

## SITE PLAN LEVEL 1 MODIFICATION CHECKLIST



**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**Department of Development Services**  
**4501 N. Ocean Boulevard Lauderdale-By-The-Sea, FL 33308**  
**Phone: 954-640-4210 Fax: 954-640-4654**  
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### **SITE PLAN LEVEL 1 MODIFICATION CHECKLIST**

In accordance with the Town of Lauderdale-By-The-Sea Unified Land Development Regulations Section 30-123–Site Plan Level 1 Modification, the following is a list of the required documentation required for development approval of a Site Plan Level 1 Modification application.

#### **Items for Submittal:**

- Fee for Site Plan Modification-Level 1 + Deposit (See Fee Schedule)
  - One (1) copy of the plans only at 11" x 17" in color (as applicable)
  - Two (2) copies of the plans only signed, sealed and bounded at 24" x 36"
  - One (1) digital copies of the below referenced documents – via email, disk or thumb drive
- A completed Development Application signed and notarized (original needed)
- Proof of Ownership (Deed, Title Work)
- Copy of site plan previously approved by the Town (see specifications for site plan below)
- Copy of Development Order originally approved by the Town
- A letter addressed to the Town describing the changes to the previously approved site plan
- An exhibit showing the proposed modifications to the site plan (please show change to site plan at the same scale and paper size as previously approved site plan)
- Current survey current within 60 days and drawn to scale (as applicable)
- Revised rendering or perspectives of the modified development (as applicable)
- Revised landscape plans (as applicable)
- Revised elevations (as applicable)
- Traffic Study (as applicable)
- Photos of site and of adjacent properties (as applicable)
- Upon resubmittal of the plans, include a letter response to the Town comment. This is done by providing the comment received from the Town followed by a response by the applicant

**Specifications for Site Plan:** If the original site plan was not completed to the required specifications, please review the following information as the appropriate submittal package for a site plan:

- Cover sheet for the plan set describing project details (e.g. consultants, area map, project name)
- Survey. The survey must identify the following:
  - \* Distance of structure from property line
  - \* Distance between structures
  - \* Identify property lines
  - \* Existing setbacks
  - \* Easements
  - \* Adjacent right-of-way
- Detail Sheet
- Floor Plans
- Building Elevations



**PROPOSED DEVELOPMENT: COMPLETE FOR RESIDENTIAL PROJECTS**

UNIT TYPE	NUMBER OF UNITS	PLOT SIZE	DENSITY
Single-Family			
Duplex			
Townhouse			
Condominium			
Motel Unit			
Hotel Unit			
If site plan is being modified, describe changes to any of the above:			

**PROPOSED DEVELOPMENT: COMPLETE FOR NON-RESIDENTIAL PROJECTS**

LAND USE TYPE	GROSS FLOOR AREA	PLOT SIZE	NUMBER OF STORIES
Commercial			
Office			
Restaurant			
Medical			
Other Uses:			
Other Accessory Uses:			
If site plan is being modified, describe changes to any of the above:			

**Administrative Use Only**

**Date Application Submitted:** \_\_\_\_\_

**Date Found Complete:** \_\_\_\_\_

**Pre-Application Meeting Date:** \_\_\_\_\_

**Board of Adjustment Meeting Date:** \_\_\_\_\_

**Town Commission Meeting Date:** \_\_\_\_\_

**Application Number:** \_\_\_\_\_

Application #: \_\_\_\_\_  
BTR#: \_\_\_\_\_



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**DEVELOPMENT APPLICATION**

In accordance with Section 30.111-30.113 of the Town's Unified Land Development Regulations: Development applications are required to be provided before any development permit is issued. Please refer to the Town's website to obtain a copy of the corresponding Application Checklist. Please also refer to the Fee Schedule, updated annually by the Town, as provided on the website which will indicate the cost per application type. Please check the development approval being requested:

- |   |  |  |
|---|--|--|
| <input type="radio"/> Abandonment                       | <input type="radio"/> Conditional Use-Sign         | <input type="radio"/> Preliminary Site Plan          |
| <input type="radio"/> Administrative Adjustment-Level 1 | <input type="radio"/> Conditional Use-Transfer Fee | <input type="radio"/> Sidewalk Cafe                  |
| <input type="radio"/> Administrative Adjustment-Level 2 | <input type="radio"/> Construction Time Extension  | <input type="radio"/> Sidewalk Cafe Modification     |
| <input type="radio"/> Architectural Review-Preliminary  | <input type="radio"/> Development Order Extension  | <input type="radio"/> Site Plan                      |
| <input type="radio"/> Architectural Review-Final        | <input type="radio"/> Encroachment Application     | <input type="radio"/> Site Plan Modification-Level 1 |
| <input type="radio"/> Bicycle Racks                     | <input type="radio"/> Landscape Plan               | <input type="radio"/> Site Plan Modification-Level 2 |
| <input type="radio"/> Conditional Use                   | <input type="radio"/> Landscape Plan Amendment     | <input type="radio"/> Tree Removal                   |
| <input type="radio"/> Conditional Use Amendment-Level 1 | <input type="radio"/> Parking Reduction-Level 1    | <input type="radio"/> Variance-Single Family         |
| <input type="radio"/> Conditional Use Amendment-Level 2 | <input type="radio"/> Parking Reduction-Level 2    | <input type="radio"/> Variance - Other               |
|   |  | <input type="radio"/> Other _____                    |

**Based on approval being requested, refer to the corresponding checklist and supplemental requirements.**

Project Name: \_\_\_\_\_ Folio Number(s): \_\_\_\_\_

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

Subdivision Name: \_\_\_\_\_ Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Address of Property Owner: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_ Property Owner's Email Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Address of Applicant: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Applicant Email Address: \_\_\_\_\_

Name of Agent (e.g. Contractor) Representing the Project: \_\_\_\_\_

Agent's Address: \_\_\_\_\_ - \_\_\_\_\_ Agent's Phone: \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Land Use Plan Designation: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Existing/Type of Use of the Subject Property: \_\_\_\_\_

Proposed Use of the Subject Property: \_\_\_\_\_

As applicable, answer the following:

Existing Number of Units: \_\_\_\_\_ Proposed Number of Units: \_\_\_\_\_

Existing Square Footage: \_\_\_\_\_ Proposed Square Footage: \_\_\_\_\_



**DEVELOPMENT APPLICATION SIGNATURE PAGE**

Print Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

State of Florida: \_\_\_\_\_

County: \_\_\_\_\_

SWORN AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

The person signing is \_\_\_\_\_ personally known to me or \_\_\_\_\_ has produced identification \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Applicant: \_\_\_\_\_

State of Florida: \_\_\_\_\_

County: \_\_\_\_\_

SWORN AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

The person signing is \_\_\_\_\_ personally known to me or \_\_\_\_\_ has produced identification \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

**FOR ADMINISTRATIVE USE ONLY:**

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

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

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

Non-refundable Application Fee: \_\_\_\_\_

Cost Recovery Fee: \_\_\_\_\_