.) Since advertising and professional costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper and professional contractors.

I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record:_____

Address:_____ City:_____ ST:_____ Zip:_____

Phone:_____ E-Mail Address:_____

Applicant (if other than owner):_____

Address:_____ City:_____ ST:_____ Zip:_____

Phone:_____ E-Mail Address:_____

Agent & Company Name:_____

Address:_____ City:_____ ST:_____ Zip:_____

Phone:_____ E-Mail Address:_____

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

II. PROPERTY LOCATION

A. Is the subject property located within one mile of another municipality? [ ] yes [ ] no

If 'yes' please specify: _____

B. Folio Number: If additional folios, list on a separate sheet and attach to the application.

Folio: [ ][ ]--[ ][ ]--[ ][ ]--[ ][ ]–[ ][ ]–[ ][ ][ ]–[ ][ ][ ][ ]

C. Section:_____ Township:_____ Range:_____ Total Acreage of Subject Property _____

D. Project Name:_____

E. Project Address: _____

F. General Location Description (proximity to closest major intersection in miles or fractions thereof):

_____

_____

III. LAND USE AND ZONING INFORMATION

A. Zoning Designation:_____ Future Land Use Designation:_____

B. Existing Use(s) on Property:_____

C. Proposed Use(s):_____

IV. PROJECT HISTORY

(List in sequence from first zoning application to most recent – attach additional page if necessary):

Petition Number	Request	Action	Date	Resolution Number

V. ADJACENT PROPERTIES

Adjacent Property to the:	Land Use Designation	Zoning Designation	Existing Use(s) of Property	Approved Use(s) of Property*	Petition & Resolution Number
NORTH					
SOUTH					
EAST					
WEST					

- If adjacent land supports a previous approval by the City of Parkland, please include a brief description of the approved use(s) and the approved square footage or number of dwelling units.

VI. TABULAR DATA

PROJECT DATA	LAST CITY APPROVAL	REQUIRED PER CODE	PROPOSED	+/- CHANGE
Acreage (total gross)				
Acreage (total net)				
Lot Frontage (ROW feet)				
Lot depth (maximum)				
Lot Width (minimum)				
Total Dwelling Units (du's)				
# of Single Family (SF)				
# of Zero Lot Line (ZLL)				
# of Townhouses (TH)				
# of Multi-Family (MF)				
Density				
Total Sq. Footage				
Commercial SF				

Industrial SF				
Other SF				
# of Rooms				
# of Seats				
# of Beds				
# of Children				
# of Drive-Thru Lanes				
Floor Area Ratio (FAR)				
% Lot Coverage				
Maximum Structure Height				
Impervious Surface Area				
Open Space Area				
Recreation Area				
Preserve Area				
Civic Area				
Institutional Area				
Total Parking Spaces				
Handicap Parking Spaces				
# of Access Points/Roads				
# of Loading Areas/Spaces				
Accessory Structures (% FAR)				
Setbacks: Front/Rear				
Side Interior/Side Corner				

VII. COMPLIANCE
(Attach additional sheets, if necessary)

A. Is property in compliance with all previous conditions of approval and/or applicable Code of Ordinance requirements? [ ] yes [ ] no If no, please explain:_____

_____

_____

B. Report on the status of all previous conditions of approval:_____

_____

_____

_____

VIII. APPLICANT'S STATEMENT OF JUSTIFICATION
(Attach additional sheets if necessary)

The applicant is to explain how the request conforms to the following:

A. That the proposed request is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan.

_____

_____

_____

_____

_____

_____

_____

B. That the proposed request is in compliance with concurrency requirements.

C. That the proposed request is in compliance with Section 13-66 (b) (1) (General design evaluation).

D. That the proposed request is in compliance with Section 13-66 (b) (2) (Architectural and landscaping review criteria).

E. That the proposed request complies with City building standards and all other relevant and applicable provisions of the Code of Ordinances.

F. That the proposed request is compatible with adjacent zoning, approved plats, and existing land uses including occupied residential areas.

_____

_____

_____

_____

_____

_____

G. That the proposed request provides for efficient and convenient on site traffic circulation and the impacts of the development on site traffic flow provides for a safe and efficient traffic flow streets and roads abutting the property upon which the development is located.

_____

_____

_____

_____

_____

_____

OWNER ACKNOWLEDGEMENT

I/We: _____, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and fee become part of the official record of the Planning & Zoning Department of the City of Parkland and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City of Parkland in order to process this application.

I/We further consent to the City of Parkland to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s)_____

Print Name(s)_____

CONSENT STATEMENT

Owner to complete if using agent/representative

I/We, the aforementioned owner(s), do hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the request(s) and property I/we own described in the attached application. Furthermore, as owner(s) of the subject property, I/we hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s)_____

Print Name(s)_____

NOTARY

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____. He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

_____ My Commission Expires: _____
(Signature of Notary)

_____ (NOTARY'S SEAL OR STAMP)
(Name – Must be typed, printed, or stamped)

CITY OF PARKLAND

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SITE PLAN SUBMITTAL CHECKLIST
(ALL PLANS NO LARGER THAN 24" x 36" WITH SCALE NOT SMALLER THAN 100' TO AN INCH)

I. GENERAL

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	An original completed application and twelve (12) copies of the completed application signed by owner, agent and/or applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner.
☐	☐	☐	b.	Required application fees
☐	☐	☐	c.	Twelve (12) copies of a warranty deed including property control number or folio number and legal description of the property.
☐	☐	☐	d.	A recent aerial photograph of the site with a minimum scale of 1" =300
☐	☐	☐	e.	Delineation, identification and sequence of proposed phases of development, if the project is to be platted and constructed in two or more phases.
☐	☐	☐	f.	Copies of all Resolutions/Ordinances affecting the property.

II. SURVEY (Twelve copies)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	A survey (not more than a year old) including any and all easements of record (reference by OR Book and page, prepared by a surveyor registered in the State of Florida).
☐	☐	☐	b.	Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc. within 100' of project boundary.)
☐	☐	☐	c.	Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100' of project site.
☐	☐	☐	d.	Existing trees identified by caliper and species.
☐	☐	☐	e.	The location of existing easements, watercourses, section lines, water and sewer lines, well and septic tank location, and other existing important physical features in and adjoining the project to within 100'.
☐	☐	☐	f.	The location and dimensions of existing manmade features such as existing roads and structures with indication as to which are to be removed, renovated or altered.
☐	☐	☐	g.	Identification of surrounding land use, zoning, and existing buildings within 100 feet of the site as well as the zoning of the petitioned site.

III. SITE AND DEVELOPMENT PLAN (Twelve Copies)

(No larger than 24" x 36" with scale not smaller than 100' to an inch)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Scale (graphic and written), date, north arrow, vicinity sketch, project name, revision dates on each drawing, if multiple sheets provide page numbers and clearly identify match lines.
☐	☐	☐	b.	A computerized copy on disc.
☐	☐	☐	c.	Location Map- clearly showing the location of the property in relation to existing roads and landmarks, including at least one north-south and one east-west thoroughfare plan road (reduce sketch of master plan for site developments in Planned Development.)
☐	☐	☐	d.	Name, address and telephone number of the developer, along with the name and address of the engineer, surveyor, planner and/or other professional consultant(s) responsible for the plan, plat and supporting documents.
☐	☐	☐	e.	Written legal description, including Section, Township, Range and parcel, tract, plat name or number (as shown on master plan if a Planned Development.).
☐	☐	☐	f.	Tabular Project Data (zoning or Parkland case number, existing and proposed zoning district, existing land designation, gross and net acreage to the nearest .01 acre, type of use(s), total building square footage, net leaseable square footage, floor area ratio, building height and number of stories, lot coverage, impervious and pervious area (square footage and percentage), total required and proposed parking spaces, including handicapped and grassed spaces, number of required and proposed loading spaces, total number of units by bedroom and density, type of ownership, landscape/open area, lake acreage, preservation acreage, right-of-way area, recreational acreage, commercial acreage, civic acreage, and project density.)
☐	☐	☐	g.	Project information (number of users of facility, employees, seating and hours of operation).
☐	☐	☐	h.	Location of lots with dimensions and identified by number/letter, buildings and structures with finished floor elevation and number of units per building for multi-family developments and overhang easement and required privacy fence if a zero lot line structure and applicable setbacks and separations.
☐	☐	☐	i.	List and provide location and nature of recreational amenities including walk/bike paths.
☐	☐	☐	j.	Off-street parking, by-pass lanes, drop off areas and spaces, queuing and loading layout (with dimensions and access location).

☐	☐	☐	k. Location and details of refuse collection areas including adequate architectural screening of all collection areas.
☐	☐	☐	l. Location, size and orientation of signs.
☐	☐	☐	m. Multipurpose trails and pedestrian circulation systems consistent with the parks and recreation element of the comprehensive plan and as described in subsection 13-68(a)(12) herein.
☐	☐	☐	n. Provider of water and wastewater facilities.
☐	☐	☐	o. Location of existing and proposed fire hydrant locations and water main sizes.
☐	☐	☐	p. Labeling of setbacks including front, side, side corner, rear and building separations.
☐	☐	☐	q. Areas for emergency vehicles and fire engines and provisions for accessibility to vehicles of the required type.

IV. ENGINEERING PLANS (Twelve Copies)

(Same scale as site plan)

PLEASE CHECK YES	NO	N/A	
☐	☐	☐	a. Proposed streets and roadways with dimensions, names and classification, centerline dimensioned and elevations provided for high and low points and cross-section.
☐	☐	☐	b. Interior circulation pattern with curb cuts, including dimensions between curb cuts and intersections.
☐	☐	☐	c. Proposed pedestrian facilities including ingress/egress into structures with entrances noted, sidewalks, paving surfaces, handicap ramps.
☐	☐	☐	d. Curve radii for all internal and external vehicular use areas.
☐	☐	☐	e. Access to the property by means of paved dedicated right-of-way.
☐	☐	☐	f. Proposed traffic control signs and striping.
☐	☐	☐	g. Proposed and existing water distribution system including all utility easements, location of fire hydrants and point of connection and location of water meters and wells, if applicable.
☐	☐	☐	h. Proposed sanitary sewer collection system and point of connection, or size and location of septic tank and drainfield , if applicable.
☐	☐	☐	i. Proposed storm system plans with location of inlets and type of curb and gutter.

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	j.	Proposed storm water management system with location of positive outfall and typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, proposed method of drainage, estimated design water elevations and hundred year flood elevation, stormwater treatment and control methods, location, extent, and proposed method(s) of accommodating existing inflows from beyond project boundaries.
☐	☐	☐	k.	Existing topographical conditions of the property and of adjacent lands to a distance of 100' including elevations shown by contour lines of equal intervals not to exceed one (1) foot. Elevations shall be based upon NGVD (1929) and at least one benchmark shall be located and referenced on the plan.
☐	☐	☐	l.	All existing South Florida Water Management District or Water Control District facilities and their ultimate right-of-way requirements as they affect the proposed project.
☐	☐	☐	m.	General description of subsurface conditions on the property, plus location and results of tests made to ascertain subsurface soil conditions and water table elevations.
☐	☐	☐	n.	Existing and proposed fire protection systems.

V. LANDSCAPE PLANS (Twelve Copies)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Location, size and specification of all proposed landscaping signed, sealed and prepared by a Florida Registered Professional.
☐	☐	☐	b.	Clear sight distances.
☐	☐	☐	c.	Irrigation.
☐	☐	☐	d.	Provide survey reflecting existing natural features, such as topography, trees and other vegetation including indication of significant native vegetation stands and those portions that will be preserved.
☐	☐	☐	e.	Location of mechanical fixtures, fire hydrants, light poles, if applicable.

VI. TRAFFIC AND LIGHTING (Twelve Copies)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Traffic impact analysis including vehicular circulation systems for cars and other required vehicle types with a depiction of connection to trafficways. The vehicular circulation system shall provide for smooth, efficient and logical traffic flow patterns both on and off site..
☐	☐	☐	b.	Proposed lighting of the premises and within 200’ of all property lines.
☐	☐	☐	c.	Traffic Impact statement addressing at minimum: additional roadway needs, intersection improvements, traffic control devices, future right of way dedications, distribution and assignment of traffic.

VII. ARCHITECTURAL (Twelve Copies)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Proposed building materials and colors
☐	☐	☐	b.	Front, side and rear elevations of all buildings showing concealment of all mechanical or accessory equipment located on the roof.
☐	☐	☐	c.	Signs, all permanent ground or freestanding signs allowed per section 15-38(3) through (7), as amended from time to time.
☐	☐	☐	d.	Preliminary building floor plans for all development other than a single family home development.
☐	☐	☐	b.	Proposed lighting of the premises and within 200’ of all property lines.
☐	☐	☐	c.	Traffic Impact statement addressing at minimum: additional roadway needs, intersection improvements, traffic control devices, future right of way dedications, distribution and assignment of traffic.
☐	☐	☐	d.	Color and rendered elevations of the project which accurately depict the proposed development upon completion.

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SITE PLAN PROCESS

Total time approximately 3 to 4 months

Complete Application Submission
See schedule

3-5 days

Project Sufficiency
(Exact date of DRC meeting determined by sufficiency

5 weeks

Development Review Committee (DRC)
2nd or 4th Tuesday of each month

Development Review Committee Certification

3 to 5 weeks

Planning and Zoning Board/Public Hearing
2nd Thursday of the month

Public Hearing
*Mail Out
10-30 days prior to public hearing
*Advertise
500' radius
10-15 days prior to public hearing

City Commission Meeting/1st Reading
1st *Wednesday of the following month*