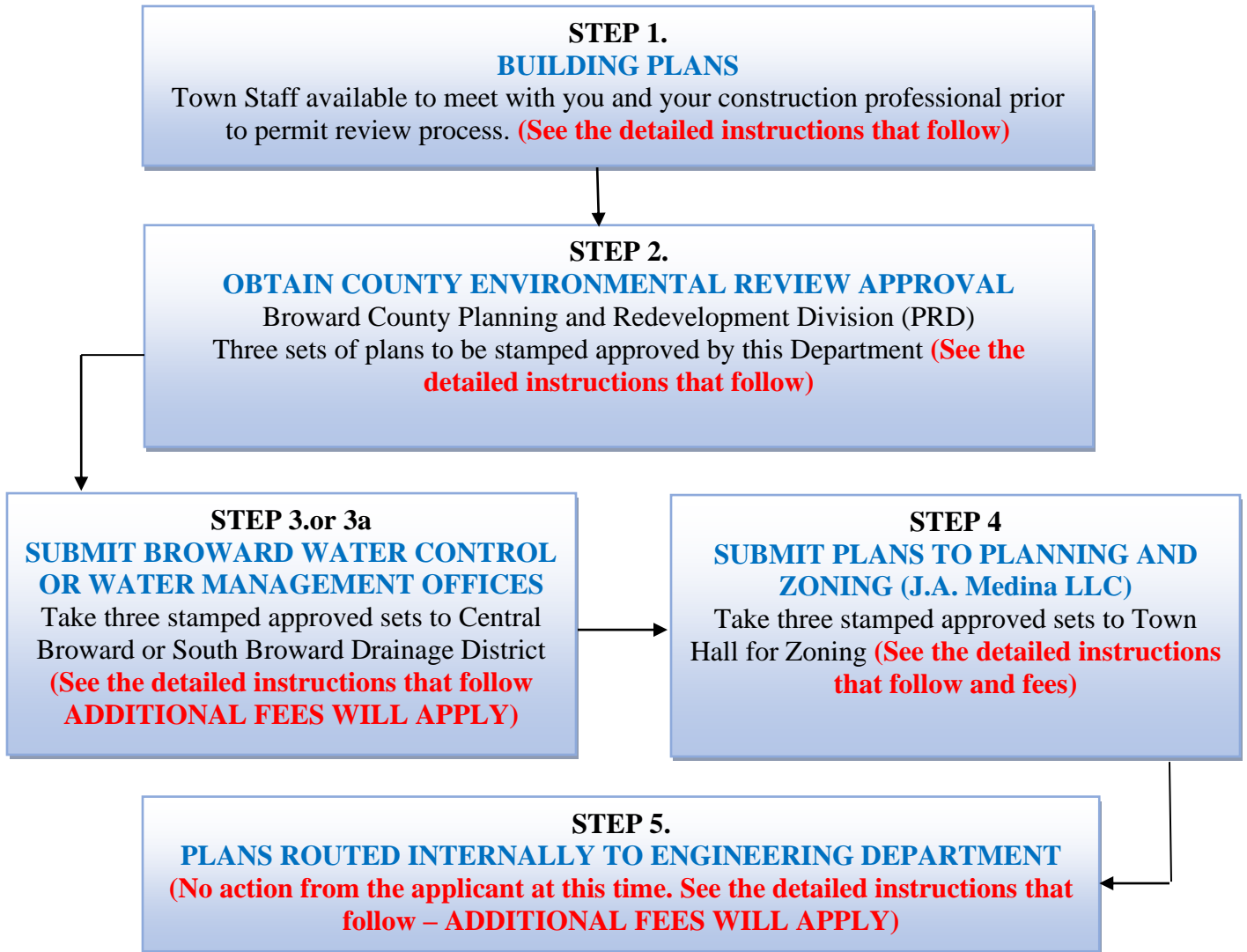




Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
(954) 434-0008 Town Hall
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**STEPS TO OBTAIN A PERMIT FOR BUILDING A NEW DRIVEWAY OR
REPLACING/ ADDING TO EXISTING DRIVEWAY
FLOW CHART**





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Building a new driveway or Replacing/adding to an existing driveway Permit Process and steps

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 A PERMIT

STEP 1 BUILDING PLANS:

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



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comply with the Town of Southwest Ranches Unified Land Development Code (ULDC), available online at www.municode.com, and the Florida Building Code.

STEP 2

OBTAIN COUNTY ENVIRONMENTAL REVIEW APPROVAL:

The Broward County Natural Resource Protection Code Section 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. The Town will require three (3) sets of plans for the building application process with will require stamps of approval from this agency. The review from this office will take place at the Broward County Planning and Redevelopment Division (PRD), located at **1N. 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.

STEP 3

SUBMIT BROWARD WATER CONTROL OR WATER MANAGEMENT OFFICES

If your property is located east of SW 148 Avenue, submit plans to Central Broward Water Control District (CBWCD):

Submit your tree (3) sets 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 148 Avenue, submit plans to South Broward Drainage District (SBDD):

Submit your (3) sets to SBDD, located at 6591 SW 160 Avenue (a.k.a. Dykes Road). The phone number is (954) 680-3337. Call for application fee and additional requirements

Step 4

SUBMIT PLANS TO ZONING DEPARTMENT (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 and listed documents and fees as shown in the attached submission checklist, to the Town Zoning Department, located at 13400 Griffin Road, Southwest Ranches, Florida 33330. If you have questions related to Zoning regulations and permit process or requirements you can call 954-434-7440.

At this point your plans will undergo review for compliance with Zoning requirements, as well as Landscape Code if applicable due to a conflict with existing vegetation. The person listed as "applicant" on the application will be notified when the plan review is completed. Corrections should then be made

and the plans subsequently resubmitted. (Please refer to the attached Town's fee schedule for Zoning plan reviews.)



If your driveway will extend beyond your property line onto a road dedication and it will be made of material other than asphalt or plain concrete:

Zoning staff will provide you with a Maintenance, Work and Indemnification Agreement and direct you to the Town Attorney's office for the recordation of this document.

Please note that the Zoning Department also performs the process and issuance of tree removal and/or relocation permits not related to construction.

STEP 5

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.

Please note that Engineering also performs the process and issuance of fill permits that are not related to construction, which do not require a building permit.



SEE THE FOLLOWING CHECK LIST FOR REQUIRED DOCUMENTS

**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) sets of plans, which can be a copy of a current survey.

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:

	A “site plan” showing exact location of the proposed driveway in reference to the overall property.
	Specifically, the site plan will show: <ul style="list-style-type: none"> ▪ Compliance with the minimum setbacks required from property lines, if applicable, and ingress/egress easements as required by the Town Code. ▪ All major features shown on the survey. ▪ Location of septic tanks, drain fields and wells. ▪ Scale, with a north arrow. ▪ Construction material specifications.

Surveys.

Three (3) surveys, signed and sealed by a registered land surveyor, dated within one year of the application date, and containing the following information:

	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 separate 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.
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— **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, a 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 review 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 09/15/2014.
	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 Department.



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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 new fence or wall.

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 Julio Medina	(954) 434-0008
Engineering: (by appointment ONLY)	Rod Ley	(954) 434-0008
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) Central Broward Water Control District (for areas east of SW 148 Ave)	(954) 680-3337 (954) 432-5110