CITY OF WILTON MANORS
"THE ISLAND CITY"

Community Development Services Department
2020 Wilton Drive Wilton Manors, Florida 33305
954-390-2180 Phone 954-567-6069
www.wiltonmanors.com

SITE PLAN APPLICATION PACKAGE

This package includes:

- General Submittal Procedures
- Submittal Checklist
- Application
- Authorized Agent Affidavit
- Permission to Reproduce Drawings and Documents

GENERAL PROCEDURES FOR FILING A SITE PLAN SUBMITTAL APPLICATION:

- Site plan submittal applications may be obtained at the Community Services Department and may be initiated by the owner of the property involved or his legally designated representative.

- Applicants for site plan approval are required to arrange a pre-application conference prior to submittal to discuss their requests with a member of the Community Services Department staff. You may arrange an appointment by calling 954-390-2180.

- An application for site plan review together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Services Department following the pre-application conference.

- The Community Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Services Department has determined that the application and support documents are complete, the application and support documents shall be distributed to the Development Review Committee (DRC). The DRC consists of staff from several different City Departments who review plans for compliance within their areas of expertise.

- For purposes of expediting the review process the DRC shall simultaneously review site plans for concurrency management and compliance with City codes, rules and regulations.

- The DRC shall forward their recommendations and findings to the Planning and Zoning Board.

- The Community Services Department shall place the site plan review application upon the next most appropriate Planning and Zoning Board agenda for public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Services Department. The applicant will receive an agenda and staff report concerning the proposed site plan and staff recommendations prior to the Planning and Zoning Board meeting.

- The initial application submittal shall be accompanied by ten (10) copies of the site plan and other required plans and documents. All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws.

SITE PLAN APPLICATION
Submittal Checklist

(Please refer to Unified Land Development Regulations Article 85 for more information)

Staff Use – √ for each item submitted	**Required Items (This list may be modified after the pre-application with Staff)**
	• Boundary surveys;
	• One (1) topographic survey certified by a surveyor and mapper registered in the State of Florida, with elevations provided on a one hundred (100) foot grid, including natural features and improvements and their current use, top of bank and edge of water for all water bodies and water courses, the location of utility lines within and adjacent to the site, right-of-way width and dedication information, pavement location and width, and all easements of record;
	• One (1) tree survey;
	• One (1) copy of a recorded plat, if the property has been platted. The plat shall be recorded in the official records of Broward County after June 4, 1953, with the following exceptions:
	• Draft of any required or proposed restrictive covenants, written sureties, and common area maintenance association documents, including those for the preservation of common open space areas; grants of easement for access, drainage, utilities or other purpose; or other restrictions to be imposed upon the use of the land and buildings;
	• Site plans, including all information listed below to demonstrate compliance with all requirements of the ULDR. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as determined by Florida Law, who are licensed and registered in the State of Florida.
	• The proposed title of the project and the name of the professionals who prepared each plan, including engineer, architect, landscape architect and the developer
	• The north arrow, scale and date
	• Existing zoning of the subject site and adjacent properties
	• Proposed changes in zoning to the applicant property, if any
	• Adjacent land uses and buildings, including use and number of floors, dimensioned to property line of subject site
	• Legal description;
	• Location sketch of subject property in relation to surrounding area;
	• Site boundaries clearly identified, dimensioned, and tied to section corners;
	• Existing features (trees, water, structures) including topography, roadways, and use areas;

	• The location and dimensions of proposed setback lines;
	• Locations and dimensions of all existing and proposed rights-of-way and dedications, including ultimate right-of-way lines (if applicable), easements, property lines, streets, buildings, watercourses and water bodies, pedestrian areas, and other existing physical features in or adjoining the project;
	• The location and dimensions of proposed reservations for parks, playgrounds, open spaces and other common areas;
	• The location, dimensions and character of construction, including bearings, centerline dimensions and curve data of proposed street alleys, driveways and grading plans;
	• The location, dimensions and character of construction of proposed curb cuts, entrances and exits, parking and loading areas (including number of parking spaces and loading spaces), pedestrian use areas, and vehicular use areas;
	• Photometric plan;
	• Location and dimensions of all proposed buildings, excavations, and structures to lot lines and to each other;
	• Conceptual preliminary drainage plans and statement of proposed drainage systems and methods;
	• Typical trash and garbage disposal and recycling system, including typical enclosure details and the location of each;
	• Separate landscape plan prepared in accordance with Sec.150-190;
	• Location, character, size, height and orientation of proposed signs, including building signage details shown on plan elevations;
	• All existing and proposed pedestrian walkways and bicycle paths;
	• Existing and proposed public transit routes, bus shelter locations and easements for such shelters, and proposed layout of rights-of-way, if necessary;
	• Proposed building floor plans and architectural elevations, including building height and finished floor elevations;
	• Conceptual utilities plan, including all underground and above-ground improvements;
	• Type and location of mail receptacles;
	• Traffic circulation and pavement marking plan (may be shown on site plan sheets)
	• Phasing plan, if applicable, with beginning and ending dates of construction of the entire project and beginning and ending dates for all phases of the project
	• For properties under consideration for rezoning to Planned Unit Development (PUD), a PUD Document detailing development standards and criteria (i.e., building height, setbacks, density, lot area, landscaping, parking, open space, lot coverage, sign regulations, etc.)
	• Color site plan elevations and renderings for meeting presentation purposes

	• The following computations:
	  ○ Total gross and net acreage
	  ○ Proposed net and gross density, and number of dwelling units for site plans with residential components
	  ○ Total existing and proposed square footage of buildings and breakdowns by floor, use type, bay or tenant space, and dwelling unit, including required and provided minimum floor areas
	  ○ Area devoted to vehicular use areas (roadways, aisles, parking)
	  ○ Gross project area allocated for common open space
	  ○ Plot coverage by roofed structures
	  ○ Pervious and impervious surface area, also expressed as a percentage of the site area
	  ○ Number of required and provided parking spaces including handicapped, compact and any spaces devoted to attendant parking if permitted
	  ○ Minimum lot area, width and depth required and provided
	  ○ Minimum yard setbacks or specific build-to lines required and provided
	  ○ Maximum and minimum (if applicable) required and proposed building height
	  ○ Minimum floor area required
	  ○ Adjacent zoning and existing land uses

	• If necessary, written authorization to reproduce any documents accompanying site plan submittals from the applicant, agent, architect, landscape architect, engineer, attorney, etc.
	Other Items as determined during by Staff:
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SITE PLAN APPLICATION

Address/Location of Subject Property:_____
_____

Owner (Applicant):_____
Address:_____
Telephone #: _____Fax #: _____E-mail:_____

Agent for Applicant: _____
Address:_____
Telephone #: _____Fax #: _____E-mail:_____
Relationship: _____

Legal Description of Property Involved:_____
_____
_____
_____
_____
_____
_____
_____
_____

Existing Zoning _____Future Land Use Map designation_____

Total Acreage/Square Footage of Subject Property_____

Associated Applications (i.e., Rezoning, Plat, Comprehensive Plan amendment, etc.): _____
_____
_____

Current Use of Land _____
_____
_____

Description of Proposed Development_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I,_____certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

_____	_____	
Signature of Property Owner	Print or type name	Date
_____	_____	
Signature of Agent (if applicable)	Print or type name	Date
	_____	

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

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

_____
Notary Public

_____
Print or type name
My Commission Expires: _____

Authorized Agent Affidavit

NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY MUST BE PROPERLY EXECUTED.

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint _____ my true and lawful agent, to execute the foregoing instrument in my name, place and stead this _____ day of _____, _____.

Date:_____ _____
Signature of owner or authorized agent

_____
Print or type name

_____
Name of owner/agent entity if a corporation, L.L.C., partnership, trust, etc.

_____
Representative capacity of person signing Affidavit:
President or Vice President of Corporation
Managing Member of L.L.C.
General Partner
Trustee
Etc.

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

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

_____
Notary Public

_____
Print or type name
My Commission Expires: _____

Permission to Reproduce Drawings and Documents

IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE PERMISSION TO REPRODUCE ON THE FOLLOWING PAGE.

AFFIDAVIT

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of Wilton Manors permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing application.

_____
Signature

_____
Print or type name

Title:_____
Date:_____

STATE OF FLORIDA)
)
COUNTY OF BROWARD)

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

_____
Notary Public

_____
Print or type name
My Commission Expires: _____