



# 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 (sketch plat, over-all plan, preliminary plat, final plat, subdivision resurvey, rezoning, special exception, or site plan) or land use plan amendment), 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

Development Review Committee Rules of Conduct (continued)

- ii. Name, business/corporate name, address, email address, phone number of agent, if appropriate
  - 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 (This applies to development permits only.)
- d. Supplemental information – The application shall include the supplemental information detailed below for the appropriate development permit **or land use plan amendment.**
  - 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.

## Development Review Committee Rules of Conduct (continued)

- 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.
  - 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 DRC 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 (optional)

- 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;
    - 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 (optional)
  - 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.
  - 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. Location of all propose electrical, telecommunication, water, sewer, reuse, etc. utilities.
  - j. A location sketch for easy identification of the area covered.
  - k. 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 (required)
- i. Supplemental Information
    - 1. A boundary survey of the parent parcel of the proposed preliminary plat including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
    - 2. A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
    - 3. Map(s) of the current City of Margate Future Land Use map designation(s) for the subject site. If multiple land use designations, describe gross acreage within each designation.

4. Map(s) of the current Broward County Future Land Use map designation(s) for the subject site. If multiple land use designations, describe gross acreage within each designation
5. A description of the existing use of subject site and adjacent areas.
6. A description of the proposed use of the subject site including proposed square footage for each non-residential use and/or dwelling unit count.
7. A description of the 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.
8. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
9. 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.
10. Provide the engineering design for streets, sidewalks, and other public places.
11. Identify the net impact on potable water demand including treatment plan and water distribution capacity including demands of other development in the service area which are occupied, available for occupancy, or which capacity has been reserved, based on the adopted level of service. Provide proposed design, calculations, including anticipated demand per square foot or dwelling unit.
12. Identify the net impact on sanitary sewer demand including collection system, treatment and disposal including the demand of other developments in the service area which are occupied, available for occupancy, or which capacity has been reserved, based on the adopted level of service. Provide propose design, calculations, including anticipated demand per square foot or dwelling unit.
13. Identify the net impact on solid waste demand, based on the adopted level of service. Provide calculations, including anticipated demand per square foot or dwelling unit.
14. Identify the drainage district and drainage systems serving the subject site.
15. Identify any planned drainage improvements, including year, funding sources, proposed design, existing and proposed rights-of-way and/or easements, and other relevant information.
16. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the South Florida Water Management District (SFWMD) and/or any independent drainage district, for the subject site.

17. Identify the permit number(s), or application number(s) if the project is pending, for the subject site. If the subject site is not required to obtain a SFWMD permit, provide documentation of same.
18. If the area in which the preliminary plat 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 years, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.
19. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
20. Identify the net impact on demand for "community parks" acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
21. Identify the projected "community parks" acreage needs based on Margate's projected build-out population.
22. Identify the roadways impacted by the proposed preliminary plat and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway. An application for a development which will generate in excess of five hundred (500) trips per day according to the trip rates of the "Traffic Review & Impact Planning System," Broward County Office of Planning, 1983, shall be required to submit to the city a traffic impact statement, prepared by a professional engineer registered by the state and shall assess the impact of the proposed development on all public streets and intersections within a one-mile radius of the perimeter of that development.
23. Identify the projected level of service for the roadways impacted by the proposed preliminary plat for the long-range planning horizon. Utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections. If the analysis reflects a net increase in traffic generation, identify access points to/from the subject site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon. Identify all roadway segments that exceed the level of service standard for that segment and the proposed mitigation to meet the level of service standard.
24. Provide any relevant transportation studies relating to the subject site, as applicable.

25. Identify the mass transit modes, existing and planned mass transit routes and scheduled service (headway) serving the subject site within one-quarter of a mile.
26. Describe how the proposed preliminary plat furthers or supports mass transit use.
27. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
28. Provide a copy of the Public School Impact Application.
29. 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.
30. Wellfields – indicate whether the subject site 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.
31. Soils – describe whether the subject site 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.
32. Describe how the preliminary plat 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.
33. Provide the location of all existing and proposed fire hydrants within 500 feet of the project boundary, and all proposed driving lanes, turning radii, vertical clearance, fire lanes to provide access for emergency vehicles.
34. 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.
35. The preliminary plat shall show or be accompanied by the following information:



## Development Review Committee Rules of Conduct (continued)

- 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.
  - 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 (required)
- i. Supplemental Information
    1. A boundary survey of the parent parcel of the final plat including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
    2. A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
    3. A boundary survey of the parent parcel of the proposed final plat including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
    4. A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
    5. Map(s) of the current City of Margate Future Land Use map designation(s) for the subject site. If multiple land use designations, describe gross acreage within each designation.
    6. Map(s) of the current Broward County Future Land Use map designation(s) for the subject site. If multiple land use designations, describe gross acreage within each designation
    7. A description of the existing use of subject site and adjacent areas.
    8. A description of the proposed use of the subject site including proposed square footage for each non-residential use and/or dwelling unit count.
    9. A description of the 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.
    10. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.

11. 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.
12. Provide the engineering design for streets, sidewalks, and other public places.
13. Identify the net impact on potable water demand including treatment plan and water distribution capacity including demands of other development in the service area which are occupied, available for occupancy, or which capacity has been reserved, based on the adopted level of service. Provide proposed design, calculations, including anticipated demand per square foot or dwelling unit.
14. Identify the net impact on sanitary sewer demand including collection system, treatment and disposal including the demand of other developments in the service area which are occupied, available for occupancy, or which capacity has been reserved, based on the adopted level of service. Provide propose design, calculations, including anticipated demand per square foot or dwelling unit.
15. Identify the net impact on solid waste demand, based on the adopted level of service. Provide calculations, including anticipated demand per square foot or dwelling unit.
16. Identify the drainage district and drainage systems serving the subject site.
17. Identify any planned drainage improvements, including year, funding sources, proposed design, existing and proposed rights-of-way and/or easements, and other relevant information.
18. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the South Florida Water Management District (SFWMD) and/or any independent drainage district, for the subject site.
19. Identify the permit number(s), or application number(s) if the project is pending, for the subject site. If the subject site is not required to obtain a SFWMD permit, provide documentation of same.
20. If the area in which the pfinal plat 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 years, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.

21. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
22. Identify the net impact on demand for "community parks" acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
23. Identify the projected "community parks" acreage needs based on Margate's projected build-out population.
24. Identify the roadways impacted by the proposed preliminary plat and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway. An application for a development which will generate in excess of five hundred (500) trips per day according to the trip rates of the "Traffic Review & Impact Planning System," Broward County Office of Planning, 1983, shall be required to submit to the city a traffic impact statement, prepared by a professional engineer registered by the state and shall assess the impact of the proposed development on all public streets and intersections within a one-mile radius of the perimeter of that development.
25. Identify the projected level of service for the roadways impacted by the proposed final plat for the long-range planning horizon. Utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections. If the analysis reflects a net increase in traffic generation, identify access points to/from the subject site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon. Identify all roadway segments that exceed the level of service standard for that segment and the proposed mitigation to meet the level of service standard.
26. Provide any relevant transportation studies relating to the subject site, as applicable.
27. Identify the mass transit modes, existing and planned mass transit routes and scheduled service (headway) serving the subject site within one-quarter of a mile.
28. Describe how the proposed final plat furthers or supports mass transit use.
29. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
30. Provide a copy of the Public School Impact Application.
31. 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.

32. Wellfields – indicate whether the subject site 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.
33. Soils – describe whether the subject site 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.
34. Describe how the final plat 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.
35. Provide the location of all existing and proposed fire hydrants within 500 feet of the project boundary, and all proposed driving lanes, turning radii, vertical clearance, fire lanes to provide access for emergency vehicles.
36. Pavement and drainage plan approval.
37. Utility plan approval (water and sewer).
38. Drainage district approval, as applicable.
39. 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.
40. 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.
- 41. 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).
- 42. 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.
  - 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 **and City Commission** for consideration.
- g. Subdivision resurvey
- i. Supplemental Information
1. A boundary survey of the parent parcel of the proposed subdivision resurvey including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
  2. A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
  3. Map(s) of the current City of Margate Future Land Use map designation(s) for the subject site. If multiple land use designations, describe gross acreage within each designation.
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  5. A description of the existing use of subject site and adjacent areas.
  6. A description of the proposed use of the subject site including proposed square footage for each non-residential use and/or dwelling unit count.
  7. A description of the 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.
  8. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
  9. 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.
  10. Provide the engineering design for streets, sidewalks, and other public places.
  11. Identify the net impact on potable water demand including treatment plan and water distribution capacity including demands of other development in the service area which are occupied, available for occupancy, or which capacity has been

- reserved, based on the adopted level of service. Provide proposed design, calculations, including anticipated demand per square foot or dwelling unit.
12. Identify the net impact on sanitary sewer demand including collection system, treatment and disposal including the demand of other developments in the service area which are occupied, available for occupancy, or which capacity has been reserved, based on the adopted level of service. Provide propose design, calculations, including anticipated demand per square foot or dwelling unit.
  13. Identify the net impact on solid waste demand, based on the adopted level of service. Provide calculations, including anticipated demand per square foot or dwelling unit.
  14. Identify the drainage district and drainage systems serving the subject site.
  15. Identify any planned drainage improvements, including year, funding sources, proposed design, existing and proposed rights-of-way and/or easements, and other relevant information.
  16. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the South Florida Water Management District (SFWMD) and/or any independent drainage district, for the subject site.
  17. Identify the permit number(s), or application number(s) if the project is pending, for the subject site. If the subject site is not required to obtain a SFWMD permit, provide documentation of same.
  18. If the area in which the subdivision resurvey 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 years, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.
  19. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
  20. Identify the net impact on demand for “community parks” acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
  21. Identify the projected “community parks” acreage needs based on Margate’s projected build-out population.



22. Identify the roadways impacted by the proposed subdivision resurvey and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway. An application for a development which will generate in excess of five hundred (500) trips per day according to the trip rates of the "Traffic Review & Impact Planning System," Broward County Office of Planning, 1983, shall be required to submit to the city a traffic impact statement, prepared by a professional engineer registered by the state and shall assess the impact of the proposed development on all public streets and intersections within a one-mile radius of the perimeter of that development.
23. Identify the projected level of service for the roadways impacted by the proposed subdivision resurvey for the long-range planning horizon. Utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections. If the analysis reflects a net increase in traffic generation, identify access points to/from the subject site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon. Identify all roadway segments that exceed the level of service standard for that segment and the proposed mitigation to meet the level of service standard.
24. Provide any relevant transportation studies relating to the subject site, as applicable.
25. Identify the mass transit modes, existing and planned mass transit routes and scheduled service (headway) serving the subject site within one-quarter of a mile.
26. Describe how the proposed subdivision resurvey furthers or supports mass transit use.
27. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
28. Provide a copy of the Public School Impact Application.
29. 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.

30. Wellfields – indicate whether the subject site 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.
31. Soils – describe whether the subject site 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.
32. Describe how the subdivision resurvey 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.
33. Provide the location of all existing and proposed fire hydrants within 500 feet of the project boundary, and all proposed driving lanes, turning radii, vertical clearance, fire lanes to provide access for emergency vehicles.
34. 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.
35. 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.
36. 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.

37. 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.
- 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 examine and check the subdivision resurvey 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 subdivision resurvey if required.
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 if required.
8. The city building department shall assign street addresses to the lots, if required.
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 and the City Commission for consideration.

h. Land use plan amendment

i. Supplemental information

1. A boundary survey of the proposed land use plan amendment site including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
2. A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
3. Map(s) 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.
4. Map(s) 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
5. A description of the existing use of amendment site and adjacent areas.
6. 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.
7. 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.

8. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
9. 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.
10. **Provide the engineering design for streets, sidewalks, and other public places.**
11. Identify the net impact on potable water demand **including treatment plan and water distribution capacity including demands of other development in the service area which are occupied, available for occupancy, or which capacity has been reserved**, based on the adopted level of service, resulting from the proposed amendment. Provide **proposed design**, calculations, including anticipated demand per square foot or dwelling unit.
12. Identify the net impact on sanitary sewer demand **including collection system, treatment and disposal including the demand of other developments in the service area which are occupied, available for occupancy, or which capacity has been reserved**, based on the adopted level of service, resulting from the proposed amendment. Provide **proposed design**, calculations, including anticipated demand per square foot or dwelling unit.
13. 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.
14. Identify the drainage district and drainage systems serving the amendment area.
15. Identify any planned drainage improvements, including year, funding sources, **proposed design, existing and proposed rights-of-way and/or easements**, and other relevant information.
16. 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.
17. 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.
18. 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 years, storage and runoff calculations for

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

19. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
20. Identify the net impact on demand for “community parks” acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
21. Identify the projected “community parks” acreage needs based on Margate’s projected build-out population.
22. 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. **An application for a development which will generate in excess of five hundred (500) trips per day according to the trip rates of the "Traffic Review & Impact Planning System," Broward County Office of Planning, 1983, shall be required to submit to the city a traffic impact statement, prepared by a professional engineer registered by the state and shall assess the impact of the proposed development on all public streets and intersections within a one-mile radius of the perimeter of that development.**
23. Identify the projected level of service for the roadways impacted by the proposed amendment for the long-range planning horizon. Utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections. **If the analysis reflects a net increase in traffic generation, identify access points to/from the subject site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon. Identify all roadway segments that exceed the level of service standard for that segment and the proposed mitigation to meet the level of service standard.**
24. Provide any relevant transportation studies relating to this amendment, as applicable.
25. 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.
26. Describe how the proposed amendment furthers or supports mass transit use.
27. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
28. **Provide the location of all existing and proposed fire hydrants within 500 feet of the project boundary, and all proposed driving lanes, turning radii, vertical clearance, fire lanes to provide access for emergency vehicles.**

29. Provide a copy of the Public School Impact Application.
  30. 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.
  31. 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.
  32. 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.
  33. 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.
  34. 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.
  35. 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.
  36. 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
      1. A boundary survey of the proposed rezoning site including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
      2. A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
      3. Map(s) of the current City of Margate Future Land Use map designation(s) for the site subject to the proposed rezoning and surrounding properties. If multiple land use designations, describe gross acreage within each designation.
      4. Map(s) of the current and proposed Broward County Future Land Use map designation(s) for the site subject to the proposed rezoning and surrounding properties. If multiple land use designations, describe gross acreage within each designation
      5. A map of the current zoning district(s) of the subject property and the surrounding properties.
      6. A map of the proposed zoning district(s).
      7. A description of the existing use(s) of the subject property **and the surrounding properties.**
      8. A description of the proposed use(s) of the subject property.
      9. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
      10. 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.
      11. Identify the net impact of the rezoning on potable water demand **including treatment plan and water distribution capacity including demands of other development in the service area which are occupied, available for occupancy, or which capacity has been reserved,** based on the adopted level of service, resulting from the proposed amendment. Provide **proposed design,** calculations, including anticipated demand per square foot or dwelling unit.
      12. Identify the net impact of the rezoning on sanitary sewer demand **including collection system, treatment and disposal including the demand of other developments in the service area which are occupied, available for occupancy, or which capacity has been reserved,** based on the adopted level of service, resulting



from the proposed amendment. Provide **proposed design**, calculations, including anticipated demand per square foot or dwelling unit.

13. 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.
14. Identify the drainage district and drainage systems serving the subject site.
15. 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.
16. 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.
17. 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.
18. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
19. 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.
20. Identify the projected "community parks" acreage needs based on Margate's projected build-out population.
21. 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. **An application for a development which will generate in excess of five hundred (500) trips per day according to the trip rates of the "Traffic Review & Impact Planning System," Broward County Office of Planning, 1983, shall be required to submit to the city a traffic impact statement, prepared by a professional engineer registered by the state and shall assess the impact of the proposed development on all public streets and intersections within a one-mile radius of the perimeter of that development.**

22. Identify the projected level of service for the roadways impacted by the proposed rezoning for the long-range planning horizon. Utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections. **If the analysis reflects a net increase in traffic generation, identify access points to/from the subject site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon. Identify all roadway segments that exceed the level of service standard for that segment and the proposed mitigation to meet the level of service standard.**
23. Provide a traffic impact analysis for the rezoning – calculate anticipated average. Provide any relevant transportation studies relating to this rezoning, as applicable.
24. 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.
25. Describe how the proposed rezoning furthers or supports mass transit use.
26. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
27. Provide a copy of the Public School Impact Application.
28. 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.
29. 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.
30. 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.
31. 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.

32. 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.

33. 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 boundary survey of the proposed special exception including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.**

2. **A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.**

3. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.

4. 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.

5. 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.

6. A detailed statement as to how the establishment, maintenance or operation of the proposed use is in the best interest of the city.

7. 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.
  8. A map showing the existing natural environment within 1,000 feet of the subject property
  9. A detailed description of the community character of the properties within 1,000 feet of the subject property.
  10. A site plan complying with the supplemental information requirements of site plans below.
  11. 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.
  12. 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;
  13. 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

A site plan is required for a special exception and a building permit for the erection or construction of a new building required by the South Florida Building Code; or for an existing building which would create one or more additional dwelling units or involve a change in the occupancy group of a building as described in the Florida Building Code; or any application for an occupational license at an existing development which would involve a separate permitted use. A site plan shall be included with the application for a special exception. A site plan shall be applied for and approved prior to applying for a building permit.

i. Supplemental Information

1. A boundary survey of the parent parcel of the proposed site plan including the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
2. A recent aerial photograph of the subject property and the adjacent rights-of-way and parcels, as well as the parcels fronting the adjacent rights-of-way.
3. Map(s) of the current City of Margate Future Land Use map designation(s) for the subject site. If multiple land use designations, describe gross acreage within each designation.
4. Map(s) of the current Broward County Future Land Use map designation(s) for the subject site. If multiple land use designations, describe gross acreage within each designation
5. A description of the existing use of subject site and adjacent areas.
6. A description of the proposed use of the subject site including proposed square footage for each non-residential use and/or dwelling unit count.
7. A description of the 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.
8. Identify the goals, objectives, and policies of the City of Margate Comprehensive Plan that the application furthers and supports.
9. 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.
10. Provide the engineering design for streets, sidewalks, and other public places.
11. Identify the net impact on potable water demand including treatment plan and water distribution capacity including demands of other development in the service area which are occupied, available for occupancy, or which capacity has been reserved, based on the adopted level of service. Provide proposed design, calculations, including anticipated demand per square foot or dwelling unit.
12. Identify the net impact on sanitary sewer demand including collection system, treatment and disposal including the demand of other developments in the service area which are occupied, available for occupancy, or which capacity has been reserved, based on the adopted level of service. Provide propose design, calculations, including anticipated demand per square foot or dwelling unit.

13. Identify the net impact on solid waste demand, based on the adopted level of service. Provide calculations, including anticipated demand per square foot or dwelling unit.
14. Identify the drainage district and drainage systems serving the subject site.
15. Identify any planned drainage improvements, including year, funding sources, proposed design, existing and proposed rights-of-way and/or easements, and other relevant information.
16. Indicate if a Surface Water Management Plan has been approved by, or an application submitted to, the South Florida Water Management District (SFWMD) and/or any independent drainage district, for the subject site.
17. Identify the permit number(s), or application number(s) if the project is pending, for the subject site. If the subject site is not required to obtain a SFWMD permit, provide documentation of same.
18. If the area in which the site plan 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 years, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.
19. Correspondence from local drainage district verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
20. Identify the net impact on demand for "community parks" acreage, as defined by the Broward County Land Use Plan, resulting from this amendment.
21. Identify the projected "community parks" acreage needs based on Margate's projected build-out population.
22. Identify the roadways impacted by the proposed site plan and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway. An application for a development which will generate in excess of five hundred (500) trips per day according to the trip rates of the "Traffic Review & Impact Planning System," Broward County Office of Planning, 1983, shall be required to submit to the city a traffic impact statement, prepared by a professional engineer registered by the state and shall assess the impact of the proposed development on all public streets and intersections within a one-mile radius of the perimeter of that development.

23. Identify the projected level of service for the roadways impacted by the proposed site plan for the long-range planning horizon. Utilize average daily and p.m. peak hour traffic volumes per Broward Metropolitan Planning Organization (MPO) plans and projections. If the analysis reflects a net increase in traffic generation, identify access points to/from the subject site and provide a distribution of the additional traffic on the impacted roadway network for the long-range planning horizon. Identify all roadway segments that exceed the level of service standard for that segment and the proposed mitigation to meet the level of service standard.
24. Provide any relevant transportation studies relating to the subject site, as applicable.
25. Identify the mass transit modes, existing and planned mass transit routes and scheduled service (headway) serving the subject site within one-quarter of a mile.
26. Describe how the proposed site plan furthers or supports mass transit use.
27. Correspondence from transit provider verifying the information submitted in items above. Correspondence must contain name, position and contact information of party providing verification.
28. Provide a copy of the Public School Impact Application.
29. 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.
30. Wellfields – indicate whether the subject site 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.
31. Soils – describe whether the subject site 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.
32. Describe how the site plan 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.

- 33. Provide the location of all existing and proposed fire hydrants within 500 feet of the project boundary, and all proposed driving lanes, turning radii, vertical clearance, fire lanes to provide access for emergency vehicles.**
34. 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.
35. Site data, including floor areas, aggregate building coverage, green space, vehicular use areas, retention areas and parking ratio.
36. 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. Any other architectural, engineering or other data as may be required to permit the necessary findings.
37. 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.
38. 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.
39. 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.
40. 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 footcandle 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 site plans** 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.
- 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.

#### Development Review Committee Rules of Conduct (continued)

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.