



## **DEVELOPMENT REVIEW COMMITTEE**

### **Guide to Site Plan Submittal Requirements**

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: \$1,234.00 plus \$3.50 per unit  
Non-Residential: \$1,307.00 plus \$3.50 per 100 (building) square feet
- **SECOND SUBMITTAL REVIEW:**  
Residential: \$1,151.00 plus \$2.80 per unit  
Non-Residential: \$1,058.00 plus \$2.80 per 100 (building) square feet
- **SIGN-OFF:**  
Residential: \$513.00  
Non-Residential: \$467.00
- **MAJOR REVISION:** [A major revision involves the overall design and layout]  
Residential: \$1,842.00 plus \$3.50 per unit  
Non-Residential: \$2,085.00 plus \$3.50 per 100 (building) square feet

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.

- **MINOR REVISION:**  
Fee: \$560.00

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:

<b>COMMUNITY DEVELOPMENT</b>	GENERAL DRC INFORMATION: 954-344-1160 ZONING INFORMATION: Elizabeth Chang, 954-344-1177 LANDSCAPING: Casey Lee, 954-344-1117 TREE PERMIT REQUIREMENTS: Casey Lee, 954-344-1117
<b>BUILDING</b>	ACCESSIBILITY ISSUES: Bob Rice 954-344 -1057
<b>ENGINEERING</b>	Peter Moore (Chen Moore & Associates), 954-730-0707 ext. 1002
<b>UTILITIES</b>	Rich Michaud, 954-345-2161
<b>FIRE</b>	Bruce Bowers, 954-346-1394
<b>POLICE</b>	Brett Coleman, 954-346-1799

### OTHER IMPORTANT CONTACTS:

**AT&T** (*Survey Required*)  
8601 WEST SUNRISE BLVD  
PLANTATION, FL 33322  
PHONE: 954-423-6292 FAX: 954-423-6108

**ADVANCED CABLE COMMUNICATIONS** (*Survey Required*)  
12409 N.W. 35<sup>TH</sup> STREET  
CORAL SPRINGS, FL 33065  
PHONE: 954-753-0100 FAX: 954-753-9866

**FLORIDA POWER & LIGHT** (*Survey Required*)  
330 S.W. 12<sup>TH</sup> AVE.  
POMPANO BEACH, FL 33069  
PHONE: 954-956-2014 FAX: 954-956-2020

**WASTE PRO**  
17302 PINES BLVD  
PEMBROKE PINES, FL 33029  
PHONE: 954-282-6800 FAX: 954-241-4489

### **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 REQUIREMENTS**

## **APPLICABILITY**

Submit the information for any multi-family project containing 5 or more 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**

**\*\* ALL DOCUMENTS MUST BE SUBMITTED BY 12 NOON ON WEDNESDAY \*\***

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

- Seven (7) sets, signed & sealed with each set stapled and folded.
- Construction drawings are not required for site plan review
- All plans shall be submitted in 24'X36' format.

### **1. OWNERSHIP AND ENCUMBRANCE REPORT**

- Dated within 30 days of submittal
- Legal description
- List & Hard copy of all encumbrances with O.R Book and Page.

### **2. COVER SHEET**

- Name of Development
- Date of Submittal/ Meeting Date
- Page Index
- Title Block
- Location Map

### **3. ATLA 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:

- Based on & dated after Ownership and Encumbrance
- 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

#### 4. SITE PLAN

The following information is required on the site plan:

##### **A. Title block:**

- Development name, Address, or General Location
- Architect name, Address, and Telephone number
- 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
- Identification of land use and zoning of adjacent or abutting properties within 300'.
- Provide all perimeter buffer requirements for adjacent properties.

##### **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
- List any requested Conditional Approvals, Special Exceptions, or Variances (Include code section, requirements, and provided amendments)

###### **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
- ❑ List any requested Conditional Approvals, Special Exceptions, or Variances (Include code section, requirements, and provided amendments)

### III. **Zoning Information:**

- ❑ Distances on all sides between proposed building(s), Parking Lots, Easements, Right-Of-Way, and property lines
- ❑ 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 striping 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 10'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. Refer to Chapter 18 the Land Development Code for Sign Information.
- ❑ 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 & the City's Arborist/ Forester

**5. BUILDING ELEVATIONS**

- ❑ Height of structures from grade to all floors and total overall height calculated per Section 250105 of the Land Development Code
- ❑ Provide dimensioned elevation of all buildings of typical
- ❑ List all building materials and treatments

**6. FLOOR PLANS**

- ❑ Each room shall be completely dimensioned and all exterior dimensions shown

## **SECOND SUBMITTAL SITE PLAN REQUIREMENTS**

**\*\* ALL DOCUMENTS MUST BE SUBMITTED BY 12 NOON ON WEDNESDAY \*\***

**\*\* SECOND SUBMITTAL PLANS MUST INCLUDE ALL THE INFORMATION REQUIRED FOR PRELIMINARY 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 & IRRIGATION PLANS
  - ❑ Signed and sealed landscape plan and separate irrigation plan.
  - ❑ Landscape plan shall include 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 Brett Coleman, Coral Springs Police Department at 954-346-1799. Elements to consider regarding requirements of this plan include:
    - A. Exterior pole or wall-mounted lights, as well as low-level lighting should be in place to provide illumination for all parking and pedestrian walkway areas – there should be no dark areas within your pedestrian walkways (take your placement of landscaping into consideration regarding conflicts with area lighting, as well).

Indicate all on the Safety Plan.

- B. The coordination of both type and location of landscaping, so as not to obstruct exterior lighting or leave hidden or obscured areas.
- C. Labeling and description of all pavement markings and signage on site - should be labeled on both the Public Safety/Security Plan, and Pavement Markings Site Plan (if required).
- D. Provide "Stop" signs and stop bars at all exiting driveways at the property line, and elsewhere where appropriate.
- E. Provide a "Keep Right" (R4-7) sign at openings with median (where appropriate).
- F. "Do Not Enter" signs shall be located at escape points of drive-through lanes (where appropriate), or other areas of restricted movement.
- G. Details of any exterior roof access ladders, including the method of securing (i.e. padlock, cage, etc.).
- H. Details of any installed video surveillance system and location that servers and/or data is stored.

#### 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.
- Show Location of all Fire Hydrants

#### 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" Four Sided Elevations in Color
- One (1) – 11" X 17" Street Profile
- 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**
  - 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.