

LAND USE DESIGNATION:

EXISTING ZONING:

FOLIO NUMBER:

Town Use Only
Application No: _____
Fee Paid: \$ _____
Receipt No: _____

SITE PLAN
SITE PLAN MODIFICATION
 REVIEW APPLICATION
 TOWN OF SOUTHWEST RANCHES

Complete this form in full. Type or clearly print the required information. Signatures must be notarized. Checks must be made payable to "Town of Southwest Ranches."

Call The Mellgren Planning Group at 954.475.3070 for an application submission appointment.

DATE FILED: _____

RESIDENTIAL: _____

NON-RESIDENTIAL: _____

NO. OF UNITS: _____

FLOOR AREA: _____

PETITIONER / AGENT:

ADDRESS:

PHONE:

E-MAIL:

RELATIONSHIP TO PROPERTY:

APPLICANT (OWNER):

ADDRESS:

PROJECT/SUBDIVISION NAME:

PROJECT LOCATION OR ADDRESS:

LEGAL DESCRIPTION:

TOWN USE ONLY

DEVELOPMENT REVIEW:

TOWN COUNCIL:

OWNER'S NAME(S)

PETITIONER'S NAME

OWNER'S NAME(S)

OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

PETITIONER'S SIGNATURE

OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE

PHONE

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or who has produced _____ as identification and who did take an oath.

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

Sign: _____

Sign: _____

Print: _____

Print: _____

My Commission Expires:

My Commission Expires:

By signing this agreement, you acknowledge that the Town operates on a strict cost-recovery basis; the total cost of this application will be based upon the time spent by staff on the overall process, including in-office meetings, phone calls, plan review, administration and inspections, if applicable. Any additional cost incurred by the Town in excess of the initial application fee has to be collected prior to approval.

SUBMISSION REQUIREMENTS NEW OR REVISED SITE PLANS

SUBMISSION PACKAGE CHECKLIST:

- Completed and notarized application.
- Base application fee payable to **THE TOWN OF SOUTHWEST RANCHES**. See fee schedule. Site plan review is provided on a cost recovery basis. **THE BASE APPLICATION FEE GENERALLY COVERS ONLY THE INITIAL REVIEW BY ALL TOWN REVIEWING AGENCIES.** Applicant will be advised if additional amounts are owed due to additional review requirements, meetings, or any corrections to the site plan and/or clarifications requested by a Town reviewing agency. This additional fee must be paid in full to the Town prior to placing the plat application onto a Town of Southwest Ranches Town Council Agenda.
- Fire review fee. Check, cashier's check or money order shall be made payable to **Town of Southwest Ranches**. Amount to be determined; please call The Mellgren Planning Group to verify.
- Two (2) copies of the plat as recorded in Broward County; two (2) copies of the most recent recorded agreement to amend the plat note; two (2) copies of the Broward County Development Review Report for the plat of the property.
- For residential site plans, School Capacity Availability Determination (SCAD) Letter from the Broward County School Board (or equivalent letter from the Broward County School Board, stating that development is exempt from concurrency requirements).
- Two (2) sealed surveys, not more than one (1) year old, showing property boundaries, existing structures, water bodies, canals, easements, rights of way and all existing structures.
- Two (2) sealed topographic surveys (topographic data can be incorporated into the required property surveys).
- One (1) tree survey locating and identifying the size and species of each tree on site.
- Mandatory lobbyist registration and disclosure form for all applications (must be submitted at least two weeks prior to public hearing)
- Five sets of site plans. Site plans shall not be larger than 24" by 36 inches, stapled into submission sets, and folded to 8.5" by 11". **ROLLED, UNFOLDED OR UNSTAPLED SUBMISSIONS WILL NOT BE ACCEPTED.** Ten sets of corrected plans will be required for the Town Council public hearing.

SITE PLAN REQUIREMENTS:

The requirements contained in Article 120 of the Town of Southwest Ranches Unified Land Development Code are applicable with respect to the information required on a site plan.