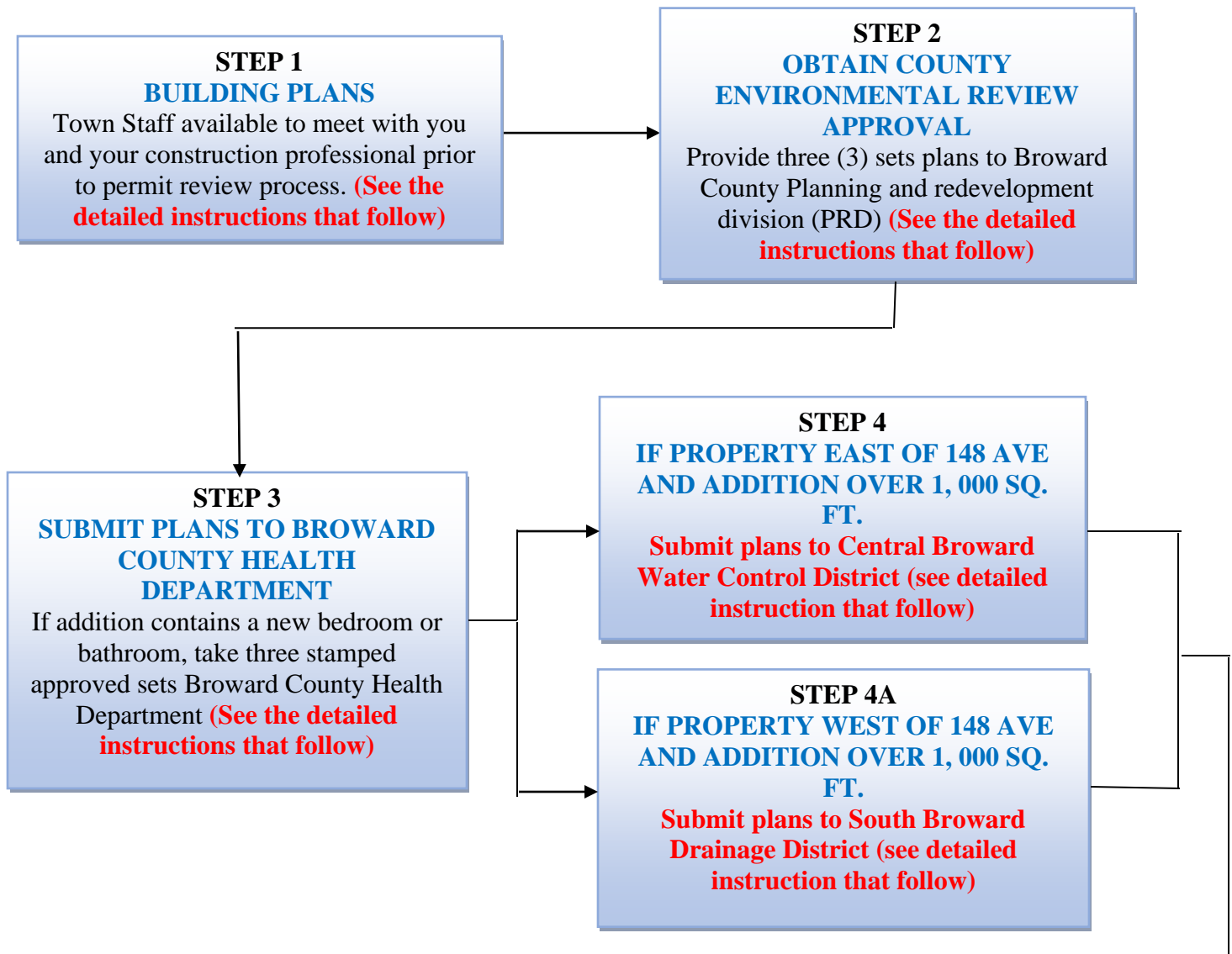




**Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
Town Hall (954) 434-0008
Fax (954) 434-1490**

STEPS TO OBTAIN A PERMIT TO BUILD NEW SWIMMING POOL AND DECK
FLOW CHART





Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax



STEP 5.
SUBMIT PLANS TO PLANNING AND ZONING (J. A. Medina LLC.)
Take three stamped approved sets to Town Hall for Zoning and subsequent Engineering review and approval **(See the detailed instructions that follow)**



STEP 6.
PLANS ROUTED INTERNALLY TO ENGINEERING DEPARTMENT (ADDITIONAL FEES WILL APPLY)
(No action from the applicant at this time. See the detailed instructions that follow)



STEP 7.
SUBMIT YOUR PLANS TO THE TOWN'S BUILDING DEPARTMENT (C.A.P. GOVERNMENT)
(See the detailed instructions that follow)



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

Building a new swimming pool and deck

Obtaining a permit for your construction is a process that involves review and approval by multiple agencies. Generally, Broward County Development and Environmental Regulation Division, Broward County Health Department, South Broward Drainage District and Central Broward Water Control District (*where applicable*) are external agencies that review building plans prior to submitting them to the Town's Zoning, Engineering and Building Departments.

The Town of Southwest Ranches is a "contract community," meaning that it has no employees. Instead, plan reviews for Zoning, Landscape and Building Codes are accomplished by consultants. The Town contracts with J. A. Medina LLC. to conduct in house Zoning and Landscape review, and contracts with C.A.P. Government, Inc. for Building Code review and the actual building permit issuance. The professionals of these agencies, whose contact information is provided in this packet, are available to assist you and to oversee your permit application throughout the approval process. Additionally, engineering review is provided in house by the Town Engineer for some types of construction and for fill permits. Each step of the permit process is outlined below. The steps must be followed in the exact order shown.

Please note that it is illegal to clear or remove trees from your property, including nuisance trees, until you have the proper permit from the Town to do so.

It is also illegal to bring fill onto your property until you have been issued a building permit. Filling must then be consistent with the amount and location of fill approved by the Town during the permit review process. Any other type of fill requires a separate fill permit, issued by the Town Engineer.

STEPS TO OBTAIN PERMIT

STEP 1

BUILDING A NEW SWIMMING POOL AND DECK

Town staff is available to meet with you and your design and/or construction professionals to review the specifics of your application and to assist you in planning for your permit review process. If you would like to meet with Planning & Zoning staff, this must occur well in advance of application submittal. Please contact the Zoning Department at the number provided in this guide, to secure an appointment. Then, have your design professionals prepare all necessary plans for submittal consistent with the attached submittal requirements. You will need a minimum of three (3) complete sets of plans, which will need to comply with the Town of Southwest Ranches Unified Land Development Code (ULDC), available online at www.municode.com, and the Florida Building Code.



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

STEP 2

OBTAIN COUNTY ENVIRONMENTAL REVIEW APPROVAL:

The Broward County Natural Resource Protection Code Sec.27-66(a), requires you to undergo a process called the Environmental Review Approval, in order to develop or alter land and prior to obtaining any building permit. It is performed by the Broward County Planning and Redevelopment Division (PRD), located at 1 N. University Dr., Suite 102, Plantation, FL 33324 (northwest corner of Broward Boulevard and University Drive). Please call (954) 357-6666 if you have any questions. You may complete an application online via their website www.broward.org/development. Please ensure all your plans are stamped by this agency. Be aware that you may be required to obtain additional approval from the Health Department.

STEP 3 (ONLY IF REQUIRED AFTER STEP 2)

SUBMIT PLANS TO BROWARD COUNTY HEALTH DEPARTMENT:

The Health Department will provide approval of the proposed location of your pool/deck, based on the location of the septic system that is currently operating in your property (well, septic tank and drainfield). Your three (or four if required) sets of signed and sealed plans and surveys must be submitted for their review, however, please note that this agency may keep information contained on your plans for their own records. Prepare the submission package accordingly, by calling in advance at (954) 467-4909. The BCHD office is located at 2421 SW 6TH Avenue, Fort Lauderdale (about one mile east of I-95).

STEP 4

If your property is located west of SW 148th Avenue, ensure that your new pool area will not encroach onto any **SOUTH BROWARD DRAINAGE DISTRICT (SBDD)**

Submit your three (3) signed and sealed plan sets (already stamped by the Health Department), and all other required materials to CBWCD, located at 8020 Stirling Road in Hollywood. Please call (954) 432-5110 for application fee and additional requirements.

If your property is located west of SW 148th Avenue, and your addition is larger than 1,000 sq. ft.
SUBMIT PLANS TO SOUTH BROWARD DRAINAGE DISTRICT (SBDD):

Submit your three (3) signed and sealed plan sets (already stamped by the Health Department), and all other required materials to SBDD, located at 6591 SW 160th Avenue (a.k.a. Dykes Road). The phone number is (954) 680-3337. Call for application fee and additional requirements.



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

STEP 5

SUBMIT PLANS TO PLANNING, ZONING AND LANDSCAPING (J. A. Medina LLC):

Take three (3) sets of your plans and survey, all already stamped by the County, showing the proposed improvement, along with the other items listed documents and fees as shown in the attached submission checklist, to the Town's Zoning Department, located at 13400 Griffin Road, Southwest Ranches, Florida 33330. If you have any questions related to Zoning regulations and permit process or requirements you can call (954) 343-7440.

At this point your plans will undergo review for compliance with Zoning requirements, as well as Landscape Code in the event that the new driveway is in conflict with existing vegetation. The person listed as "applicant" on the application will be notified when the plan review is complete. Corrections should then be made and the plans subsequently resubmitted. (Please refer to the attached Town's fee schedule for Planning & Zoning applications).

STEP 6

**ZONING DEPARTMENT WILL ROUTE PLANS TO THE ENGINEERING DEPARTMENT
(ADDITIONAL FEES WILL APPLY):**

Zoning will route three (3) set of plans, with Zoning's approval stamp, along with the original application for Development Order signed-off by the Zoning Department to the Engineering Department. The applicable review fee to the Town's Engineering Department shall be provided at this time. The Engineering Department will contact if corrections to your plans are necessary. Once you obtain Engineering's approval, you will have two (2) final sets of plans which are required by the Building Department, along with the original Development Order with the signatures from both the Zoning reviewer and the Town Engineer or his assistant.

STEP 7

**SUBMIT YOUR PLANS TO THE TOWN'S BUILDING DEPARTMENT (C.A.P. Government, Inc.)
ADDITIONAL FEES WILL APPLY:**

Take the two (2) sets of signed and sealed plans, stamped by all previously listed agencies, and the original application for Development Order (signed-off by Zoning and Engineering), along with all applicable product approvals and structural calculations, to the Building Department, located at 3265 Meridian Parkway, Suite 100, Weston, FL 33331. You can call (954) 888-9882 to obtain an application package and inquire about additional submission requirements and fees.



The Building Department will review the structural, electrical, mechanical and plumbing features of your plans, and will issue the actual building permit. They also coordinate periodic and final inspections.

Town of Southwest Ranches
 13400 Griffin Road
 Southwest Ranches, FL 33330-2628
 (954) 434-0008 Town Hall
 (954) 434-1490 Fax

***CHECKLIST for submittal to J. A. Medina LLC. and Town of Southwest Ranches Engineering Department
 (This is the Town's first review agencies)***

___ **Three (3) complete sets of plans, as applicable, signed and sealed by a Florida registered architect or engineer.**

All plans must comply with the Florida Building Code, current Broward Edition, and the Town of Southwest Ranches Unified Land Development Code (ULDC) available online at www.municode.com. All required agency approvals (see previous pages) must be stamped on the plans. The plans must contain the following information, at a minimum:

	Building plans (structural, mechanical, plumbing, and electrical).
	<p>A "site plan" that shows how the proposed pool, pool equipment and patio will fit onto the lot, with dimensions and other details your professional will know about. It will also show any of the existing buildings and improvements that are to remain on the lot. If a structure is to be relocated or removed, the site plan will indicate this as well. Specifically, the site plan will show:</p> <ul style="list-style-type: none"> ▪ Compliance with the minimum building "setbacks" from the property lines and ingress/egress easements required by the zoning code. ▪ Permanent fence at least 4 feet high and also meeting the requirements of Florida Statutes Chapter 515, the Private Swimming Pool Safety Requirements Act. ▪ The major features shown on the survey. ▪ Dimensions of all existing and proposed structures and their distances (measured from closest part of structure) to property lines and easements, driveways, other structures, and water bodies. ▪ Location of septic tanks, drainfields and wells. ▪ A basic lot grading plan is required, including limits of fill, maximum slope from filled areas to natural grade, and direction of stormwater flow. The plan must comply with the stormwater drainage standards for your area, and must comply with the Town's tertiary drainage plan. Your architect or engineer should call



- | | |
|--|--|
| | <p>the Town Engineer at (954) 434-0008 if there are questions.</p> <ul style="list-style-type: none"> ▪ Note stating that “Maximum slopes shall not exceed 4(H):1(V)” ▪ Note stating that “Owner shall submit a Final Survey to the Town of Southwest Ranches prior to the final inspection. Survey must include sufficient topography to verify conformance to the design, approximate location of septic tank, drainfield, well and service lines” ▪ Scale, with north arrow. |
|--|--|

Town of Southwest Ranches
 13400 Griffin Road
 Southwest Ranches, FL 33330-2628
 (954) 434-0008 Town Hall
 (954) 434-1490 Fax

— Surveys.

Three or four surveys, as applicable, signed and sealed by a registered land surveyor, dated within one year of the application date, and containing the following information:

	Topographical elevations at minimum 100-foot intervals.
	All easements and abutting rights-of-way and reservations of record with dimensions and book/page recordation references (survey must be abstracted for all easements, reservations & rights-of-way of record).
	All existing structures, if applicable.
	Existing roadway pavement location, with dimensions.
	The net and gross size of the property in both square feet and acres. Survey cannot say “more or less.”

— Tree survey.

The tree survey must show the following (this can be incorporated into the lot survey). **Please note:** the removal of trees requires a tree removal permit.

	Location of existing trees.
	Caliper, size of crown, and botanical name of each tree on the property.

— Warranty deed.

	A copy of your property ownership document, which is usually your warranty deed, is required to verify ownership.
--	---

— Permit applications.

An application for Development Order, for Zoning and Engineering sign-off, is required. It is very simple and not required to be notarized or signed by the owner (in case the applicant is an architect,



engineer, contractor, or even a permit runner). The application for structural review will be required when plans are ready for the Building Department. The structural application must contain the value of the construction for the entire job.

Permit fees for Town contracted agencies.

	Keep in mind, there are separate fees for all the different agencies involved in your permit process.
	Zoning permit fees will be due in the form of a check, cashier's check, or money order payable to the Town of Southwest Ranches. Cash is not accepted. The application fee covers an initial review and cost of complete application processing by professional staff. Each additional plan resubmission will have a fee which will be collected each time plans are resubmitted with corrections. Please refer to the fee schedule approved by Town Council on 12/11/2008.
	Applicable fee for Engineering plan review will be due in the form of a check, cashier's check, or money order payable to the Town of Southwest Ranches, once plans are processed by the Town Engineer.
	Applicable building permit fees will be due in the form of a separate check, cashier's check or money order payable to the Town of Southwest Ranches once you submit your application to the Building Dept.



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

PERMIT ISSUANCE AND INSPECTIONS

Once your building plans are approved and the permit fees are paid, a building permit will be issued at the offices of C.A.P. Government, Inc. This permit will authorize the construction of your home.

Building permit: Be sure to post your approved permit copy in a visible spot at the construction site. **The permit copy needs to be visible at all times from adjacent right of ways during the duration of the construction.**

Interim inspections: C.A.P. Government, Inc. will be responsible for coordinating inspections during your building's construction phase.

Final inspections: Once the new building is complete, you need to order your final inspections. An inspection request form is included in the building permit package. This form has to be faxed to the Building Department, which will oversee all final inspections. The Zoning Department will also perform the final Zoning and Landscape inspection, and will coordinate with the Town Engineer if his review was part of the permit.

Certificate of Completion: Once you have passed the final inspections of all agencies, the Building Department will confirm that your permit is complete and will issue a Certificate of Completion upon request, or will simply close your permit.

IMPORTANT

Below is a summary of phone numbers for guidance through the permitting process:

Planning and Zoning: J. A. Medina LLC. (954) 434-0008
Julio Medina

Engineering: Rod Ley (954) 434-0008
(by appointment ONLY)



**Structural, Mechanical,
Electrical, Plumbing:**

C.A.P. Government, Inc.
Lisa Reices-Nicasio

(954) 888-9882

Drainage Districts:

South Broward Drainage District
(for areas west of SW 148 Ave)

(954) 680-3337

Central Broward Water Control District
(for areas east of SW 148 Ave)

(954) 432-5110