



# CITY OF HOLLYWOOD

## Guide to TAC Submittal Checklist

This document is an outline of site plan review procedures as listed in the Technical Advisory Committee Submittal Checklist. For additional information please refer to Chapter 162 of the Code of Ordinances.

### General Requirements:

#### Pre-application Conference

Applicant must meet with an Office of Planning staff member prior to preparing and submitting a package for site plan review.

#### Applicable Projects

- All new construction and modifications to existing residential developments which result in five or more dwellings on a single lot
- All new nonresidential development
- Existing nonresidential modifications which result in an increase of eleven or more parking spaces

#### Exemptions (Additional exemptions are listed under Chapter 162)

- Modifications/additions to existing residential developments which result in a total of four or less dwellings
- New construction/interior remodeling to commercial development which results in an increase of ten or less parking spaces

### Requirements for Preliminary Site Plan Review:

*One of the required packages shall be signed and sealed by the appropriate professional(s). All packets shall include the following:*

#### 1. Ownership & Encumbrance Report (O&E)

- Dated within 30 days of submittal packet
- Indicate it was searched from time of platting or 1953 (earliest of the two)
- Legal description of property
- Names of all current owners
- Names of all outstanding mortgage holders or a no lien affidavit
- Listing and hard copy of all recorded and unrecorded encumbrances (with O.R. or plat book(s) and page number(s) provided) lying within/on the property boundaries (i.e. easements, rights-of-way, non-vehicular access lines, etc.)
- Listing and hard copy of any type of encumbrance abutting the property boundary necessary for legal access to the property (if none, state so)

#### 2. Cover Sheet

- Name of development and phase (if applicable)
- Page Index
- Preliminary or Final TAC and meeting date
- Title (see Site Plan)
- Location map

#### 3. Certified ALTA Survey

- Based on and dated after O&E
- Extend to centerline of all adjacent streets and alleys

- Angles and bearings, including light and utility poles, catch basins, manholes, and fire hydrants
- Natural features (topography: existing and proposed contours and/or spot grades)
- Location of buildings, including the location and size of berms, walls, underground facilities, intersections, bridges, sidewalks, driveways, curbs and streets
- Abutting and internal streets and their widths, including existing curb-cuts/driveways to surrounding properties within 100 feet
- Easements and/or dedications with O.R. or plat book(s) and page number(s)
- Net & gross property size in square feet and acreage (provide gross for residential/hotel developments)
- If located within Regional Activity Center include the existing residential/hotel units and/or commercial square footage

#### 4. Site Plan

Title Block:

- Development name, address or general location
- Site Plan date and subsequent revision dates
- Architect/Engineer's name, addresses, and telephone number

Tabular Information:

- Legal Description including subdivision name, plat book page number, lot and block or metes and bounds if unplatted
- Current Land Use & Zoning designations and, if applicable, requested Land Use & Zoning designations
- Required and provided building setbacks
- Required and provided amounts for pervious and impervious in square footage, acreage and percentage (i.e. buffer areas, landscape areas, building footprint, vehicular use area, etc.) \*\*Include calculations where necessary
- Height of structure(s)
- Required and proposed parking amounts, including handicap, guest and loading (show calculations)
- List any requested variances (include provided and required amounts)
- Note stating the maximum foot-candle level at all property lines (maximum 0.5 if adjacent to residential)

*Residential/Hotel Development*

- Net & Gross property size in square feet and acres
- Total floor area of each type of unit/room including a breakdown of airconditioned and non-airconditioned space (balconies, garages, terraces, etc).
- Number of dwelling units/rooms in each building including the number of bedrooms/bathrooms for each unit type 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 any recreation building
- Total number of allowed and proposed dwelling units/rooms and density per acre (including calculation)

*Non-Residential Development*

- Net size of the site in square feet and acres
- Total gross floor area of the building, including a breakdown of common areas (restrooms, power equipment rooms, and meter rooms)

Zoning Information:

- Distances between existing and proposed buildings, parking lots, easements, rights-of-ways, and property lines
- Dumpster enclosure location(s), including area for recycling containers
- Dimension of building lengths
- Location, size and content of any proposed signage
- Dimension for all proposed parking types including driveways and access ways
- Vehicular circulation system showing required radii, dimensioned sight distance triangles and non-access line as per shown on the plat
- Dimension of existing and proposed sidewalks, pedestrian access ways, crosswalks and drop curbs
- If applicable, dimensions for required stacking
- Regulatory signage and pavement markings in compliance with the Manual of Uniform Traffic Control Devices
- Dimensions and locations of any existing and proposed easements or right-of-ways on or adjacent to the site. Provide

- documentation relating to the abandonment or dedication(s) of easements or right-of-ways
- If applicable, provide the agreement(s) and supporting legal documentation for proposed easements
- Identify 'D' or 'F' curbing for all vehicle impact points
- Location and identification of building projections (i.e. air conditioner pads, mail boxes, light poles, overhead utility lines, back flow preventors, balconies, roof overhangs, etc.)
- Provide method of mail delivery
- Identify locations of existing and proposed fire-hydrants on-site or the closest off-site locations

General Information:

- Environmentally sensitive designated properties (urban wilderness, LAPC or MNRA) must provide a signed and sealed survey prepared no more than 30 days prior to the date of submittal. In tabular form, provide trees to remain, to be removed, relocated or which will incur dripline encroachment due to site development
- If wetlands exist on-site, provide applicable permits from outside permitting agencies
- If not environmentally sensitive, provide a tree sketch showing all trees that are two inches in diameter at breast height (DBH) or more and their locations. Provide information in tabular form (botanical name, common name, and caliper measurement) showing trees which are to remain, be removed, relocated or designating which trees will incur dripline encroachment due to site development. Clumps of nuisance species trees can be located as clouded area on sketch.
- Placement of trees in utility easements must be approved by the City's Engineering Division, Department of Public Utilities and the City's Arborist

Phased Development (if phased the following apply)

- Development plan shall show all proposed phase lines showing circulation, required parking to support each phase, landscaping, amenities and that full utility service through the site is provided at all times
- All phase lines shall be drawn so that it is clearly delineated that each phase can stand on its own to provide for the health safety and welfare of the public
- Residential developments: all proposed amenities must receive Certificates of Occupancy or final inspections in the first phase of the development, prior to Certificate of Occupancy of any residential structures
- A backbone master plan for the entire projects water, sewer and access needs is required along with the phasing plan

**5. Building Elevations**

- For building height, refer to Height of a Building and Established Grade definitions in the City's Zoning and Land Development Regulations
- Provide dimensioned elevations of all buildings or typical
- List all building materials and treatments
- If applicable, provide the location and height/size of fences, walls, dumpster enclosures and signage

**Requirements for Final Site Plan Review:** (in addition to above items)

**1. Typical Floor Plan** (If buildings are compatible provide a typical floor plan. Parking garages, all levels are required.)

- Full dimensions for each room/parking area
- Exterior dimensions

**2. Landscape Plans** (Plots of 10,000 feet or more require plans from a registered Landscape Architect or Architect.)  
*Tabular Information*

- Plant material details and specifications
- Percentage of native trees and shrubs
- Botanical name, common name, caliper measurement, and tree disposition in required and provided amounts
- Breakdown of required and provided street trees, buffer areas, perimeter and open space (include calculations where necessary)

- Note indicating provision of 100% irrigation

*Reflected on Plans*

- Lift stations, dumpsters, retaining walls, backflow preventors and transformer vaults (with landscape treatments)
- Existing and provided street, buffer area, perimeter and open space tree locations
- Directional signage, lighting, overhead power lines, underground utilities and existing/proposed easements

**3. Wildlife Protection** (Applicable to development of natural areas over one acre)

- Provide a written report from qualified consultant evaluating land area's existing conditions, wildlife population numbers and type and specific action plan for the safe capture and relocation of the identified animal population.
- Detailed budget and cost estimate for proposed action plan must also be included in report
- City must approve an action plan prior to land clearing, demolition or permits being issued
- Total dollar amount from consultant report placed in an escrow account for animal relocation plan

**4. Schematic Drainage Plan**

- Location of existing and proposed potable water and sewage collection facilities
- Proposed point of connections to existing water and sewer facilities
- Proposed new utilities easements
- Estimated flows and calculations
- Schematic water distribution, sewage collection and drainage plans including proposed locations and diameters of piping systems, manhole locations, lift stations, point of connection to the City's system, proposed drainage outfall connection
- Direction of drainage flow
- Proposed average private road grades, corners and floor elevation for proposed buildings (mean sea level)
- Base floor elevations
- Proposed stormwater drainage report complying with South Florida Management District regulations
- Location and sizes of existing storm drain pipes and headwalls
- Proposed manholes, drainage swales and catch basins

**5. Street Profile**

- Elevations showing general character and relationship with surrounding properties

**6. Color Renderings**

- Color representation of the elevations showing textures, architectural features, fences, etc.

**7. Color Chips**

- One set of original color swatches reflecting proposed colors for all structures

**8. Additional Information** (may be required by TAC when applicable)

- Permits: Driveway connection permits required by state, federal and local agencies and copy of permit application
- Proof of Concurrency: Projects requiring Site Plan review or Developments of Regional Impact (DRI's) are required to provide proof of concurrency in accordance with City's Comprehensive Plan and Chapter 163 of Florida Statutes and Satisfaction of Broward County concurrency standards (<http://broward.org/development/devreviewsvcs.htm>)
- Parking study or traffic circulation study including signalization and geometric improvements
- Protection of natural areas, native species, potable water well fields, and dune systems and provision of effective erosion control and protection against hazardous waste
- Demonstrate there will be no adverse affects on endangered or threatened plant or animal species and will to the greatest extent possible protect natural areas, native species, potable water wellfields, dune systems, provide effective erosion

control and will protect against hazardous waste

- Maximum clustering of buildings and impervious areas
- Bicycle and pedestrian paths connecting to development and combination of landscaping with adjacent properties
- Specifically delineated dimensions between columns and/or other structures and provision of a sealed survey establishing compliance with previously designated dimensions
- TAC may further require that following construction of footings and establishment of batter-boards for column construction at grade level, that the developer provide to the TAC, a sealed survey establishing compliance with the previously designated critical dimensions

**9. Written Response to Final TAC Comments**

- Typed response to all comments from each department

**10. CD (Package information in PDF/JPG format only)**

- Preliminary Requirements: Application and items 2-5 above
- Final Requirements: items 1, 2, 5, and 6 above

**11. Public Notice: Mailing Notification and Property Posting**

- Notification letter and appropriate amount of City envelopes and signs will be provided by the Office of Planning
- Applicant to obtain certified letter, map and mailing list/labels for properties within 500 feet
- Copy of notification sent to property owners shall also be sent to the Office of Planning
- Certification Letter assuming responsibility for completion
- Any of the following licensed professionals may prepare and mail the notification package: Engineer, Architect, Landscape Architect, Real Estate Broker, Real Estate Appraiser, Land Surveyor, Urban Planner or Attorney
- Property must be posted 10 days prior the Final TAC public hearing and pictures must be submitted

*This document should be used as a guide. Please refer to the City of Hollywood Code of Ordinances, Chapter 162 for a full, detailed list of requirements.*