



**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**SITE PLAN APPLICATION**

**To be completed by Town**      **Permit Number Assigned:** \_\_\_\_\_

Date Application submitted: \_\_\_\_\_

Date Application found complete: \_\_\_\_\_

Pre-Application meeting date: \_\_\_\_\_

Town Commission meeting date: \_\_\_\_\_

**APPLICATION TYPE AND FEES**

			<b>TOTAL DUE</b>
Site Plan:	\$ 900.00	Consultant Fee: \$2600.00	<b>\$3500.00</b>
*Single Family Home/Duplex	<b>\$ 350.00</b>	<b>Deposit: \$ 500.00</b>	<b>\$ 850.00</b>
Rezoning:	\$ 900.00	Consultant Fee: \$2600.00	<b>\$3500.00</b>
Land Use Plan Amendment:	\$ 900.00	Consultant Fee: \$2600.00	<b>\$3500.00</b>
Preliminary Plat:	\$ 900.00	Consultant Fee: \$2600.00	<b>\$3500.00</b>
Final Plat:	\$ 900.00	Consultant Fee: \$2600.00	<b>\$3500.00</b>

The Town Code provides for cost recovery of outside consultants, legal advertising costs, direct mail notice costs, etc. and depending on the scale of the project, additional fees may be incurred. For Single Family Homes a \$500.00 deposit will be required for third party fees. Any unused portion of the consultant fee or deposit will be refunded to the Applicant.

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent/Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**DESCRIPTION OF PROJECT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_

THE ABOVE PERSON PRODUCED AS IDENTIFICATION:

OR IS PERSONALLY KNOWN TO ME \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_, COUNTY OF \_\_\_\_\_

**\*If Agent/Applicant is not Owner, a notarized letter is required from Owner.**

## PROJECT CHARACTERISTICS

### For Proposed Residential Projects: Unit Type

Single Family	Number of Units _____	Plot Size _____	Density _____
Duplex	Number of Units _____	Plot Size _____	Density _____
Townhouses	Number of Units _____	Plot Size _____	Density _____
Condominiums	Number of Units _____	Plot Size _____	Density _____
Motel Units	Number of Units _____	Plot Size _____	Density _____
Hotel Units	Number of Units _____	Plot Size _____	Density _____

### For Proposed Non-Residential Projects:

#### Primary Land Use Type

Commercial _____	Gross Floor Area _____	Plot Size _____	# of Stories _____
Office _____	Gross Floor Area _____	Plot Size _____	# of Stories _____
Restaurant _____	Gross Floor Area _____	Plot Size _____	# of Stories _____
Medical _____	Gross Floor Area _____	Plot Size _____	# of Stories _____
Other or Accessory Uses _____,			
	Gross Floor Area _____	Plot Size _____	# of Stories _____

### Existing Site Characteristics

Existing Zoning \_\_\_\_\_ Land Use Plan Designation \_\_\_\_\_

Existing Land Use \_\_\_\_\_

Presently Vacant \_\_\_\_\_

In Residential use \_\_\_\_\_ Last Date Occupied \_\_\_\_\_ To Be Demolished \_\_\_\_\_  
Number of Units \_\_\_\_\_ Plot Size \_\_\_\_\_ Density \_\_\_\_\_

In Non-Residential use \_\_\_\_\_ Last Date Occupied \_\_\_\_\_ To Be Demolished \_\_\_\_\_  
Gross Floor Area \_\_\_\_\_ Plot Size \_\_\_\_\_ # of Stories \_\_\_\_\_

Date Application was accepted by Town Planner: \_\_\_\_\_



## TOWN OF LAUDERDALE BY-THE-SEA DEVELOPMENT SERVICES

### APPLICATION FOR SITE PLAN

### INSTRUCTIONS

The applicant must schedule a pre-application conference with staff at least one week before APPLICATION SUBMITTAL DATE. The purpose of the meeting shall be to advise the applicant of filing requirements, filing fees, the Town's development review process, and other issues that may affect the application. Please call 954-640-4210 to schedule an appointment.

The following is a list of items that must be included with application submittal:

- \* A completed Application Submittal Checklist form. (attached)
- \* Completed application to be Signed and Notarized.
- \* Applicable fees (\$3500) **Note:** Additional Town Off-Site Consultant fees may apply. Single family home filing fee \$350 plus a \$500 deposit for third party fees - Total (\$850). Any unused portion of the consultant fee or the deposit will be refunded to the Applicant.
- \* Five (5) copies of site plan (two signed and sealed) including those required items listed in the application package. Once review is completed, additional copies will be required for Town Commission Review.
- \* Two (2) copies of Signed and Sealed Current Survey
- \* Agent letter from property owner, if agent represents owner.

### PLANNING AND ZONING BOARD SCHEDULE (Meeting Schedule attached)

The 3<sup>rd</sup> Wednesday of the month (as needed) at 6:30 P.M. Jarvis Hall located at 4501 Ocean Blvd., Lauderdale-By-The-Sea.

For advertising and review purposes, complete applications must be submitted 45 days before the Planning and Zoning Board meeting.

## Application Submittal Checklist – Site Plan

**NOTE: The project Architect or Engineer must complete the portion below in order for the application and plans to be accepted.**

**General Requirements**

- Application submitted prior to noon with Application fee in the amount of **\$3,500.00**  
**\*for single family home/duplex submit total amount of \$850.00**  
Note: Make check payable to Town of Lauderdale-By-The-Sea.
- Sheet size of plans cannot exceed 24" X 36"
- Plan sets must be bound, stapled, and folded into a size no larger than 8 ½" X 11"
- Two (2) set of all plan sheets reduced to 8 1/2" X 14"
- All other required documents must be stapled, bound or in a folder, not larger than 8 ½" X 11"
- Copy sets are provided in color if original signed and sealed set is in color.

**One (1) copy of the following:**

- Completed application
- Proof of ownership
- Property owner's signature and agent letter
- Traffic Study if applicable
- Color photographs of the entire property and all surrounding properties. All photographs are required to be dated and labeled and identified as to the orientation.
- Model replica if applicable

**Two (2) original signed and sealed set AND seventeen (17) copy sets in the following order:**

- Cover Sheet for plan package describing project details
- Current survey(s) of property
- Most current recorded plat including amendments
- Plans as specified to include but not limited to
  - A. Site Plan
  - B. Details
  - C. Floor Plans
  - D. Building Elevations
  - E. Additional Renderings
  - F. Landscape Plans

**I acknowledge that the Required Documentation and Technical Specifications of the application are met:**

**Print Name:** \_\_\_\_\_

**PE / A1A Seal**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**For Department Staff use only:**

**Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Tech. Specs Reviewed by:** \_\_\_\_\_

**Permit Number assigned:** \_\_\_\_\_