



Community Development Department – Planning Division  
10770 West Oakland Park Boulevard, 2<sup>nd</sup> Floor, Sunrise, FL 33351  
P: 954.746.3270 F: 954.746.3287

## **Checklist for Applying for an Administrative Revision to the Site Plan Package**

In order to start the administrative revision to the site plan process pursuant to Land Development Code Section 16-32, please follow the steps outlined below:

1. Fill out, scan, and email us the application form, including the Disclosure of Ownership Affidavit;
2. If the *Contact Person & Company Name* specified are not the subject property owner, please provide a letter from the owner authorizing the person/company specified on the form to submit the application on their behalf;
3. Along with item #1 and #2, please also email us a Letter of Intent (dated and signed) specifically describing all the changes being proposed to the property, including a reason for the changes, and how they will affect the property. Specify if and how the property's building elevations, parking spaces, drive aisles, landscaping, trees, irrigation, site lighting, and the like will be affected.

Once we receive the email with the application form, the disclosure of ownership affidavit, authorization letter and the letter of intent, we will review those for completeness.

After we confirm those are complete, we will contact you regarding review [fees](#) and submittal options – Please note both e-Plan Review and paper submissions are acceptable. If you choose to submit your application and plans in paper format, we will let you know how many sets of 24"x36" plans to submit, and you will be required to provide the original signed hardcopies of items #1 - #3 mentioned above. If you choose to submit electronically, please refer to the files in the folder named "e-Plan Review" located in the Community Development Department Document Central on the City's website (<https://www.sunrisefl.gov/our-city/advanced-components/document-central/-folder-368>).

Please note the revision sheet(s) you provide will need to have the City's title block (available on our website [here](#)), and that a cover sheet should be provided along with the sheet(s) you are revising. See below for a list of the required contents on the cover sheet:

1. Name of project.
2. The legal description, including the section, township and range.
3. Location map of the property, clearly identifying adjacent streets.
4. Aerial map, not more than one (1) year old of the property, clearly identifying adjacent streets and project site.
5. Table of contents listing all sheets being provided with the submittal – be sure sheet names and reference labels match.
6. Notation on sheet: "This Site Plan set is approved pursuant to Section 16-31 of the City of Sunrise Land Development Code and has not been reviewed for compliance with Florida Building Code. Any change to details shown, to satisfy the requirements of Florida Building Code, shall require review for consistency and compliance with the City of Sunrise Land Development Code."



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For Official Use Only
Date:
App. No:
Related #:
Reviewers:

ADMINISTRATIVE REVISION TO THE SITE PLAN PACKAGE

All Fields must be completed or indicated "N/A"

Code Violation: YES/NO Case #
Building Permit: YES/NO Permit #
Engineering Permit: YES/NO Permit #

Project Name:
Project Address: Folio #:
Property Owner Name: Company Name\*:
Applicant Name: Company Name\*:
Contact Person: Company Name\*:
Phone #: Business Phone #:
E-mail address: Fax #:
Checklist:
Plans to be amended:

Section 16-32 of the Land Development Code requires a revision to existing approved plans whenever a proposed change is made to any portion of the site plan. Only minor alterations to the site such as parking lot configuration and circulation, minor architectural elevations, landscaping substitutions and minor engineering revisions qualify for an administrative revision. All other proposed changes will require City Commission action, unless they are categorized as small-scale site plans pursuant to Section 16-31(b)(1).

The applicant shall contact the Community Development Planning Division at 954-746-3286 to schedule a meeting prior to submittal to determine if the proposed change(s) require City Commission action and to determine which plans will be required to be changed. Only when this has been done, should the applicant complete this form and submit the required plans and fees.

Please note it is the applicant's responsibility to schedule an appointment with the Plans Processing Technician at 954-746-3277 to review currently approved plans.

**DISCLOSURE OF OWNERSHIP AFFIDAVIT**

All owners, must separately complete this affidavit and list their name, business address and percentage of ownership of any owner of the real property that is the subject matter of this application. All parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation must provide a separate affidavit.

The undersigned hereby represents that he/she is an owner of the subject property and that the names, addresses, and ownership percentages of each owner are set forth below:

Property Owner Name, Business Address and Ownership Percentage

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Property Address/Legal Description

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of Florida  
County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_\_\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_  
Type of Identification Produced \_\_\_\_\_