

SITE PLAN LEVEL 2 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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www.LBTS-FL.GOV

SITE PLAN LEVEL 2 MODIFICATION CHECKLIST

In accordance with the Town of Lauderdale-By-The-Sea Unified Land Development Regulations Section 30-123 – Administrative Adjustment-Level 2, the following is a list of the required documentation required for development approval of an Site Plan Level 2 Modification application.

Items for Submittal:

- Fee for Site Plan Modification-Level 2 + Deposit (See Fee Schedule)
 - (1) copy of the PLANS only (at 11" x 17") in color (as applicable at final submittal)
 - 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
- Renderings or perspectives of the proposed development

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: _____
 Pre-Application Meeting Date: _____

Date Found Complete: _____

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: _____