



For Office Use Only

Application No.: _____

Date: _____

Fee: _____

DEVELOPMENT PLAN APPLICATION

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (TYPE OR PRINT LEGIBLY)

New Development: Yes: _____ No: _____ Modification to Existing Development: Yes: _____ No: _____

Applicant: _____

Location of Proposal (street address): _____

Legal Description of said Property (lot, block, tract, subdivision): _____

General Description of Project: _____

Zoning District: _____

Lot Area: _____

Square Footage of Structure: Existing: _____

Proposed: _____

Number of Dwelling Units: Existing: _____

Proposed: _____

Disclosure Affidavit Provided: Yes: _____ No: _____ N/A: _____

Community Appearance Board Application Provided: Yes: _____ No: _____ N/A: _____

Agent: _____
(Signature*)

Owner: _____
(Signature**)

Name: _____
(Print)

Name: _____
(Print)

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

* *An authorization letter must be provided by the owner if an agent is providing representation.*

** *If ownership cannot be verified through county tax data, a copy of the recorded warranty deed, a copy of a valid purchase contract, or a signed/notarized letter from the owner of record must be submitted.*

DEVELOPMENT PLAN SUBMISSION CHECKLIST

Per Section 98-13 of the Land Development Code, the following shall be submitted to initiate a development review. ***Applications that do not comply with all of the items on this checklist (with the exception of any item(s) marked not applicable by appropriate City staff) will not be accepted for consideration.***

- I. Fully completed application form(s), **including Disclosure Affidavit.**
- II. Proof of ownership.
- III. Filing fee(s).
- IV. **Nine (9) copies** of plans and exhibits: **FIVE (5) COPIES WITH SHEET FORMAT OF 24" X 36", FOUR (4) COPIES WITH SHEET FORMAT OF 11" X 17"**, including but not limited to the following:
 - A. **CERTIFIED PROPERTY SURVEY (signed and sealed by a State of Florida registered surveyor)** no more than one (1) year old, which specifies acreage or square footage of the site and illustrating:
 1. Existing structures.
 2. Existing utility lines and easements.
 3. Existing trees and other natural features.
 - B. **SITE DEVELOPMENT PLAN** indicating:
 1. Proposed buildings together with any existing structures which will remain (indicate use, setbacks from property lines, and dimensions).
 2. Existing hydrants, water and sewer facilities on site (line location and size).
 3. Preliminary proposals for hydrants, water and sewer facilities on site (line location and size).
 4. Existing and proposed easements and road rights-of-way on or adjacent to development.
 5. Traffic flow patterns, traffic control devices, and the location of all curb cuts on subject property and abutting property. Show closest median cuts.
 6. Sidewalks five feet (5') wide on all street rights-of-way.
 7. Proposed off-street parking spaces, driveways and loading zones including location, pavement type, dimensions and setbacks.
 8. Accessible parking.
 - a) Show minimum amount of accessible spaces as required by ADA.
 - b) Signage and painted logo on pavement are required.
 9. Location, character, and height of walls and/or fences.
 10. Location of dumpster enclosure. Please note that enclosure must:
 - a) Be accessible to front-end loader with no backing into street rights-of-way.
 - b) Have a minimum of 48-foot radius, which is required for front-end loader turn-around on property.
 - c) Consist of three sides of decorative block wall with solid decorative gates as per Standard Engineering Drawings No. SWR 1 – SWR 12.
 11. Tabular summary including:
 - a) Total gross project acreage and net buildable land area.
 - b) Proposed floor area by type of use and total gross square footage.

- c) Percent distribution of total gross project site including areas proposed for landscaped open space, impervious/pervious surfaces, building coverage, and floor area ratio.
- d) Number, size, and ratio of off-street parking spaces.

C. **LANDSCAPE PLAN (signed and sealed by a State of Florida registered landscape architect pursuant to F.S. Pt. II, Ch. 481)** per Section 98-80 of the Land Development Code indicating:

- 1. The plan shall be drawn to a recommended scale of 1 inch equal to 20 feet.
- 2. Proposed buildings, driveways and sidewalks, together with any existing structures which will remain (indicate use, setbacks, and dimensions).
- 3. Location of existing and proposed utility services (both overhead and underground).
- 4. Existing and proposed site elevations, grades and major contours, berms, and other topographical features, including water management required retention ponds.
- 5. Existing tree inventory and disposition chart indicating location, species, size (height and spread, canopy area), diameter at breast height and condition of all existing trees. Include tree mitigation calculation for trees scheduled for removal.
- 6. Proposed landscape material schedule listing all plants with their botanical and common name and cultivar name where applicable. Include overall height, spread, caliper, grey wood, spacing (center to center), quantities and size of each type of plant by container size, and degree of drought tolerance (as determined by the South Florida Water Management District's Waterwise Guide, as amended) and indication of whether native to South Florida.
- 7. Tabular information including common and botanical name of species, size, height, caliper, grey wood and spread of species at time of planting, and total number of each species on site. Mature trees on the adjacent property which may impact site requirements may be included.
- 8. Method of irrigation.

D. **ARCHITECTURAL PLAN**

- 1. Fully dimensioned floor plans and elevations, measured from finished grade.
- 2. Floor plans and uses of all structures: calculate and show square footage.
- 3. Walls and/or fence design details.
- 4. Mechanical equipment and screening.

E. **SITE LIGHTING PLAN (signed and sealed by a State of Florida registered architect or engineer)**

per Section 98-88(5) of the Land Development Code indicating design, location and intensity of lighting (photometrics). The illumination intensity (footcandles) shall also be indicated at the property lines to allow verification that spillover does not exceed code requirements. Tabular data shall be provided on the plan to summarize proposed site lighting conditions.

F. **DRAINAGE PLAN** indicating at a minimum, the following:

- 1. Catch basins and other drainage structures.
- 2. Drainage lines including approximate sizes and depths.
- 3. Exfiltration trenches.
- 4. Retention/detention areas.

- V. A daily vehicular trip generation analysis, stamped by a State of Florida registered traffic engineer. If such analysis generates in excess of 500 trips per day, the applicant shall coordinate with the City Engineer to determine if a site-specific traffic study will be required and, if so, what methodology will be used.

***** IMPORTANT *****

1. Large format sheets shall be 24" x 36". Reduced format sheets shall be 11" x 17".
2. The 11" x 17" copies do not have to be signed and sealed.
3. Strict adherence to application submittal deadline is necessary for departmental reviews.
4. Revisions or changes to plans after submittal, unless directed to do so by staff, will move the plans to the next review and hearing cycle.

DEVELOPMENT IMPACTS AND IMPACT/CONCURRENCY FEES

New development and redevelopment impacts various services provided by a local government (or similar provider) and is required to mitigate these impacts, which is generally done through the assessment of fees. These "impact" or "concurrency fees" are used to increase the capacity of an improvement, such as purchasing land for a new park or developing existing land for a park, rather than operational or maintenance costs that are used for existing improvements. At this current time, Residential development is required to contribute impact fees for *Parks* and *Public Safety* while non-residential development is only required to contribute impact fees for *Public Safety*. City impact fees are paid at the time of building permits.

IMPACT ASSESSMENT

As part of the development plan submittal, the City requests that additional information is provided concerning various post-development values. Please attach responses, as applicable, for the following categories:

Residential and Non-Residential:

- Anticipated post-development values of property and improvements.

Residential:

- Anticipated post-development housing sales price(s)/rental cost(s), including affordability information if applicable.

Non-Residential:

- Anticipated post-development numbers for full-time and part-time employees, as well as associated pay ranges.



DEVELOPMENT PERMIT APPLICATION DISCLOSURE AFFIDAVIT

The City of Deerfield Beach requires all applicants, and persons and/or entities doing business with the City, to disclose any potential for or conflict of interest as stated below. Per Ordinance No. 2009/006 of the City of Deerfield Beach, the adopted Ethics Code contains the following:

Section 5. Disclosure and Behavior Requirements of Applicants and Persons/Entity seeking a City contract or currently doing business with the City.

Any applicant for a land use change or development permit requiring approval of the City Commission, or any person/entity seeking a City contract through a request for proposal, request for qualification, or sealed bid process (all referred to as applicant):

- A. Shall not induce, attempt to offer, solicit or knowingly assist any person in violating the Ethics Code.
- B. All applicants shall include the following with their application, proposal, or bid:

(Attach additional sheets as needed for each item.)

- 1. A listing of all campaign contributions to sitting City Commissioners in the past four (4) years, as well as contributions of all officers, directors, shareholders of a corporation if the application is a corporation, or partners if the applicant is a partnership, or members, whether general or limited, if it is a limited liability company.

- 2. Disclose all those items that a regulated officer is required to disclose concerning any conflict, whether actionable or non-actionable.

3. Disclose any action that is a violation of the Ethics Code by a regulated office (in reference to the application) with the applicant and/or the applicant's agents, and what was done to rectify the violation (for example: if a gift was given, when demand was made for return of the gift.)

4. An applicant shall fully, completely, accurately, and not misleadingly report and file all disclosures required by this Ethics Code, and shall fully, completely, accurately, and not misleadingly make all disclosures referenced in this Ethics Code and not omit material information, and/or file misleading and/or deceitful information in the disclosure.
5. An applicant has a continuing duty to report any violation of this Ethics Code related to their application.
6. Failure to disclose in compliance with this Section shall be a violation of this Ethics Code and shall be grounds for the City Commission to void or rescind any approval or contract.

- C. No applicant shall, directly or indirectly, induce, encourage, or aid anyone to violate any provision of this Code.

I, _____, have received a copy of the ordinance and understand the ordinance requirements.
Applicant

Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20 ____.

By: _____

Produced as ID: _____

Notary Public, State of Florida