CITY OF HALLANDALE BEACH
MINOR DEVELOPMENT REVIEW
SUBMISSION CHECKLIST

Residential –3-9 units
Commercial –less than 4,000 Square Feet

Date: _____ **Folio # (required)** _____
Location/Subject property: _____
Applicant's Name: _____ Phone: _____
Agent's Name (if applicable): _____ Phone: _____
Type of Application (check one): ____ Residential (____ No. units) ____ Commercial (_____ sqft.)

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Article V of the Zoning and Land Development Code. Failure to provide any listed items shall be cause for the city to return your application. You will be notified of any deficiencies of your submission after a sufficiency review of the application occurs. The adequacy of the submittal will be determined by staff.

Section I – General Information

A. Applicant has had a pre-application conference with staff. ____Yes ____No

		APP	CITY
1.	Fees: Proof of payment (full fee)	____	____
2.	Application has been fully completed, including full address, location and legal description of the subject property. Application must be notarized.	____	____
3.	A certified plat of survey, prepared within one (1) year from date of application, which includes:	____	____
	a. An accurate folio number and legal description of the subject property.	____	____
	b. Computation of the total area of property in square feet and to the nearest tenth of an acre.	____	____
	c. Zoning of the property.	____	____
4.	Five copies of required site plan, which shall:	____	____
	a. Be prepared at a scale not smaller than one (1) inch equals (50) feet,	____	____
	b. Be submitted on sheet(s) 24" x 36" unless the director determines sheet size would be more appropriate	____	____
	c. Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale drawing (numerical and graphic),	____	____
	d. Reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority.	____	____
5.	An electronic (PDF) copy of complete submittal package.	____	____
6.	Proof of ownership, which shall consist of at least one of the following:	____	____
	a. A fee simple title	____	____
	b. An option to acquire fee simple title within a specific period of time	____	____
	c. A leasehold interest in excess of 20 years	____	____
	d. A marketable title subject to certain condition which will not substantially restrict development within a reasonable time	____	____

		APP	CITY
7.	All mortgages, including purchase money mortgages, al easements restricting land use, all liens and all judgments, which may affect the site, must be identified	____	____
8.	Information pertaining to previous building and land development experience of the applicant.	____	____
9.	Evidence of applicant's ability to acquire sufficient development funds, (either a letter of commitment from a recognized financial institution, or a certified personal or corporate financial statement.)	____	____
10.	Proof by the applicant that this proposed development is in strict compliance with all the standards and requirements of this article.	____	____

Section II – Site Plan Review Submission

Note: A waiver request must be provided for those items not addressed. No response is considered an omission of information. Indicate by a check mark if a waiver is to be requested. An explanation of the waiver will be needed.

11.	Existing site characteristics map, which includes:	____	____
	a. Existing site physiograph, including soils, topography, watercourses and identification of the 100-year flood plain.	____	____
	b. Existing tree survey, including their location, type, height, trunk diameter at 4 feet above existing ground level and a written statement from a qualified botanist, landscape architect, forester or ecologist explaining their value, their tolerance to the proposed development, and what measures are to be taken to minimize any negative impacts of the development as it is related to vegetation.	____	____
	c. Existing zoning of the site and all property within twenty-five (25) feet, which is either adjacent to the site or separate from the site by a public right-of-way.	____	____
	d. Existing water and wastewater utility lines at the point of site intersection including their condition, size, current peak hour utilization, capacity and peak hour pressure.	____	____
	e. Existing streets, including their condition, right-of –way width, current usage and design capacity.	____	____
12.	Proposed site development plan, which includes:	____	____
	a. Proposed finished grading by spot elevations and in particular at locations along lot lines.	____	____
	b. Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.	____	____
	c. Provisions for the adequate drainage and disposition of natural and storm water in accordance with the adopted design standards of the city, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system and on-site storm water retention.	____	____
	d. Proposed utility services, including, but not limited to:	____	____
	1. water and wastewater lines and pipe sizes,	____	____
	2. telephone, electric and gas lines,	____	____
	3. solid waste receptacle locations and pressure capabilities and	____	____
	4. fire hydrant locations and pressure capabilities.	____	____

e. Proposed structures, including their location, use, height, gross floor area and where applicable, the density, number, size and type of residential dwelling units. ____ ____

f. The total amount and percentage of site area to be utilized for structural coverage shall be indicated. ____ ____

g. Proposed vehicular use areas, including off-street parking and loading spaces, driveways, on-site curb cuts, related off site median cuts, and acceleration and deceleration lanes, including their location, size, width and type of surface and access routes for emergency vehicles. The total amount and percentage of site area to be utilized for vehicular use areas shall be indicated. ____ ____

h. Proposed fences, walls, screen planting and hedges, including their location, type, size and height. ____ ____

i. Proposed pedestrian ways and sidewalks, including their location, width and type of surfacing. ____ ____

j. Proposed open space and recreational areas, including the location, height, type and size of all trees, plants and other landscape materials. The total amount and percentage of site area to be utilized for both pervious and impervious open space and recreation areas shall also be indicated. ____ ____

k. Proposed signage, where applicable, including their location, dimensions, height and type. ____ ____

l. Proposed handicapped design features, including ramps, parking spaces, fountains and restrooms. ____ ____

13. Other Requirements-A statement as to the following: ____ ____

a. A description of the number of anticipated future residents, users and employees of the proposed development. ____ ____

b. A description of the architectural harmony and compatibility of proposed buildings and other structures, and the relationship of said structures to each other, adjacent development and the overall community, including such items as height, bulk, construction materials, and façade treatment. A description of maximum shadows to be cast by proposed structures shall also be included. ____ ____

A description of anticipated energy demands of the proposed development and what measures are to be taken to reduce energy consumption, both through project design and permanent operational techniques. ____ ____

c. A description of public mass transportation routes and schedules as related to the proposed development. ____ ____

d. A description of how the proposed development is in conformity with, where applicable, the Broward County Land Use Plan, and the City Comprehensive Plan. ____ ____

14. Evidence of coordination with other agencies, which may have jurisdiction over the proposed development. ____ ____

15. Waiver requests of submission requirements, which are not applicable to the development are provided addressed to the Director. ____ ____

Source: City of Hallandale Beach, Zoning and Land Development Code, Article V.