

Development Review Committee

Site Plan Submittal Requirements

PLANS ARE ACCEPTED EACH WEDNESDAY BY NOON

PLANS WILL NOT BE ACCEPTED WITHOUT:

1. DRC application
2. Full descriptive narrative that details entire scope of work
3. Check made payable to the CITY OF CORAL SPRINGS
4. ALL sheets signed & sealed
5. EACH set stapled together
6. EACH set of plans must be folded
7. See attached DRC Submittal Checklist for package details

SITE PLAN REVIEW FEE SCHEDULE

▪ **PRELIMINARY REVIEW:**

Residential: \$1,126.00 plus \$3.23 per unit
Non-Residential: \$1,194.00 plus \$3.23 per 100 (building) square feet
Submit: Seven (7) preliminary plans + one (1) extra site plan

▪ **SECOND SUBMITTAL REVIEW:**

Residential: \$1,052.00 plus \$2.54 per unit
Non-Residential: \$969.00 plus \$2.54 per 100 (building) square feet
Submit: Seven (7) plans + one (1) extra site plan

▪ **MAJOR REVISION:**

[A major revision involves the overall design and layout]

Residential: \$1,674.00 plus \$3.23 per unit
Non-Residential: \$1,900 plus \$3.23 per 100 (building) square feet

Submit: Seven (7) sets of plans + one (1) extra site plan

Revisions that require a change in the location or footprint of a building, or a change in traffic circulation which would significantly alter parking, drive aisles, landscaping, or building locations, are a MAJOR REVISION and require DRC Second Submittal Site Plan review and approval.

▪ **SIGN OFF:**

Residential: \$470.00
Non-Residential: \$427.00
Submit: Four (4) sets of plans

▪ **MINOR REVISION:**

Fee: \$510.00
Submit: Four (4) sets of plans

Revisions that do not require a change in the location of a building or change in the pattern or location of the traffic circulation are a MINOR REVISION and require Site Plan approval only.

WHO TO CALL

CITY CONTACTS:

COMMUNITY DEVELOPMENT

GENERAL DRC INFORMATION: PAUL DA VEIGA 954-344-1028
LANDSCAPING REQUIREMENTS: ANDRE HALUSKA 954-346-1731
SETBACK INFORMATION: ANY MOSCARITOLO 954-344-1160
TREE PERMIT REQUIREMENTS: MARK WESTFALL 954-344-1117

BUILDING

ACCESSIBILITY ISSUES: Bob Rice 954-344 -1057

ENGINEERING

Peter Moore (Chen and Associates) 954-730-0707 ext. 104

UTILITIES

Rich Michaud 954-345-2161

FIRE

Larry Archacki 954-346-1394

POLICE

Brad McKeon 954-346-1799

OTHER IMPORTANT CONTACTS:

AT&T

PHONE: 954-423-6292 FAX: 954-423-6108
8601 WEST SUNRISE BLVD., PLANTATION, FL 33322
Survey Required

ADVANCED CABLE COMMUNICATIONS

PHONE: 954-753-0100 FAX: 954-753-9866
12409 N.W. 35TH STREET, CORAL SPRINGS, FL 33065
Survey Required

FLORIDA POWER & LIGHT

PHONE: 954-956-2014 FAX: 954-956-2020
330 S.W. 12TH AVE., POMPANO BEACH, FL 33069
Survey Required

WASTE MANAGEMENT

PHONE: 954-974-7500 FAX: 954-974-0898
3831 N.W. 21ST AVENUE, POMPANO BEACH, FL 33073

POST OFFICE

Plans shall indicate provisions for mail delivery. Contact the Superintendent of Delivery & Collections at Coral Springs Post Office at 755-1670 for additional details.

SITE PLAN DATA REQUIREMENTS

APPLICABILITY

Submit the information for any multi-family project containing 5 units, all townhouses, all zero lot line; all commercial and industrial projects, renovations resulting in a change of use or building footprint, or as determined by the Community Development Division.

PURPOSE

This checklist is intended as an aid for builders, architects, planners and the City in the preparation and review of site plans.

PRELIMINARY SITE PLAN REQUIREMENTS

The following information must be included in the Preliminary Site Plan package:

- ✓ Seven (7) sets of preliminary plans, plus one (1) extra site plan
- ✓ Construction drawings are not required for site plan review
- ✓ All plans shall be signed and sealed by the appropriate design professional

1. SURVEY

The survey shall be based on current title work and shall be reflected as such on the survey. The following information is required on the survey of the site:

- _____ Angles and bearings, including utility poles catch basins, manholes, fire hydrants and water, sewer and storm lines
- _____ Natural features (topography: existing and proposed contours and/or spot grades)
- _____ The location of buildings, including the location & size of berms & walls
- _____ Location of light poles & fire hydrants
- _____ Location of underground facilities
- _____ Location of intersections, bridges, sidewalks, driveway, curbs and streets
- _____ Abutting and internal streets and their widths
- _____ Easements and/or dedications with O.R Books and Page Number provided

2. OFF-SITE SKETCH

The following information is required in an off-site sketch of property within 300' of the subject property:

- _____ Identification of land use and zoning of adjacent or abutting properties
- _____ Provide all perimeter buffer requirements for adjacent properties

3. LOCATION MAP

Provide on the site plan sheet or cover sheet.

4. SITE PLAN

The following information is required on the site plan:

A. Title block:

_____ Development's name

_____ Architect's name

_____ Legal description of the subject property (Plat Book & Page, Lot, Block, Parcel, Section), or metes and bounds information, site plan date and all subsequent revision dates

_____ True north arrow

B. Tabular information (Site Data Table):

I. Residential site plan

_____ Provide O.R. Book and Page Number(s) for all easements and encumbrances on the Site Plan

_____ Land use designation

_____ Zoning designation

_____ Size of the site (square footage and acreage)

_____ Total floor area of each type of residential unit

_____ Number of dwelling units in each building, leasable square footage area, percentage of total site occupied building or structures

_____ If zero lot line, site widths as measured along the chord at the frontage

_____ Total square footage of each building or structure

_____ Total floor area of recreation building (where approved)

_____ Residential unit mix: the number of 1, 2, 3, etc. bedroom units

_____ Number of provided parking spaces (including handicapped)

- _____ Number of required parking spaces (including handicapped) and method calculated
- _____ Number of dwelling units and density per acre
- _____ Square footage designated for usable open space
- _____ Total landscaped area on site (square footage and percent of total site area)
- _____ Building height
- _____ Provide total square footage of pervious and impervious surfaces

II. **Commercial site plan:**

- _____ Provide O.R. Book and Page Number(s) for all easements and encumbrances on the Site Plan
- _____ Land use designation
- _____ Zoning designation
- _____ Size of the site [square footage and acreage]
- _____ Total gross floor area of the building minus common restrooms, power equipment and meter rooms
- _____ Number of provided parking spaces [including handicapped]
- _____ Number of required parking spaces (including handicapped) and method calculated
- _____ Number of provided loading spaces
- _____ Number of required loading spaces and the method calculated [Note that loading spaces cannot block service doors]
- _____ Building height
- _____ Provide total square footage of pervious and impervious surfaces

III. Zoning Information:

- _____ Distances on all sides between proposed building(s) and property lines
- _____ Distances of proposed building(s) from easements
- _____ Distance of proposed building(s) from rights-of-way
- _____ Height of structures from grade to all floors and total overall height calculated per section 250105 of the Land Development Code
- _____ Provide location of dumpsters and a dumpster detail on the site plan; include area for recycling containers
- _____ Delineate and dimension required loading spaces on the site plan
- _____ Dimension building lengths - If buildings are the same length, a typical building configuration can be provided
- _____ Indicate stripping for all loading areas

IV. On-site Circulation (Vehicular and Pedestrian) and Parking:

- _____ Provide parking details for all types of proposed parking
- _____ Proposed parking areas delineating numbers and dimension of stalls, driveways, access ways
- _____ Provide vehicular circulation system, including required turning radii and sight distance triangles
- _____ Provide location of sidewalks and all pedestrian access ways
- _____ If applicable, provide required stacking spaces on the site plan. Stacking spaces are 9'x 22'

V. On-site Rights-of-way/Easements:

- _____ Provide dimensions and locations of any existing and proposed easements or rights-of-way on or adjacent to the site

Note: Proposed right-of-way is required to be a minimum of: 44' for private local roads, 50' for public local roads

- _____ If applicable, provide the developer's agreement and supporting legal material for proposed easements
- _____ Provide 24' two way drive aisles and 16' one way drive aisles for all internal commercial and multi-family site plans.
- _____ If applicable, provide any abandonments or dedications of easements or rights-of-way
- _____ Provide non-access lines on the site plan as shown on the plat
- _____ Provide Type "D" curbing for all vehicular impact points (roadway curves, parking islands, etc.) - Type "F" curbing may be used in non-impact areas, extruding curbing is not permitted
- _____ Provide one parking island between every ten parking spaces (minimum parking island interior dimension is 9'x16')
- _____ Provide striped crosswalks and drop curbs where sidewalks meet vehicular use areas
- _____ Provide handicap spaces and accessibility as defined by ADA standards

VI. General Information:

- _____ Location and identification of building projections (air conditioner pads, mail boxes, back flow preventors, etc.)
- _____ Provide method of mail delivery
- _____ Provide all sign details, however, note that signs require a separate sign permit from the Building Division - only one sign is allow per street frontage - refer to Section 1806 the Land Development Code for the "Basic Sign Schedule"
- _____ If the subject property is designated as environmentally sensitive urban wilderness, LAPC [Local Area Of Particular Concerns], CNAR [City Natural Resource Area] or MNRA [Municipal Natural Resource Area] provide a current (within 30 days) signed and sealed tree survey. Provide in tabular form trees to remain, to be removed, relocated or which will incur dripline encroachment because of site development. Commercial and multi-family zoned sites require that a minimum of 25% of the trees be preserved within the same area.
- _____ If site has wetlands, provide applicable permits from outside permitting agencies

_____ If the subject property is not environmentally sensitive, provide a tree sketch showing the approximate location of existing trees. Provide in tabular form trees to remain, to be removed, relocated or which will incur dripline encroachment because of site development. (Note that clumps of nuisance species trees can be located as clouded areas on the sketch).

_____ Provide all perimeter buffer requirements for adjacent properties

_____ Placement of trees in the utility easements must be approved by the City Engineering Division

_____ Over-lay all existing trees on the site plan

5. BUILDING ELEVATIONS:

_____ The height of the building is measured from grade to the top of the roof for a flat roof, or from grade to the mean height between the eave and the ridge for pitched roofs

6. FLOOR PLANS:

_____ Each room shall be completely dimensioned and all exterior dimensions shown

ADDITIONAL REQUIREMENTS FOR SECOND SITE PLAN SUBMITTAL

SECOND SUBMITTAL PLANS MUST INCLUDE ALL THE INFORMATION REQUIRED FOR PRELIMINARY SITE PLAN SUBMITTAL, PLUS THE ADDITIONAL INFORMATION LISTED BELOW:

7. WATER, SEWER, PAVING, DRAINAGE AND SITE LIGHTING PLANS:

_____ Signed and sealed water, sewer, paving, and drainage plans and calculations for all parking lots, driveways, and other large paved and unpaved area, and the direction of flow as required by the Engineering Division

_____ Street grades, corners and floor elevation of proposed buildings at the mean sea level and base floor elevations

_____ On-site drainage provisions

_____ Location, materials and sizes of existing storm drain pipes and headwalls

_____ Location of manholes, swales and catch basins showing grades on invert elevations

- _____ Location and finished elevation of swales
- _____ Delineate the direction of drainage flow
- _____ Delineate retention facilities and disposition of storm water
- _____ As required by the Engineering Division, provide written approval from the drainage district
- _____ Location of light poles with all details including footcandle levels, as measured at property line. A lighting certificate from a registered professional engineer or architect stating maximum light spill-over may suffice in some cases.

8. LANDSCAPE PLAN:

- _____ Signed and sealed landscape plan, including detail and specifications on plant material
- _____ Provide a breakdown of the type and quantity of plant material used to meet each requirement (street trees, perimeter landscaping, landscape open space, landscaping adjacent to rights-of-way and parking interiors). In addition, a list of existing trees shall be provided which includes species and diameter of trees to remain, trees to be relocated, and trees to be removed.
- _____ Lift stations, dumpsters, backflow preventors and transformer vaults with landscape treatments
- _____ Street tree locations to be approved by the Engineering Division
- _____ Buffer areas and specific landscape treatment
- _____ If applicable, retaining walls with landscape treatment
- _____ Indicate any overhead power lines

9. SECURITY PLAN

- _____ Provide a separate plan labeled Public Safety/Security Plan showing the typical layout and identify such elements as landscaping, lighting, address and walkway elements, and a list of how these elements are serving public safety. If you have any questions regarding the information required, contact Sergeant Jeff Maslan, Coral Springs Police Department at 954-346-1204.

10. FIRE PLAN:

_____ Outside turning radii within the interior of the site shall be 60-feet.

_____ The main entrance requires a 65-foot outside turning radii.

11. AESTHETIC REVIEW:

_____ The following is a list of materials to be submitted to the Community Development Division. (Upon determination of Staff that all required materials have been submitted by the applicant, the project will be scheduled for the next available ARC meeting).

Required Materials

_____ Color Rendering (24”X 36”) -Boarded-

_____ Four (4) sided color elevations (24”X 36”) -Boarded-

_____ One (1) - 11” X 17” Floor Plan

_____ One (1) - 11” X 17” Site Plan in color

_____ One (1) CD with the above information on PDF, JPEG or GIF

_____ Materials Board:

- Paint Colors (Base, Secondary and Trim) - **ACTUAL PAINT SWATCH IS REQUIRED. (matched to color palette in Community Development for paint approval)**
- Roof Tile - **Actual Material Samples**
- Window Glass - **Actual Material Samples**
- Window Framing or Decorative Trim - **Actual Material Samples**
- Decorative Molding, Stone, Brick, Blocks, Ceramic Tiles, etc. -