



City of Margate

Development Review Committee

Rules of Conduct

Pursuant to Section 31-34 of the City of Margate Code, The City of Margate Development Review Committee (DRC) adopts the following Rules of Conduct.

1. The designee of the Director of the Development Services Department shall act as chairman in the Chairman's absence.
2. The Chairman shall prepare a schedule of meetings for the fiscal year and present that schedule to the DRC at the last meeting of the prior fiscal year.
3. The Chairman shall schedule, prepare the agenda, provide all backup materials for each DRC meeting and ensure that the materials are provided to the committee members at least fifteen (15) days before the meeting.
4. The Chairman shall call the meeting to order.
5. A roll call of the committee members shall be taken. If a committee member has determined that a project is not in compliance with all applicable laws and regulations which comes under their department's jurisdiction, their attendance or that of their designee is required. If the project is in compliance, their attendance is not required provided that a statement that the project is in compliance with all applicable laws and regulations and the conditions as outlined in Section 31-35 of the City Code which comes under their department's jurisdiction. The statement of compliance shall be provided to the Chairman one week before the scheduled meeting of the committee.
6. The committee shall consider approval of minutes, if available.
7. Each item on the agenda shall be review in the following manner:
 - a. Acceptance of Application
 - i. Prior to acceptance by the Development Services Department (DSD) of an application for a development permit, the DSD staff shall determine that the following information/documentation is included:
 - a. Applicant Information
 - i. Name, business/corporate name, address, email address, phone number of property owner
 - ii. Name, business/corporate name, address, email address, phone number of agent, if appropriate

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- iii. Name, business/corporate name, address, email address, phone number of professional support, if appropriate
- iv. Proof of ownership (Broward County Property Appraiser, Bill of Sale, Warranty Deed)
- v. Agent authorization from property owner
- vi. Description of developer interest, if different from owner
- b. Project Information
 - i. Name of project
 - ii. Project address
 - iii. Folio number
 - iv. Project property legal description or current survey
 - v. Acreage
 - vi. Proposed use
 - vii. Existing use
 - viii. Description of project in detail
- c. Signed Waiver of Florida Statutes Section 166.033
- d. Supplemental information – The application shall include the supplemental information detailed below for the appropriate development permit.
- ii. Upon determination that the required information/documentation is included, the application and required application fees shall be accepted by the DSD staff.
- iii. Within one (1) business day of acceptance of the application, the application with the supplemental information/documentation shall be forward to the DRC members for completeness review.
- b. Determination of completeness (The timeframes do not apply to land use plan amendments)
 - i. Each DRC member shall review the application and supplemental information/documentation for completeness and sufficiency to determine if it is adequate to evaluate the application and to make a recommendation of approval, approval with conditions, or denial.
 - ii. If additional information is required, an itemized list shall be prepared identifying the additional information required in detail and referencing specific ordinance, rule, statute, or other legal authority requiring such information.

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- iii. Within twenty (20) days of acceptance of the application and supplemental information, the DRC members shall provide the DRC chairman either a detailed list of required additional information or a statement that the application is complete and sufficient.
 - iv. If the applicant did not sign the waiver of Florida Statutes Section 166.033, within thirty (30) days of the staff accepting the application, the DRC chairman shall notify the applicant of the additional information required or that the application is complete. If the applicant did sign the waiver of Florida Statutes Section 166.033, the DRC chairman shall notify the applicant of the additional information required or that the application is complete in a reasonable period of time.
 - v. If the applicant did not sign the waiver of Florida Statutes Section 166.033, within thirty (30) days of the notice of an incomplete application, the applicant shall provide the requested information. The applicant may request for a reasonable extension of time, particularly in the event of a force majeure or other extraordinary circumstance. The DRC chairman may approve such a request. Failure to provide the requested information within thirty (30) days, it will be assumed that the application has been withdrawn. If the applicant did sign the waiver of Florida Statutes Section 166.033, the applicant shall provide the requested information in a reasonable period of time.
 - vi. When reviewing an application that is certified by a professional listed in s. 403.0877, steps i. through v. may be repeated only twice if the applicant did not sign the waiver of Florida Statutes Section 166.033. Before a third request for additional information, the applicant must be offered a meeting to attempt to resolve outstanding issues. If the applicant believes the request for additional information is not authorized by ordinance, rule, statute, or other legal authority, the DRC, at the applicant's request, shall proceed to process the application for approval or denial. Upon such request, the DRC chairman shall schedule the item for the next DRC meeting where the DCR will approve, approve with conditions, or deny an application for a site plan or make a recommendation of approval, approval with conditions, or denial to the appropriate body.
 - vii. Once an application is determined to be complete, the chairman shall notify the applicant and schedule the item for a DRC meeting. The DRC review, comments and recommendations for sketch plats, overall plan, and preliminary plats shall be completed within 60 days of the staff deeming the application to be complete. A site plan, that is not associated with a special exception, shall be approved, approved with conditions, or denied within 120 days of the staff deeming the application to be complete. The DRC review, comments and recommendations for final plats, subdivision resurvey, land use plan amendment, rezoning, and special exceptions shall be completed within 45 days of the staff deeming the application to be complete.
- c. Sketch plat
- i. Supplemental Information
 - 1. Data furnished on a sketch plat shall include, but not be limited to, the following:
 - a. Tract boundaries, clearly identified on all sides;

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- b. Location with respect to one (1) or more land lines, identifying the section lines or other land lines shown;
 - c. Streets on or adjacent to the tract including street layout;
 - d. Lots and blocks of adjacent recorded plats, giving plat book and page number along with names of such plats;
 - e. Significant physical features such as canals, lakes, etc.
 - f. Proposed general lot layout with typical lot sizes;
 - g. All existing easements including Florida Power and Light Company; gas, water, or other pipe line easements or other utility easements;
 - h. Any proposed canals, lakes and/or rock pits;
 - i. A location sketch as required on the final plat;
 - j. The approximate legal description of the property being platted.
 - 2. A sketch plat should be closely-approximate scale, but precise dimensions are not required.
 - ii. Process
 - 1. Each DRC member shall provide a statement assessing the adequacy of the proposal as to all city ordinances.
 - 2. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances to the Planning and Zoning Board for consideration.
- d. Over-all plan
- i. Supplemental Information
 - 1. The over-all plan shall be of a scale of not more than two hundred (200) feet to the inch except that a scale of three hundred (300) feet to the inch may be used for very large areas.
 - 2. The over-all plan shall show or be accompanied by the following information:
 - a. Proposed subdivision name.
 - b. North arrow, scale, and date.
 - c. Name of registered engineer or surveyor responsible for the plan.
 - d. Subdivision boundaries.
 - e. All existing watercourses, canals, bodies of water and major drainage districts.
 - f. All existing streets and alleys on, or adjacent to, the tract.

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- g. All existing property lines, easements and rights-of-way.
 - h. Location and width of all proposed streets, alleys, rights-of-way and proposed lot lines, playgrounds, public areas and parcels of land reserved for public use.
 - i. A location sketch for easy identification of the area covered.
 - j. Relationship to section corners, section lines, or any other major land line(s) including approximate distances from such known points or lines.
- ii. Process
 - 1. Each DRC member shall provide a statement assessing the adequacy of the proposal as to all city ordinances.
 - 2. The city engineer shall check the plan for general engineering and drainage requirements, and conformity with the over-all city trafficways plan.
 - 3. The city utility department shall determine any utility easements that may be required.
 - 4. The development services department shall check the plat for general conformance to the zoning requirements and assign correct street names to the plan
 - 5. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances and the city engineer, city utility department, and development services department comments to the Planning and Zoning Board for consideration.
- e. Preliminary plats
 - i. Supplemental Information
 - 1. The preliminary plat shall be at a scale of not more than one hundred (100) feet to the inch, provided that a scale of two hundred (200) feet to the inch may be used for large areas.
 - 2. The preliminary plat shall show or be accompanied by the following information:
 - a. Proposed subdivision name or identifying title which shall not duplicate nor closely approximate the name of any other subdivision in the county except in cases where the subdivision is an added section to a former subdivision or where it is a re-plat of a portion or all of a former subdivision.
 - b. Location sketch with section.
 - c. North arrow, scale and date.
 - d. Name of the owner of the property or his authorized agent.
 - e. Name of the registered engineer or surveyor responsible for the plat.
 - f. Locations and names of adjacent subdivisions.

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- g. Subdivision boundaries with angles and distances. Boundaries must be clearly marked with heavy line.
 - h. All existing watercourses, canals, and bodies of water.
 - i. All existing streets and alleys on or adjacent to the tract, including name and right-of-way width.
 - j. All existing property lines, easements and rights-of-way and the purpose for which the easements or rights-of-way have been established, where known to the engineer or surveyor.
 - k. Location and width of all proposed streets, alleys, right-of-way easements; proposed lot lines with dimensions, playgrounds, public areas, and parcels of land proposed or reserved for public use.
 - ii. Process
 - 1. Each DRC member shall provide a statement assessing the adequacy of the proposal as to all city ordinances.
 - 2. The city engineer shall examine and check the preliminary plat for general engineering and drainage requirements, and conformity to the over-all city trafficways plan.
 - 3. The utility department shall check against known utility facilities and easements, or such new ones as may be required.
 - 4. The drainage district shall check to make sure all drainage needs are fulfilled, and that no trafficway proposed on the plat interferes with present drainage facilities, or those planned for the future.
 - 5. The Broward County planning and zoning board shall assign correct street numbers to the preliminary plat.
 - 6. The development services department shall check lot sizes to assure conformity with minimum standards set forth by the zoning requirements, and shall coordinate the recommendations of the several agencies above mentioned.
 - 7. The area planning board of the county shall submit a certificate with its approval or disapproval with appropriate comments and recommendations.
 - 8. The city building department shall assign street addresses to the lots.
 - 9. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances and departmental and agency comments to the Planning and Zoning Board for consideration.
- f. Final plats
 - i. Supplemental Information

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1. Pavement and drainage plan approval.
2. Utility plan approval (water and sewer).
3. Drainage district approval, as applicable.
4. Certificate of title. The final plat tracing, in the form of linen or dimensionally stable plastic film, shall be prepared in accordance with the state plat law, Chapter 177, Florida Statutes, and with these regulations. The over-all size shall be twenty-four inches by thirty-six inches (24" × 36") with borders as required by Broward County.
5. The following features shall be incorporated in a prominent location on the plat. (If more than one (1) sheet is required, these items shall be placed on the first sheet or page.)
 - a. Plat title (all lettering same type and size).
 - b. Section, township and range.
 - c. City of Margate, Broward County, Florida.
 - d. Graphic scale.
 - e. Legal description.
 - f. Location sketch.
6. The final plat shall exhibit the below listed certificates, signatures, and approvals in the currently accepted format:
 - a. Dedication by owner(s) witnessed (if by corporation, two (2) designated officers' signatures and corporate seal).
 - b. Acknowledgment of dedication by notary public.
 - c. Surveyor's certificate, signature and seal.
 - d. City commission's approval.
 - e. City engineer's approval.
 - f. County engineer's approval.
 - g. Area planning board's approval.
 - h. Mortgagee approval(s).
 - i. Certificate of the clerk of the circuit court.
7. The delineation of the plat at a scale no smaller than 1"=100 feet shall show the following information and features:
 - a. Plat boundary with all courses and dimensions with ties to two (2) or more land corners, to a recorded subdivision corner and one (1) land corner.

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- b. North arrow.
- c. Width of all streets, alleys, rights-of-way and easements.
- d. Street names.
- e. Lot and block numbers or designations.
- f. Permanent reference monuments.
- g. Horizontal control points.
- h. Block corner radii.
- i. Lot dimensions to the nearest hundredth of a foot, except where riparian boundaries are involved.
- j. Arc length and central angles on all curvilinear lot dimensions.
- k. Angles or bearings indicating the direction of all lines.
- l. Centerline dimensions of all streets including arc lengths, central angles, radii and tangents of all curves.
- ii. Process
 - 1. Each DRC member shall provide a statement assessing the adequacy of the proposal as to all city ordinances.
 - 2. The city engineer shall check all final plats to verify conformity with the preliminary plat as approved by the board.
 - 3. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances and departmental and agency comments to the Planning and Zoning Board for consideration.
- g. Subdivision resurvey
- h. Land use plan amendment
 - i. Supplemental information
 - 1. Maps of the current and proposed City of Margate Future Land Use map designation(s) for the amendment site. If multiple land use designations, describe gross acreage within each designation.
 - 2. Maps of the current and proposed Broward County Future Land Use map designation(s) for the amendment site. If multiple land use designations, describe gross acreage within each designation
 - 3. A description of the existing use of amendment site and adjacent areas.

4. A description of the proposed use of the amendment site including proposed square footage (for analytical purposes only) for each non-residential use and/or dwelling unit count.
5. Maximum allowable development per adopted and certified municipal land use plans under existing designation for the site, including square footage/floor area ratio/lot coverage/height, limitations for each non-residential use and/or dwelling unit count.
6. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
7. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application is inconsistent and how that inconsistency will be mitigated.
8. Identify the net impact on potable water demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
9. Identify the net impact on sanitary sewer demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot* or dwelling unit.
10. Identify the net impact on solid waste demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot* or dwelling unit.
11. Identify the drainage district and drainage systems serving the amendment area.
12. Identify any planned drainage improvements, including year, funding sources and other relevant information.
13. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the SFWMD and/or any independent drainage district, for the amendment site.
14. Identify the permit number(s), or application number(s) if the project is pending, for the amendment site. If an amendment site is not required to obtain a SFWMD permit, provide documentation of same.
15. If the area in which the amendment is located does not meet the adopted level of service and there are no improvements planned (by the unit of local government or drainage authority) to address the deficiencies, provide an engineering analysis which demonstrates how the site will be drained and the impact on the surrounding properties. The information should include the wet season water level for the amendment site, design storm elevation, natural and proposed land elevation, one-hundred-year flood elevation, acreage of proposed water management retention area, elevations for buildings, roads and yards, storage and runoff calculations for

the design storm and estimated time for flood waters to recede to the natural land elevation.

16. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
17. Identify the net impact on demand for “community parks” acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
18. Identify the projected “community parks” acreage needs based on Margate’s projected build-out population.
19. Identify the roadways impacted by the proposed amendment and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway.
20. Identify the projected level of service for the roadways impacted by the proposed amendment for the long-range planning horizon. Please utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections.
21. Provide a traffic impact analysis for the amendment – calculate anticipated average daily and p.m. peak hour traffic generation for the existing and proposed land use designations. If the amendment reflects a net increase in traffic generation, identify access points to/from the amendment site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon.
22. Provide any relevant transportation studies relating to this amendment, as applicable.
23. Identify the mass transit modes, existing and planned mass transit routes and scheduled service (headway) serving the amendment area within one-quarter of a mile.
24. Describe how the proposed amendment furthers or supports mass transit use.
25. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
26. Provide a copy of the Public School Impact Application.
27. Indicate if the site contains, is located adjacent to or has the potential to impact any of the following natural and historic resource(s) and if so, how they will be protected or mitigated: A. Historic sites or districts on the National Register of Historic Places or locally designated historic sites, B. Archaeological sites listed on the Florida Master Site File, C. Wetlands, D. Local Areas of Particular Concern as identified within the Broward County Land Use Plan, F. “Endangered” or

“threatened species” or “species of special concern” or “commercially exploited” as per the Florida Fish and Wildlife Conservation Commission (fauna), the U.S. Fish and Wildlife Service (flora and fauna), or the Florida Department of Agriculture and Consumer Services (fauna) (If yes, identify the species and show the habitat location on a map.), G. Plants listed in the Regulated Plant Index for protection by the Florida Department of Agriculture and Consumer Services.

28. Wellfields – indicate whether the amendment is located within a wellfield protection zone of influence as defined by Broward County Code, Chapter 27, Article 13 “Wellfield Protection.” If so, specify the affected zone and any provisions which will be made to protect the wellfield.
29. Soils – describe whether the amendment will require the alteration of soil conditions or topography. If so, describe what management practices will be used to protect or mitigate the area’s natural features.
30. Describe how the amendment is consistent with existing and planned future land uses in the area (including adjacent municipalities and/or county jurisdictions). Identify specific land development code provisions or other measures that have or will be utilized to ensure land use compatibility.
31. Indicate if the amendment is located in an identified redevelopment area (i.e., Community Redevelopment Agency, Community Development Block Grant). If so, describe how the amendment will facilitate redevelopment and promote approved redevelopment plans.
32. Indicate whether the proposed amendment site is adjacent to other local governments. If so, please provide additional copies for the notification and/or review by adjacent local governments.
33. A completed Broward County Planning Council “Application Checklist for Amendments to the Broward County Land Use Plan”

ii. Process

1. Each DRC member shall provide a statement assessing the adequacy of the proposed future land use map amendment as to all city ordinances.
2. The Development Services Director shall determine that the proposed amendment is consistent with the Margate Comprehensive Plan and with the Margate Zoning Code.
3. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances and departmental and agency comments to the Planning and Zoning Board and the City Commission for consideration.

i. Rezoning

i. Supplemental information

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1. A map showing the current Future Land Use Map Designation(s) of the subject property and the surrounding properties.
2. A map of the current zoning district(s) of the subject property and the surrounding properties.
3. A map of the proposed zoning district(s).
4. A description of the existing use(s) of the subject property.
5. A description of the proposed use(s) of the subject property.
6. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
7. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application is inconsistent and how that inconsistency will be mitigated.
8. Identify the net impact of the rezoning on potable water demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
9. Identify the net impact of the rezoning on sanitary sewer demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot* or dwelling unit.
10. Identify the net impact on of the rezoning on solid waste demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot* or dwelling unit.
11. Identify the drainage district and drainage systems serving the subject site.
12. Identify any planned drainage improvements, including year, funding sources and other relevant information.
13. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the SFWMD and/or any independent drainage district, for the subject property.
14. Identify the permit number(s), or application number(s) if the project is pending, for the subject site. If an amendment site is not required to obtain a SFWMD permit, provide documentation of same.
15. If the area in which the rezoning is located does not meet the adopted level of service and there are no improvements planned (by the unit of local government or drainage authority) to address the deficiencies, provide an engineering analysis which demonstrates how the site will be drained and the impact on the surrounding properties. The information should include the wet season water level for the amendment site, design storm elevation, natural and proposed land elevation, one-hundred-year flood elevation, acreage of proposed water management retention

- area, elevations for buildings, roads and yards, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.
16. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
 17. Identify the net impact of the rezoning on demand for “community parks” acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
 18. Identify the projected “community parks” acreage needs based on Margate’s projected build-out population.
 19. Identify the roadways impacted by the proposed rezoning and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway.
 20. Identify the projected level of service for the roadways impacted by the proposed rezoning for the long-range planning horizon. Please utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections.
 21. Provide a traffic impact analysis for the rezoning – calculate anticipated average daily and p.m. peak hour traffic generation for the existing and proposed land use designations. If the amendment reflects a net increase in traffic generation, identify access points to/from the amendment site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon.
 22. Provide any relevant transportation studies relating to this rezoning, as applicable.
 23. Identify the mass transit modes, existing and planned mass transit routes and scheduled service (headway) serving the subject property within one-quarter of a mile.
 24. Describe how the proposed rezoning furthers or supports mass transit use.
 25. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
 26. Provide a copy of the Public School Impact Application.
 27. Indicate if the subject site contains, is located adjacent to or has the potential to impact any of the following natural and historic resource(s) and if so, how they will be protected or mitigated: A. Historic sites or districts on the National Register of Historic Places or locally designated historic sites, B. Archaeological sites listed on the Florida Master Site File, C. Wetlands, D. Local Areas of Particular Concern as identified within the Broward County Land Use Plan, F. “Endangered” or

“threatened species” or “species of special concern” or “commercially exploited” as per the Florida Fish and Wildlife Conservation Commission (fauna), the U.S. Fish and Wildlife Service (flora and fauna), or the Florida Department of Agriculture and Consumer Services (fauna) (If yes, identify the species and show the habitat location on a map.), G. Plants listed in the Regulated Plant Index for protection by the Florida Department of Agriculture and Consumer Services.

28. Wellfields – indicate whether the subject property is located within a wellfield protection zone of influence as defined by Broward County Code, Chapter 27, Article 13 “Wellfield Protection.” If so, specify the affected zone and any provisions which will be made to protect the wellfield.
29. Soils – describe whether the rezoning will require the alteration of soil conditions or topography. If so, describe what management practices will be used to protect or mitigate the area’s natural features.
30. Describe how the rezoning is consistent with existing and planned future land uses in the area (including adjacent municipalities and/or county jurisdictions). Identify specific land development code provisions or other measures that have or will be utilized to ensure land use compatibility.
31. Indicate if the subject property is located in an identified redevelopment area (i.e., Community Redevelopment Agency, Community Development Block Grant). If so, describe how the rezoning will facilitate redevelopment and promote approved redevelopment plans.
32. Indicate whether the proposed subject site is adjacent to other local governments. If so, please provide additional copies for the notification and/or review by adjacent local governments.

ii. Process

1. Each DRC member shall provide a statement assessing the adequacy of the proposal as to all city ordinances.
2. The Development Services Director shall determine that the proposed rezoning is consistent with the Margate Comprehensive Plan and with the Margate Zoning Code.
3. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances and departmental and agency comments to the Planning and Zoning Board and the City Commission for consideration.

j. Special Exception

i. Supplemental Information

1. A preliminary site plan, meeting the technical requirements for a final site plan

2. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
3. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application is inconsistent and how that inconsistency will be mitigated.
4. A detailed statement as to how the establishment, maintenance or operation of the proposed use is not detrimental to or endanger the public health, safety, or general welfare.
5. A detailed statement as to how the establishment, maintenance or operation of the proposed use is in the best interest of the city.
6. A detailed statement that a genuine need for the use is present in the city to support and justify the approval order to avoid creating an excessive proliferation of said special exception use.
7. A map showing the existing natural environment within 1,000 feet of the subject property
8. A detailed description of the community character of the properties within 1,000 feet of the subject property.
9. Identify the net impact of the proposed use on potable water demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
10. Identify the net impact of the proposed use on sanitary sewer demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
11. Identify the net impact on of the proposed use on solid waste demand, based on the adopted level of service, resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
12. Identify the drainage district and drainage systems serving the subject site.
13. Identify any planned drainage improvements, including year, funding sources and other relevant information.
14. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the SFWMD and/or any independent drainage district, for the subject property.
15. Identify the permit number(s), or application number(s) if the project is pending, for the subject site. If an amendment site is not required to obtain a SFWMD permit, provide documentation of same.
16. If the area in which the propose use is located does not meet the adopted level of service and there are no improvements planned (by the unit of local government or

drainage authority) to address the deficiencies, provide an engineering analysis which demonstrates how the site will be drained and the impact on the surrounding properties. The information should include the wet season water level for the amendment site, design storm elevation, natural and proposed land elevation, one-hundred-year flood elevation, acreage of proposed water management retention area, elevations for buildings, roads and yards, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.

17. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
18. Identify the net impact of the proposed use on demand for "community parks" acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
19. Identify the net impact of the proposed use on police, fire and emergency services.
20. A map showing ingress and egress to the proposed use, for both vehicles and pedestrians, in a manner that minimizes traffic congestion on public streets.
21. A traffic impact analysis showing that the proposed use will not result in a significantly greater amount of traffic on local streets than would result from a development permitted by right.
22. Included with the site plan, a parking plan showing that there are adequate parking areas and off street truck loading spaces (if applicable), and the layout of the parking and vehicular use areas shall be convenient and conducive to safe operation consistent with city standards to the greatest extent possible.
23. A statement that the establishment of the special exception will not impede the development of surrounding properties for uses permitted in the zoning district nor have a negative impact on the value of those properties;
24. Graphic representations of the proposed design of the proposed use, including visual impacts, of the proposed use on adjacent property. Include mitigation measures to minimize the adverse impact through the use of building orientation, setbacks, buffers, landscaping and other design criteria.

ii. Process

1. Each DRC member shall provide a statement assessing the adequacy of the proposal as to all city ordinances.
2. The Development Services Director shall determine that the proposed special exception is consistent with the Margate Comprehensive Plan and with the Margate Zoning Code.

3. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances and departmental and agency comments to the Planning and Zoning Board and the City Commission for consideration.
- k. Site plan
- i. Supplemental Information
 - a. A survey meeting the technical standards of the Florida Department of Professional Regulation, Board of Land Surveyors.
 - b. An accurate tree location plan, superimposed over the basic site plan, showing the species and size of all trees of three (3) inches or greater caliper, d.b.h.
 - c. Site data, including floor areas, aggregate building coverage, green space, vehicular use areas, retention areas and parking ratio.
 - d. Each site plan presented herewith shall be drawn to a scale of no less than one (1) inch equals fifty (50) feet, and shall include the complete dimensioning and location of:
 - i. Plot lines.
 - ii. Existing and proposed buildings and all other proposed improvements.
 - iii. Off-street parking, curbing, wheel stops and interior landscape area.
 - iv. Street paving, drainage structures, sidewalks, driveways, intersections, medians, existing and proposed deceleration and turning lanes.
 - v. Setbacks.
 - vi. Floor plans, and exterior sales, storage or service areas.
 - vii. Internal walks and pedestrian ways.
 - viii. Typical building exterior elevation view.
 - ix. Signs and exterior lighting.
 - x. Water mains and fire hydrants; sewer laterals.
 - xi. Buffering and fencing or decorative masonry walls.
 - xii. Solid waste disposal containers and enclosures.
 - xiii. Proposed finished floor and pavement elevations.
 - xiv. Landscaping plan.
 - xv. Any other architectural, engineering or other data as may be required to permit the necessary findings.

2. A written and graphic summary of the proposed project and its relationship to the general standards of review in section 31-54(c) of this Code.
3. A landscaping plan prepared by a Florida registered landscape architect or a recognized landscape designer in good standing with the Florida Nurseryman and Growers Association and shall be drawn to a scale of no less than one (1) inch equals fifty (50) feet, and shall include the complete dimensioning and location of:
 - a. Location and dimensions of all existing and proposed structures and infrastructure, including, but not limited to, vehicular use areas, driveways, surface water areas, utilities, and fire lanes, zones and hydrants.
 - b. The location, size, grade and specifications of all landscaping materials, including common and botanical names, planting instructions, soil and fertilizer requirements, mulch specifications, berm elevations, protective curbs or other devices, existing trees, and the description of any adjacent conditions which affect the landscaping of the subject site.
 - c. Plant species and materials shall be selected and located on the plan so that plant groupings are organized by water, light, and soil condition requirements.
4. An irrigation plan prepared by a Florida registered landscape architect or a recognized landscape designer in good standing with the Florida Nurseryman and Growers Association and shall be drawn to a scale of no less than one (1) inch equals fifty (50) feet, and shall include the complete dimensioning and location of:
 - a. the source of water,
 - b. pumps,
 - c. valves,
 - d. pipe sizes,
 - e. rain sensors,
 - f. head types,
 - g. locations and
 - h. spray patterns.
5. A photometric plan that include the complete dimensioning and location of:
 - a. the required parking spaces,
 - b. lighting,
 - c. access aisles,
 - d. driveways,
 - e. adjacent utility poles that provide light to the subject property,

- f. trees (existing and proposed).
 - g. delineate foot-candle measurements in a grid pattern using ten-foot squares throughout the vehicular use area and measured at grade.
 - h. light contributions from all sources, including, but not limited to, pole mounted light fixtures, wall-mounted light fixtures, illuminated signs, and adjacent street lights.
 - i. For existing sites and structures, an inspection and test of all existing site lighting systems may be performed by a design professional who can certify that existing site lighting facilities meet the design criteria and meet functional compliance with this Code.
- ii. Process
 - 1. Each DRC member shall provide a statement assessing the adequacy of the proposal as to all city ordinances.
 - 2. The Development Services Director shall determine that the proposed site plan is consistent with the Margate Comprehensive Plan and with the Margate Zoning Code.
 - 3. The DRC chairman shall provide the statement assessing the adequacy of the proposal as to all city ordinances and departmental and agency comments to the Planning and Zoning Board and the City Commission for consideration.
- l. The applicant or their designated representative may make a presentation of the proposed project.
- m. Each ~~DRC committee~~ member shall provide comments to the applicant as to the adequacy of the application according to all City ordinances and shall approve or disapprove the submitted application based on compliance with all applicable laws and regulations and specifically Section 31-35, City of Margate Code as applicable to the members. Each member shall approve or disapprove the application based on compliance with all applicable laws and regulations which comes under their department's jurisdiction. The approval of all committee members is required for a determination of compliance. The applicant or their designated representative may ask questions of the committee members for clarification.
- n. The public may make comments on the proposed project as it relates to the compliance with applicable laws and regulations. Those comments shall be limited to three minutes. The DRC chairman may extend the time limit as necessary. The committee members may ask questions of the public for clarification.
- o. The DRC chairman will determine if the application is in compliance based on the comments from each committee member. If the application is not in compliance, the DRC chairman will summarize the areas of non-compliance and what actions are necessary to bring the application into compliance.

Development Review Committee Rules of Conduct (continued)

- p. The DRC chairman shall prepare a statement assessing the adequacy of the proposal according to all city ordinances.
 - q. The DRC chairman may table an item as deemed necessary.
- 8. After the review of applications, there will be an opportunity for general discussion by the committee members for matters related to the committee.
- 9. The Chairman shall adjourn the meeting.
- 10. The Chairman shall cause the minutes of the meeting to be prepared.