



City of Parkland

Planning and Zoning Department

6600 University Drive
Parkland, FL 33067

Phone (954) 753-5040
Fax (954) 341-5161

STAFF USE ONLY

Intake Date: _____ By _____
Fee Paid: _____ Receipt # _____
Case #: _____
☐ Administrative review only (sec.22- 204H.)
☐ Commission review only (sec. 22-199 J.2)
☐ Full review process (sec. 22-199 J.1)

SITE PLAN AMENDMENT 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 one thousand two hundred dollars (\$1,200.00) and one escrow in the amount of one thousand (\$1,200.00) for advertisement fees and one escrow in the amount of one thousand dollars (\$1,000.00) for professional fees. (Please note that each escrow must maintain a minimum balance of five hundred dollars \$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. **NOTE:** All cost recovery accounts must be current prior to any public hearing before the City Commission.

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: _____

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. SITE PLAN REQUEST

The application is a request for: _____

III. 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): _____

IV. LAND USE AND ZONING INFORMATION

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

B. Proposed Zoning Designation (if applicable): _____

C. Proposed Future Land Use Designation (if applicable): _____

D. Existing Use(s) on Property: _____

E. Proposed Use(s): _____

V. PROJECT HISTORY

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

Petition Number	Request	Action	Date	Resolution / Ordinance Number

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.

NOTARY

Signature(s) of Owner(s) _____

Print Name(s) _____

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.

(Signature of Notary) My Commission Expires: _____

(Name – Must be typed, printed, or stamped)

(NOTARY'S SEAL OR STAMP)



CITY OF PARKLAND

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SITE PLAN AMENDMENT SUBMITTAL CHECKLIST

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

PLEASE CHECK

YES NO N/A

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I. GENERAL

- a. An original completed application and 7 copies 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. One (1) copy of a warranty deed including legal description of the property.
- d. Copies of all Resolutions/Ordinances affecting the property (if required by the Planning and Zoning Director)
- e. Changes, if any, to the delineation, identification and sequence of proposed phases of development, if the project is to be platted and constructed in two or more phases.
- f. Report on status of all previous conditions of approval, show property compliance with all conditions of approval and/or applicable Code of Ordinance requirements.
- g. A notification radius map, list of all owners (in excel spreadsheet) within a 500 foot radius of boundary lines of the subject property from the most recent tax roll information as provided by the Broward Property Appraiser's Office and executed affidavit signed by person responsible for preparing these documents.

PLEASE CHECK

YES NO N/A

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II. SURVEY

- a. Eight (8) signed and sealed surveys (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 feet of project boundary).
- c. Existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100 feet 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 feet.
- 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.

[illegible]

III. SITE AND DEVELOPMENT PLAN

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

- a. *Eight (8) signed and sealed plans sets to scale (graphic and written), with date of preparation/last revision, north arrow, location map/vicinity sketch (including location of site in relation to at least one north-south and one east-west thoroughfare, 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. *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.*
- d. *Written legal description, including Section, Township, Range and parcel, tract, plat name or number (as shown on master plan if a Planned Development).*
- e. *Tabular Project Data: existing and proposed zoning district and land use plan designation, gross and net acreage to the nearest .01 acre, lot frontage (ROW feet), lot depth (maximum), lot width (minimum), type of use(s), total building square footage, non-residential square footage by use, net leasable square footage, 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 dwelling units by dwelling type, landscape/open area, lake acreage, preservation acreage, right-of-way area, recreational acreage, commercial acreage, civic acreage, and project density.*
- f. *Project information (number of users of facility, employees, seating and hours of operation).*
- g. *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.*
- h. *List and provide location and nature of recreational amenities including walk/bike paths.*
- i. *Off-street parking, by-pass lanes, drop off areas and spaces, queuing and loading layout (with dimensions and access location).*
- j. *Location and details of refuse collection areas including adequate architectural screening of all collection areas.*
- k. *Location, size and orientation of signs.*
- l. *Multipurpose trails and pedestrian circulation systems consistent with the parks and recreation element of the comprehensive plan and as described in subsection 22-207(A)(13).*
- m. *Provider of water and wastewater facilities.*
- n. *Location of existing and proposed fire hydrant locations and water main sizes.*
- o. *Labeling of setbacks including front, side, side corner, rear and building separations.*

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p.

Areas for emergency vehicles and fire engines and provisions for accessibility to vehicles of the required type.

PLEASE CHECK

YES

NO

N/A

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a.

Eight (8) signed and sealed plans including all of the information below.

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b.

Proposed streets and roadways with dimensions, names and classification, centerline dimensioned and elevations provided for high and low points and cross-section.

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c.

Interior circulation pattern with curb cuts, including dimensions between curb cuts and intersections.

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c.

Proposed pedestrian facilities including ingress/egress into structures with entrances noted, sidewalks, paving surfaces, handicap ramps.

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d.

Curve radii for all internal and external vehicular use areas.

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e.

Access to the property by means of paved dedicated right-of-way.

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f.

Proposed traffic control signs and striping.

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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.

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h.

Proposed sanitary sewer collection system and point of connection, or size and location of septic tank and drainfield, if applicable.

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i.

Proposed storm system plans with location of inlets and type of curb and gutter.

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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, storm water treatment and control methods, location, extent, and proposed method(s) of accommodating existing inflows from beyond project boundaries.

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k.

Existing topographical conditions of the property and of adjacent lands to a distance of one hundred (100') including elevations shown by contour lines of equal intervals not to exceed one foot (1). Elevations shall be based upon NGVD (1929) and at least one benchmark shall be located and referenced on the plan.

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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.

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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.

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n.

Existing and proposed fire protection systems.

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o.

Proposed lighting of the premises and within two hundred (200) feet of all property lines.

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. LANDSCAPE PLANS

- a. *Eight (8) plans including all of the information below, signed, sealed and prepared by a Florida Licensed and Registered Professional.*
- b. *Location, size and specification of all proposed landscaping*
- c. *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.*

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. TRAFFIC ANALYSIS

- a. *Three (3) copies of a traffic impact analysis addressing at minimum: additional roadway needs, intersection improvements, traffic control devices, future right of way dedications, distribution and assignment of traffic.*

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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VII. ARCHITECTURAL

- a. *Eight (8) sets of plans including all of the information below, signed and sealed by a Florida Licensed and Registered Professional.*
- b. *Proposed building materials and colors.*
- c. *Front, side and rear elevations of all buildings showing concealment of all mechanical or accessory equipment located on the roof.*
- d. *All permanent ground or freestanding signs allowed per Article XXXIV, as amended from time to time, with lettering and sign dimensions and area.*
- e. *Preliminary building floor plans for all development other than a single family home development.*
- f. *Color and rendered elevations of the project which accurately depict the proposed development upon completion.*