



100 W. Atlantic Blvd Pompano Beach, FL 33060
 Phone: 954.786.4634 Fax: 954.786.4666

Pre-Application Conference

Development Review (Check all that apply)

| Site Plan | | Building Design | |
|-----------|------------------|-----------------|------------------|
| Minor | Major (Required) | Minor | Major (Required) |

DEADLINE: Signed application and fee must be received by 4:00 PM each Monday. *Electronic file submission must be uploaded into ePlan system within 24 hours of this deadline.*

Application Review Process:

| | Step 1 | Step 2 | Step 3 | Step 4 |
|---|---------------------------------------|--------------|--------------------------------|--------------------------------|
| Minor Site Plan Review (Pg. 2) | Pre-Application Conference (Optional) | DRC Review | Development Order from the DSD | |
| Minor Building Design Review (Pg. 3) | Pre-Application Conference (Optional) | Staff Review | Development Order from the DSD | |
| Major Site Plan Review (Pg. 4) | Pre-Application Conference (Required) | DRC Review | P&Z Review | Development Order from the P&Z |
| Major Building Design Review (Pg. 5) | Pre-Application Conference (Required) | AAC Review | Development Order from the AAC | |

The following number of plans* to be provided:

| | Digital Submission |
|--------------|--------------------|
| Staff Review | 1 (ePlan) |

*Refer to the Plans Checklist on page 9 of this application

Submittal Checklist:

| | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | One (1) completed application with original signatures. | <input type="checkbox"/> | Application Fee as established by resolution of the City Commission |
| <input type="checkbox"/> | Narrative with project specifics including a full description of the proposed development. | <input type="checkbox"/> | Current survey (with flood information) |

Application Submission Process:

Upon reception of signed original application and application fee at the Zoning Inquires counter, an email will be sent to the agent with a link into ePlan where all project drawings and documents ("Digital Submission") shall be uploaded. Pre-Application Conference can only be scheduled when all required documents have been uploaded into ePlan system.



155.2407. SITE PLAN (Major)

(Below is a summary of Section 155.2407. For the complete language, please refer to the Zoning Code)

APPLICABILITY

| | |
|---|--|
| Residential Use | More than ten new or additional multifamily dwelling units. |
| Institutional Use, Commercial Use, and Industrial Use | New development that contains more than 5,000 square feet of gross floor area; or |
| | Existing Development that adds a total of more than 25,000 sf GFA; or |
| | Existing Development that increases the amount of GFA of the primary building by more than 25%; or Existing Development that increases the lot coverage by more than 25% |
| Redevelopment of a Brownfield | More than fifteen new or additional multifamily dwelling units; or |
| | New non-residential development that contains more than 7,500 square feet of gross floor area; or |
| | Existing Non-residential Development that adds a total of more than 37,500 sf GFA; or |
| | Existing Non-residential Development that increases the amount of GFA of the primary building by more than 37.5%; or Existing Non-residential Development that increases the lot coverage by more than 37.5% |
| Property owned by the City | All new development and additions to existing development. |

PROCEDURE

1. Pre-application conference with Principal Planner (required prior to submitting plans to DRC).
2. DRC review and comment.
3. Recommendation by the Development Service Director.
4. Final decision by the P&Z.

155.2408. BUILDING DESIGN (Major)

(Below is a summary of Section 155.2408. For the complete language, please refer to the Zoning Code)

APPLICABILITY

| | |
|---|--|
| Residential Use | More than ten new or additional multifamily dwelling units. |
| Institutional Use, Commercial Use, and Industrial Use | New development that contains more than 5,000 square feet of gross floor area; or |
| | Existing Development that adds a total of more than 25,000 sf GFA; or |
| | Existing Development that increases the amount of GFA of the primary building by more than 25%; or Existing Development that increases the lot coverage by more than 25% |
| Redevelopment of a Brownfield | More than fifteen new or additional multifamily dwelling units; or |
| | New non-residential development that contains more than 7,500 square feet of gross floor area; or |
| | Existing Non-residential Development that adds a total of more than 37,500 sf GFA; or |
| | Existing Non-residential Development that increases the amount of GFA of the primary building by more than 37.5%; or Existing Non-residential Development that increases the lot coverage by more than 37.5% |
| Property owned by the City | All new development and additions to existing development. |

PROCEDURE

1. Pre-application conference with Principal Planner.
2. Recommendation by the Development Service Director.
3. Final decision by the AAC.



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Pre-Application Conference

| Site Plan | | Building Design | |
|--|-------|---------------------|------------------------|
| Minor | Major | Minor | Major |
| | | | |
| STREET ADDRESS | | Folio Number | Zoning District |
| | | | |
| Subdivision | | Block | Lot |
| Representative or Agent's interest in property (Owner, Lessee, Etc) | | | |
| Date of Pre-Application Conference (Required for Major Site Plan) | | | |
| List any previous application(s) that have been filed | | | |

| 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) | |
| | |
| Indicate your preferred medium to receive agendas and notifications: ___ Mail ___ E-Mail | Indicate your preferred medium to receive agendas and notifications: ___ Mail ___ E-Mail |



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Pre-Application Conference

PLANS CHECKLIST

| | | | | | | | |
|--------------------------|-----------|--------------------------|---------------------|--------------------------|----------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Survey | <input type="checkbox"/> | Architectural Plans | <input type="checkbox"/> | Landscape Plan | <input type="checkbox"/> | Civil Plan |
| <input type="checkbox"/> | Site Plan | <input type="checkbox"/> | Life Safety Plans | <input type="checkbox"/> | Tree Survey | <input type="checkbox"/> | Public Safety Security Plan |

All plans to be oriented the same as survey.

SURVEY: COPIES 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"/> | Current zoning of project and abutting properties (and proposed zoning, if applicable) | |
| <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 | |
| <input type="checkbox"/> | Computation - Gross acreage | |
| <input type="checkbox"/> | Computation - Net acreage | |
| <input type="checkbox"/> | Residential & Non-Residential Use | |
| <input type="checkbox"/> | | Number of dwellings |
| <input type="checkbox"/> | | Density |
| <input type="checkbox"/> | | Total Gross square footage for all buildings |
| <input type="checkbox"/> | | Gross square footage for all uses |
| <input type="checkbox"/> | | Gross square footage for individual buildings |
| <input type="checkbox"/> | Gross square footage for individual buildings per floor | |
| C. Article 4 / Use Information: | | |
| <input type="checkbox"/> | Proposed Principal Use(s), <u>fill in:</u> | |
| <input type="checkbox"/> | Proposed Accessory Use(s), <u>fill in:</u> | |
| D. Article 5 / Development and Design Information: | | |
| <input type="checkbox"/> | Off-Street Parking and Loading Plan: 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; interaction with circulation plan; and surfacing materials. | |
| <input type="checkbox"/> | Location of all ground-mounted mechanical equipment and commercial containers | |
| <input type="checkbox"/> | Location and height of all fences and walls | |
| <input type="checkbox"/> | Separate Sign Plan to include location and type of signs. | |
| <input type="checkbox"/> | Location of all commercial containers | |
| <input type="checkbox"/> | Refuse truck circulation plan incorporating the approved road widths and turning radius at 30ft inside and 50ft outside minimum. | |

ARCHITECTURAL PLAN(S) Must include the following:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Dimensioned floor plans for all floors proposed. |
| <input type="checkbox"/> | Dimensioned building elevations and height |
| <input type="checkbox"/> | Elevations of all facades identifying colors and materials (by manufacturer and name/number) proposed. |



LIFE SAFETY PLAN(S)

| | |
|--------------------------|---|
| <input type="checkbox"/> | Circulation Plan: Street Connectivity; Emergency and service vehicle access; Vehicle stacking; Turning radii; Traffic calming measures; Bicycle access; Number of bicycle spaces required and provided; and Pedestrian access |
| <input type="checkbox"/> | All proposed and existing buildings: provide occupancy classification, construction type, square footage, number of floors and height of building to highest occupiable floor level. |
| <input type="checkbox"/> | Fire apparatus circulation plan incorporating the approved road widths and turning radius at 30ft inside and 50ft outside minimum. Provide both arcs and center point that arcs are measured from. |
| <input type="checkbox"/> | Location of all existing and proposed water utilities, fire hydrants, and main sizes. |
| <input type="checkbox"/> | Provide Fire Flow Data: Fire flow calculations are determined from square footage and construction type of structure. |

LANDSCAPE PLAN: Must include the following:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Location of all landscaped areas with dimensions |
| <input type="checkbox"/> | Common and scientific names for all plant material |
| <input type="checkbox"/> | Table indicating all landscape requirements |
| <input type="checkbox"/> | Plant location and spacing of plant material |
| <input type="checkbox"/> | Quantities and sizes of plant material with percentages of material by species and nativity |
| <input type="checkbox"/> | Light pole fixtures and light pole locations showing required 15-foot radius around each fixture |
| <input type="checkbox"/> | Square footage of vehicular use area and percentage of interior landscaping |
| <input type="checkbox"/> | Screening of ground-mounted mechanical equipment |

TREE SURVEY

| | |
|--------------------------|--|
| <input type="checkbox"/> | Tree survey to include corresponding tree assessments in table form. Include the following data: common name, scientific name, size, condition, value and status (existing vegetation on site, vegetation to remain, to be removed and relocated). |
|--------------------------|--|

CIVIL PLAN(S) Must include the following:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Paving, grading, and drainage (PGD) plan showing location of all existing and proposed paving specifications, all existing and proposed spot grades, and all existing and proposed drainage utilities. |
| <input type="checkbox"/> | Water and sewer (WS) plan showing location of all existing and proposed water and sewer utilities. |

PUBLIC SAFETY SECURITY PLAN Incorporating **security strengthening** and CPTED principles

| | |
|--------------------------|--|
| <input type="checkbox"/> | CPTED (Crime Prevention Through Environmental Design) Security Drawing Plan |
| <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"/> | Location of dumpster with gate detail allowing for gap from grade to gate. |
| <input type="checkbox"/> | Bench/seating area locations with furnishing detail to include separators |
| <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"/> | Specifications of non-impact and impact glass. |
| <input type="checkbox"/> | CPTED Security Narrative identifying how <u>all 5 CPTED Principles</u> will be achieved in the Security Drawing 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. 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.