



Pre-Application Meeting Checklist

Pre-Application Meetings (Site Plan)

DEADLINE:

- Pre-Application Meetings shall always be on a Tuesday. Initial submission and fee must be received by 12:00 PM six business days prior (or two Thursday's prior) to the desired meeting date, excluding Fridays.
- Electronic file submission must be uploaded into the ePlan system within the same business day of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, Pre-Application Meetings can only be scheduled when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the allotted time, the application will be rejected via email.

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
Minor Site Plan Review	Pre-Application Meeting (Optional)	DRC Review	Development Order from the DSD	
Major Site Plan Review	Pre-Application Meeting (Required)	DRC Review	AAC/P&Z Review	Development Order from the P&Z

APPLICATION SUBMISSION PROCESS: Upon reception of the electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the ePlan section (see below) shall be uploaded. Note that Electronic Signature Affidavits are not required at this time.

DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

ePLAN	<input type="checkbox"/> The fee and application pages shall be submitted via Camino.	
	<input type="checkbox"/> Current survey (with flood information)	<input type="checkbox"/> Narrative with project specifics including a full description of the proposed development.
	<input type="checkbox"/> Completed Plans Checklist on pages 2-3 (<i>this must be filled out</i>)	<input type="checkbox"/> Digital Plans*

*Refer to the Plans Checklist on pages 2 - 3 of this application for more information.



PLANS CHECKLIST

*****THIS CHECKLIST MUST BE INITIALED AND FILLED OUT. ALL OF THE FOLLOWING DRAWINGS ARE REQUIRED UNLESS INITIALED BY THE PROJECT PLANNER.*****

<input type="checkbox"/> Survey	<input type="checkbox"/> Conceptual Landscape Plan	<input type="checkbox"/> Conceptual Civil Plan
<input type="checkbox"/> Conceptual Site Plan	<input type="checkbox"/> Conceptual Architectural Plan	<input type="checkbox"/> Conceptual CPTED Security Plan

All plans to be oriented the same as survey. Each plan must be uploaded as a single-sheet PDF. Plans must be named using a 3-digit ordering number, sheet name, and sheet title as named in the checklist above. An example is provided below:

- 001 S-1 Survey
- 002 SP-1 Site Plan
- 003 C-1 Civil Plan
- 004 A-1 Architectural Floor Plan

SURVEY: COPY of signed and sealed original:									
<input type="checkbox"/>	Current or dated within 1 year of submittal.								
<input type="checkbox"/>	Location of all easements and utilities								
<input type="checkbox"/>	Flood zone and flood elevation data								
SITE PLAN(S): Must be drawn to ONE (1") INCH = TWENTY (20') FEET where practical and include the following:									
A. General Information:									
<input type="checkbox"/>	All adjacent rights-of-way, indication of required right-of-way dedications, and right-of-way and pavement widths								
<input type="checkbox"/>	Scale and north arrow								
B. Article 3 / Zoning District Information:									
<input type="checkbox"/>	Location of all principal and accessory structures with dimensions to lot lines and between structures								
<input type="checkbox"/>	Total square footage of pervious and impervious areas and as percentages of total area computation								
<input type="checkbox"/>	Net acreage								
<input type="checkbox"/>	Number of off-street parking spaces required and provided including handicapped: with typical sizes shown; Number of required and provided loading spaces; Access aisles and driveways with dimensions								
<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Residential & Non-Residential Use</td> <td>Number of dwellings</td> </tr> <tr> <td></td> <td>Total Gross square footage for all buildings</td> </tr> <tr> <td></td> <td>Gross square footage for individual buildings</td> </tr> <tr> <td></td> <td>Gross square footage for individual buildings per floor</td> </tr> </table>	Residential & Non-Residential Use	Number of dwellings		Total Gross square footage for all buildings		Gross square footage for individual buildings		Gross square footage for individual buildings per floor
Residential & Non-Residential Use		Number of dwellings							
		Total Gross square footage for all buildings							
		Gross square footage for individual buildings							
	Gross square footage for individual buildings per floor								
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
C. Use Information:									
<input type="checkbox"/>	Proposed Principal Use(s), fill in:								
<input type="checkbox"/>	Proposed Accessory Use(s), fill in:								
D. Development and Design Information:									
<input type="checkbox"/>	Location of all ground-mounted mechanical equipment and commercial containers/dumpsters								
<input type="checkbox"/>	Location and height of all fences and walls								
<input type="checkbox"/>	Location and type of all signs.								
LANDSCAPE PLAN: Must include the following:									
<input type="checkbox"/>	Location of all landscaped areas with dimensions								
<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Table indicating all landscape requirements</td> <td>Common and scientific names for all plant material</td> </tr> <tr> <td></td> <td>Plant location</td> </tr> <tr> <td></td> <td>Quantities and sizes of plant material</td> </tr> </table>	Table indicating all landscape requirements	Common and scientific names for all plant material		Plant location		Quantities and sizes of plant material		
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		Plant location							
	Quantities and sizes of plant material								
<input type="checkbox"/>									
<input type="checkbox"/>	Screening of ground-mounted mechanical equipment								
ARCHITECTURAL PLAN(S) Must include the following:									
<input type="checkbox"/>	Dimensioned floor plan								
<input type="checkbox"/>	Dimensioned building elevation and height								



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CIVIL PLAN(S): Must include the following:	
<input type="checkbox"/>	Location of all existing and proposed paving specifications, all existing and proposed spot grades, and all existing and proposed drainage utilities.
<input type="checkbox"/>	Location of all existing and proposed utilities for water and sewer, AT&T, Comcast, FPL, and Teco Gas.
PUBLIC SAFETY SECURITY PLAN: Incorporating security strengthening and CPTED principles:	
<input type="checkbox"/>	Location, height, and specification of security-aiding landscaping or landscape maintenance (thorny shrubs, continuous hedging, low maintenance of shrubs).
<input type="checkbox"/>	Location of all walls, fences, and gates with material specifications and heights
<input type="checkbox"/>	Location of all external cameras and motion sensors
<input type="checkbox"/>	Narrative identifying how <u>all 5 CPTED Principles</u> will be achieved in the Security Drawing Plan. See principles in the table below.

CPTED PRINCIPLES

Crime Prevention Through Environmental Design

CPTED Principle #1 - Natural Surveillance

"See and be seen" is the overall goal when it comes to CPTED and natural surveillance. A person is less likely to commit a crime if they think someone will see them do it. Lighting and landscape play an important role in Crime Prevention Through Environmental Design.

CPTED Principle #2 - Natural Access Control

Natural Access Control is more than a high block wall topped with barbed wire. Crime Prevention Through Environmental Design or CPTED utilizes the use of walkways, fences, lighting, signage and landscape to clearly guide people and vehicles to and from the proper entrances. The goal with this CPTED principle is not necessarily to keep intruders out, but to direct the flow of people while decreasing the opportunity for crime.

CPTED Principle #3 - Territorial Reinforcement

Creating or extending a "sphere of influence" by utilizing physical designs such as pavement treatments, landscaping and signage that enable users of an area to develop a sense of proprietorship over it is the goal of this CPTED principle. Public areas are clearly distinguished from private ones. Potential trespassers perceive this control and are thereby discouraged.

CPTED Principle #4 - Maintenance

CPTED and the "Broken Window Theory" suggests that one "broken window" or nuisance, if allowed to exist, will lead to others and ultimately to the decline of an entire neighborhood. Neglected and poorly maintained properties are breeding grounds for criminal activity. A formal CPTED based maintenance plan will help you preserve your property value and make it a safer place.

CPTED Principle #5 – Activity Support

Increase the use of a built environment for safe activities with the intent of increasing the risk of detection of criminal and undesirable activities. Natural Surveillance by the intended users is casual and there is no specific plan for people to watch out for criminal activity.

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If you have any questions or concerns with incorporating the CPTED Principles in your design. Please contact Deputy Patrick Noble with the Broward County Sheriff's Office at: Patrick.Noble@sheriff.org or at (954) 709-7006.