



Pre-Application Meeting

Development Review (check one)

Site Plan	
<input type="checkbox"/> Minor (Pre-Application Meeting Optional)	<input type="checkbox"/> Major (Pre-Application Meeting Required)

DEADLINE: Initial paper submission and fee must be received by 12:00 PM six business days 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. 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 **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	<input type="checkbox"/>	One (1) completed application with original signatures. (pg. 2)
	<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See Appendix C - Fee Schedule in the Information section of the P&Z webpage.
	*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"/>	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 3-4 (<i>this must be filled out</i>)	<input type="checkbox"/>	Digital Plans*

*Refer to the Plans Checklist on pages 3 and 4 of this application for more information.



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Site Plan		
<input type="checkbox"/> Minor (Pre-Application Meeting - <i>Optional</i>)	<input type="checkbox"/> Major (Pre-Application Meeting - <i>Required</i>)	
Street Address:	Folio Number:	Zoning District:
Subdivision:	Block:	Lot:
Representative or Agent's interest in property (Owner, Lessee, Etc):		
Date of Pre-Application Meeting Requested:		
Has a previous application been filed?		
Project Name:		

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Street Address:	Street Address:
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:
Phone Number:	Phone Number:
Email:	Email:
Email of ePlan agent (if different):	



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"/>	Number of dwellings	
<input type="checkbox"/>	Total Gross square footage for all buildings	
<input type="checkbox"/>	Gross square footage for individual buildings	
<input type="checkbox"/>	Gross square footage for individual buildings per floor	
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 indicating all landscape requirements	Common and scientific names for all plant material
<input type="checkbox"/>		Plant location
<input type="checkbox"/>		Quantities and sizes of plant material
<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	



Table with 2 columns: checkbox, description. Includes sections for CIVIL PLAN(S) and PUBLIC SAFETY SECURITY PLAN.

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.

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.

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.

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.

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.

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.