

# DEVELOPMENT PERMIT GUIDANCE

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## **DEVELOPMENT PERMIT REVIEWS**

A permit is required for a development as per Section 005-080, Town Code of Ordinances. Types of development permits in compliance with the Town Code of Ordinances, Comprehensive Plan, and applicable regulations, and coordination with other regulatory agencies include the following:

- Building Construction (New / Additions / Substantial Improvement or Damaged Structures)
- Swimming Pool and Decks
- Driveways / Walls / Fences / Gates / Gazebos
- Slab for Recreational Purpose (Basketball Courts, Tennis Courts, etc.)
- Outdoor Lighting
- Subdivision Plat
- Street and Drainage Construction Plans
- Landscaping
- Commercial Development (site plan, parking lot, drainage plan, pond, etc.)

An application for a development permit starts at the Town Planning Department, which is The Mellgren Planning Group (TMPG). If desired by the applicant, a pre-application meeting attended by Planning and Engineering staff may be requested. An application for a development permit and supporting documentation are submitted to and processed by the Town's Planning Department and routed to the Town Engineer and the Town's Building Department which is contracted with CAP Government.

An engineering approval for the following permits are processed directly by the Engineering Department, located at Town Hall, 13400 Griffin Road, Southwest Ranches, Florida 33330:

- Road Rights-of-Way Use Permit (water service; utility jacking & boring, etc.), {Sec. 005-270}
- Fill Permit (Earthwork: Fill, Excavation and Site Grading), {Article II}

## **ENGINEERING DEPARTMENT REVIEWS**

The Engineering Department provides quality and timely engineering evaluation of engineering permit applications, subdivision plans, construction drawings and related documents; ensuring public health, safety, welfare and enhancing the quality of life for the citizens of the Town of Southwest Ranches.

The Engineering Department is responsible for the review and approval of a variety of development permit submittals and inspections. An engineering review fee is charged based on actual cost associated with the permit application review.

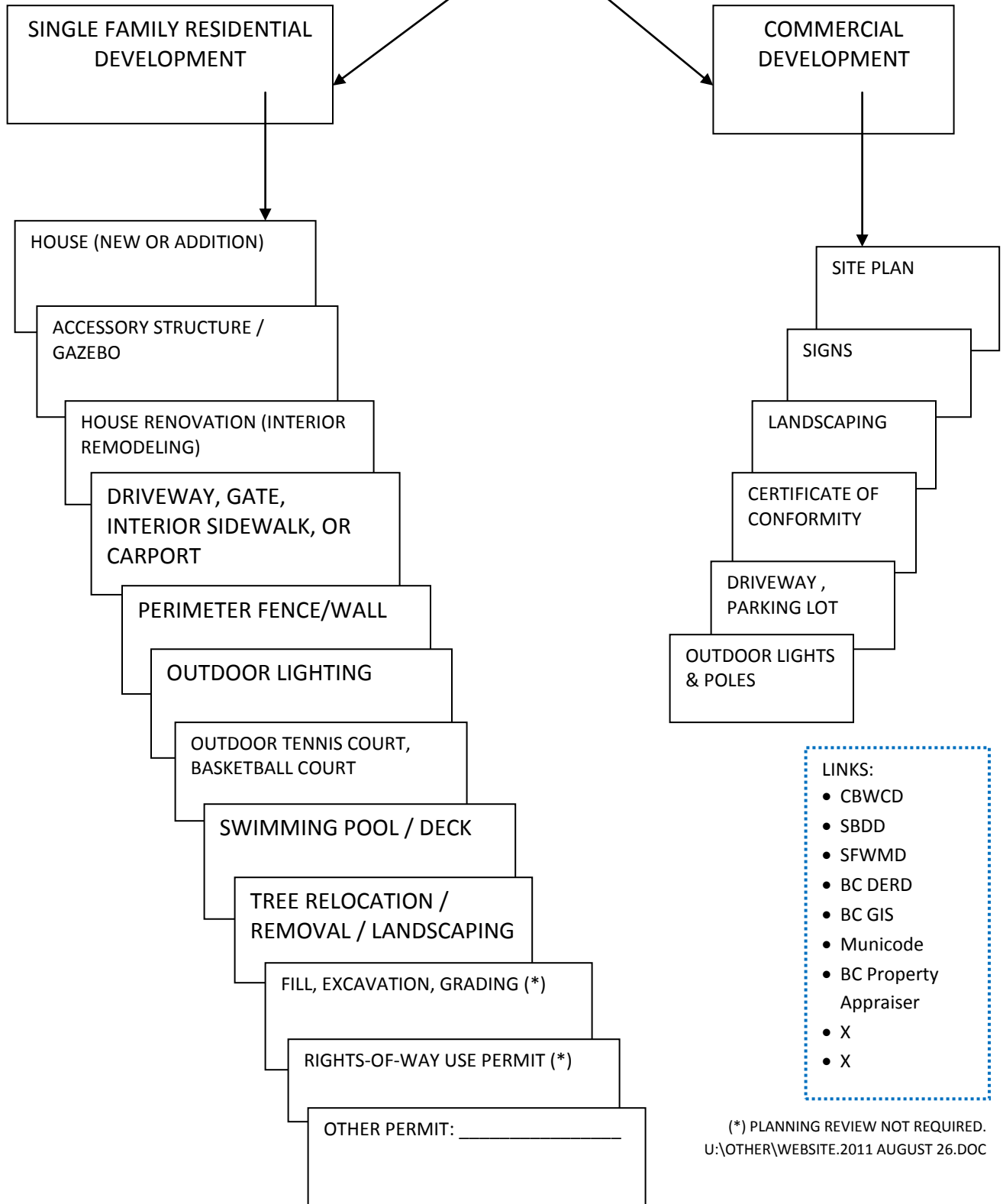
The Engineering Department reviews include the following:

- Site grading and drainage plans (stormwater discharge and runoff, and the tertiary drainage system); coordination with South Broward Drainage District (SBDD)/Central Broward Water Control District (CBWCD)/South Florida Water Management District (SFWMD)
- Earthwork and erosion control plans
- Floodplain Management Plans (Finish Floor Elevation, Elevation Certificate, and flood plain management requirements by Broward County and the National Flood Insurance Program (NFIP) under the Federal Emergency Management Agency (FEMA))
- Wetlands (Coordinates with Broward County Development and Environmental Regulations Division)
- National Pollutant Discharge Elimination System (NPDES) requirements (construction best management practices, e.g., silt fence)
- Site Development Plans and provide comments to Town Planning Department
- Engineering design criteria and standards as per Town's Unified Land Development Code (ULDC)
- Fire apparatus access and fire flows (Sections 080 and 110, Code of Ordinances)
- Codes Enforcement Department requirements
- Comprehensive Plan technical requirements

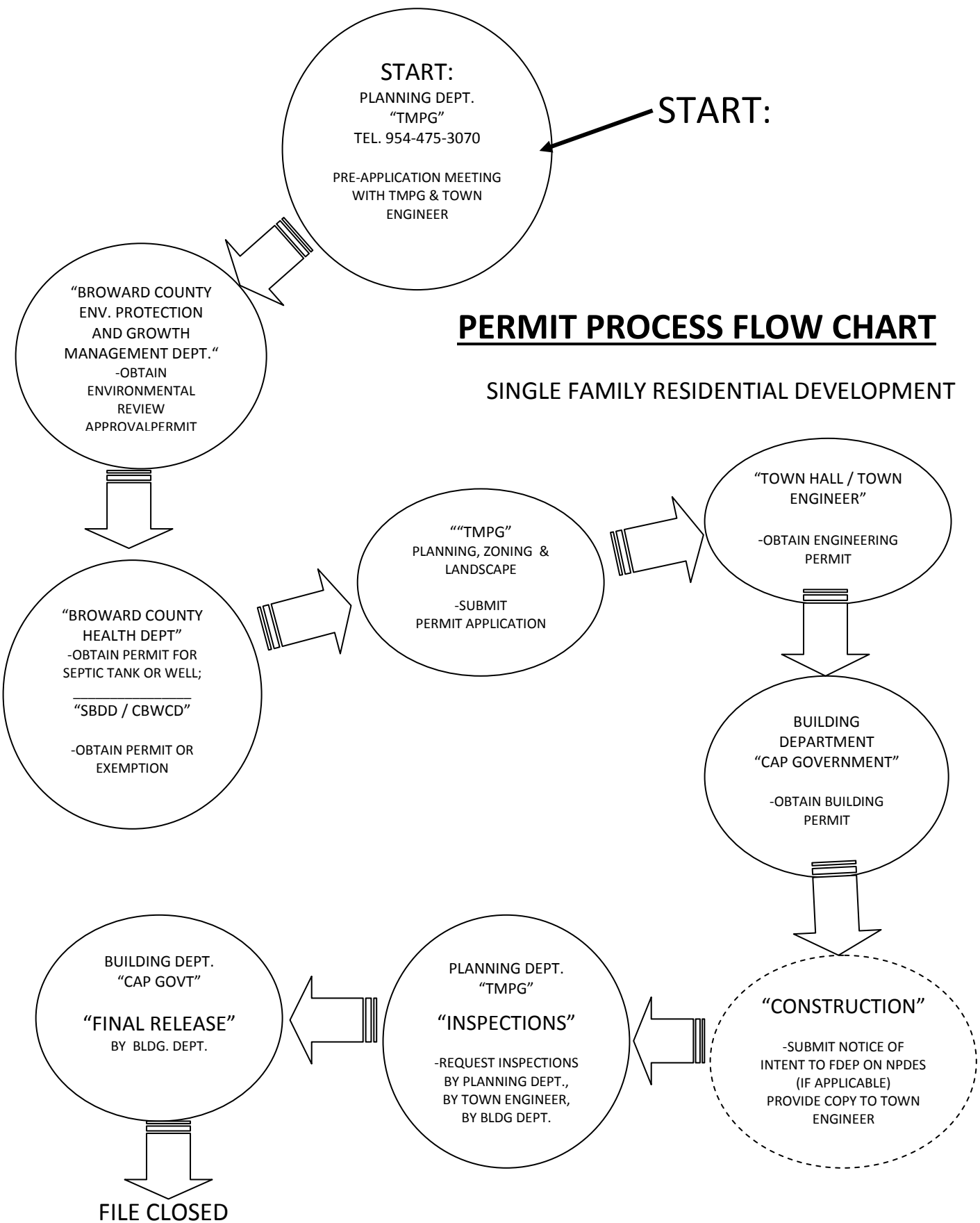
## **ENGINEERING INSPECTIONS**

Inspections during construction are performed by the Town's Engineering Department. Final inspection in conjunction with a development permit shall be requested through the Town's Planning Department. The Engineering Department performs the final inspection upon notification by the Town's Planning Department. Engineering inspections are performed independently from Planning Department's planning, zoning and landscape inspections, and by the Building Department's building inspections per Florida Building Code. Engineering Department also communicates its' inspection observations with Planning Department and Building Department to assist with their approval and release of the permit and/or certificate of occupancy.

# DEVELOPMENT PERMIT



(\*) PLANNING REVIEW NOT REQUIRED.  
 U:\OTHER\WEBSITE.2011 AUGUST 26.DOC



## PERMIT PROCESS FLOW CHART

### SINGLE FAMILY RESIDENTIAL DEVELOPMENT

THE MELLGREN PLANNING GROUP (TMPG), TEL. 954-475-3070  
 CAP GOVERNMENT, 954-888-9882  
 TOWN ENGINEER, 954-434-0008

BROWARD COUNTY PLANNING & ENVIRONMENTAL REGULATIONS DIVISION, TEL. 954-357-6666

## CONTACT LIST

	AGENCY	Subject	Contact Name	Tel. No.	Fax No.
1	Broward County Environmental Protection and Growth Management Department, Planning and Environmental Regulations Division (P.E.R.D.):  1 North University Drive, Suite 102 Plantation, FL 33324  115 S. Andrews Avenue Gov't Center Annex, Sec. Flr. Rm. A240 Ft. Lauderdale, FL 33	Environmental Review Approval  Wetland Determination Traffic Concurrence, etc.  Environmental License	Help Desk  Help Desk	954-307-6666  954-519-1400	954-519-1412
2	Broward County Health Development  2421 SW 6th Avenue Ft. Lauderdale	Septic Tank/Water Well	Help Desk	954-467-4909	
3	Broward County School Board  1643 North Harrison Parkway Sunrise, FL 33323	Cert. of Adequacy	Help Desk	754-321-8350	
4	Central Broward Water Control District  8020 Stirling Road Hollywood, FL 33024	Surface Water Management	Bryon Boyd	954-432-5110	954-432-8603
5	South Broward Drainage District  6591 Dykes Road (SW 160th Avenue) Southwest Ranches, FL 33330	Surface Water Management	Luis Ochoa	954-680-3337	954-680-3337
6	South Florida Water Management District  3301 Gun Club Road West Palm Beach, FL 33406	Surface Water Management	Help Desk	1-800-432-2045	
7	Town of Southwest Ranches Building Department (CAP Government, Inc.)  3265 Meridian Parkway, Suite 100 Weston, FL 33331	Building permits and inspections	Lisa Reices	954-888-9882	954-888-9882
8	Town Southwest Ranches Planning Department (The Mellgren Planning Group)  6555 Nova Drive, Suite 305 Ft. Lauderdale, FL	Planning and Zoning	Elizabeth Tsouroukdissian	954-475-3070	954-475-9550
9	Town Engineer Town Hall  13400 Griffin Road Southwest Ranches, FL 33330	Engineering , Fill Permit, Floodplain Management,  NPDES	Help Desk: Susan Kutz  Willie Nabong Emily McCord Daniel Miller	954-434-0008  954-343-7444 954-343-7453 954-343-7474	954-434-1490  954-434-1490 954-434-1490
10	Town of Davie Fire Marshal	Fire Services	Tony Precanico	954-797-1229	954-797-1237

## LIST OF USEFUL LINKS

Broward County	<a href="http://www.broward.org">www.broward.org</a>
Broward County GIS	<a href="http://www.gis/broward.org">www.gis/broward.org</a>
Broward County Permits	<a href="http://www.Broward.org/epermits">www.Broward.org/epermits</a>
Broward County Property Appraiser	<a href="http://www/bcpa.net">www/bcpa.net</a>
Broward County Official Records	<a href="http://www.broward.org/Records">www.broward.org/Records</a>
Central Broward Water Control District	<a href="http://www.centralbrowardwcd.org">www.centralbrowardwcd.org</a>
Florida Department of Environmental Protection, NPDES – General Permit Coverage	<a href="http://www.dep.state.fl.us/water/stormwater/npdes/construction3.htm">www.dep.state.fl.us/water/stormwater/npdes/construction3.htm</a>
South Broward Drainage District	<a href="http://www.sbdd.org">www.sbdd.org</a>
The Mellgren Planning Group	<a href="http://www.mellgrenplanninggroup.org">www.mellgrenplanninggroup.org</a>
Town Codes	<a href="http://www.municode.com">www.municode.com</a>
Town of Southwest Ranches	<a href="http://www:southwestranches.org">www:southwestranches.org</a>