



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 Site Plan and Master Development Plan Application**

Please note: A pre-application meeting is required prior to submittal. To schedule an appointment, call the Community Development Department at (954) 746-3286. Submittals are not allowed on the same day as the pre-application meeting. Application fees, excluding notification fees, must be paid in full at time of submittal. Applications will be accepted in digital or hardcopy format. If a hardcopy submittal is provided, all submissions must include a raised/wet seal and signature. Electronic or digitally sealed submissions are not accepted for hardcopy submittals. For digital submittals, disregard the required number of copies of the original documents.

All plans submitted shall be Americans with Disabilities Act (ADA) compliant.

### **Items required for 1<sup>st</sup> Submittal:**

1. Application for Site Plan Approval, executed by property owner (1 original and 11 copies) – please note all company names should be specified exactly as registered with the State of Florida’s Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org)). All original documents should be signed in blue.
2. Letter from the applicant describing the request with confirmation of a title search for the project site. All title records (i.e. existing liens, covenants, agreements, etc.) must be listed with applicable information. In addition, if the property lies within a mixed-use development of Development of Regional Impact (DRI), a detailed summary of existing and allowed intensities/densities should be included within the application letter. If the applicant is not the property owner, a letter from the property owner consenting to the request (1 original and 11 copies).
3. All site plans must be accompanied by a completed application for consistency/concurrency review and the associated fee (1 original and 11 copies).
4. Online payment, check, or money order made payable to the City of Sunrise in the amount indicated by the City of Sunrise Fee Schedule.
5. Online payment, check, or money order made payable to the City of Sunrise for \$1,000.00 for traffic consultant review (if applicable).
6. Twelve (12) copies of the legal, sketch and survey (signed and sealed) of the project location on 8.5” x 11” sheets or digitally submitted (to be opened on 8.5” x 11” sheets).
7. Twelve (12) signed and sealed, 24” x 36” copies of the proposed plans are required. All sheets must include the City’s approved title block (indicating the architect’s name, address and telephone number, the name of the project, and the date of preparation in the location described in item #11) and be numbered sequentially. Include a copy of the most recently recorded plat, including plat note(s), within the plan set.

Site plan packets shall be submitted in the following order pursuant to Section 16-31(d)(15):

- |                                 |                        |
|---------------------------------|------------------------|
| A. Cover Sheet                  | G. Elevations          |
| B. Site Plan                    | H. Landscaping Plan    |
| C. Site Plan Details            | I. Landscaping Details |
| D. Pavement Marking and Signage | J. Irrigation Plan     |
| E. Survey                       | K. Irrigation Details  |
| F. Floor Plans                  | L. Photometrics Plan   |

8. Five (5) sets of a separate signed and sealed conceptual engineering package, complying with Section 16-31(d)(14) and prepared by a Professional Engineer, registered in the State of Florida, must be submitted and must include the following:
  - a. Conceptual Water and Sewer Plan
    - Show water and sewer facility, the source of public water, wastewater disposal facility.
    - General distribution and collection plans.
    - Easements and Utilities in conformance with Chapter 15 of the City Code of Ordinances.
  - b. Conceptual Drainage Plan
    - Design finished floor elevation.
    - Surface water management elements such as retention facilities, drainage easements, swales, weir location and elevation and outfalls.
  - c. Preliminary flood routing and water quality calculations for surface, water management elements, weir elevation and design finish floor elevation, in conformance with Article XI of the Land Development Code.
9. A public safety and security report must be submitted containing verification and information for the following:
  - a. Location and type of low-level lighting for walkways and common areas.
  - b. Location and type of exterior wall mounted lights to provide illumination for the parking/pedestrian areas.
  - c. Location of all pavement markings and traffic/directional signage such as Stop signs, One Way, Do Not Enter etc.
  - d. A narrative on the location of required landscaping and its compatibility with exterior lighting.
  - e. Details or description of roof access ladders and a note that they are secured by a locked mechanism.
  - f. Include two (2) persons (name, title and phone number) to contact in case of emergency. This may be the owner, property manager, security guard, etc.
  - g. Provide a list of and location for internal safety measures such as security cameras (CCTV), alarms, personal security services, height markers etc.
10. All pages submitted shall have the same orientation, be consistently scaled, and include the standard title block that is provided by Community Development. [Title Block \(.dwg file for CAD\)](#) In the lower right-hand corner of each page, there must be a blank space that is at least 3.5" x 5.5" in size for the City Approval Stamp. All plans are to be folded to their maximum ability, with the title block facing outwards.
11. All plans must have a uniform scale of 1 to 20 and be of the same orientation, with master site plans and overall plans allowed to increase to 1 to 60.
12. Structural details are not to be included in the Site Plan set (i.e. details should be limited to dimensions, colors and materials; but should not show wind loads, anchors, etc.).

**Items required for Re-Submittals:**

1. When submitting revisions, the applicant is required to provide a list of responses to all Staff comments. This list must be attached to the front of all submitted sets of plans.
2. The applicant must submit new plans. If page numbers have been changed or added, this must be noted in the list of responses.



## **Site Plan and Master Development Plan requirements**

### **Cover Page Requirements:**

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. A table of contents for all pages must be shown in the order detailed under item #7 as listed in the requirements for submittal.
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."

### **Site Plan and Site Plan Detail Requirements:**

*The following items are to be included on all final site plans submitted to the City of Sunrise. Applicants are strongly urged to review a copy of the City's Land Development Code for specific regulations, procedures and standards. [Code of Ordinances](#)*

1. The site plan must meet all applicable requirements of the Florida Building Code, including, but not limited to, handicap parking spaces must be located at the nearest point of access to buildings/structures, with a ramp, if needed, for access. Handicap parking spaces will be clearly marked with pole signs indicating "Handicap Parking Only", as well as pavement markings.
2. Site boundaries, clearly identified, and ties to section corners, show centerline of all roads.
3. Building separations and setbacks to all property lines.
4. Typical cross section for each property line, to include berms, swales, walls and all other above ground improvements.
5. Proposed uses, with indication of size, location and height of structures with dimension to lot lines.
6. Existing Land Use and Zoning designation(s) for adjacent properties.
7. Vehicular circulation system for cars and other required vehicular types, with indication of connection to trafficways.
8. Pedestrian circulation system.
9. Location of trash and garbage disposal system and provisions for accessibility to waste trucks. The site plan must indicate a detail for any dumpsters to be utilized by said project and the depiction of adequate architectural screening (wall with a gate).
10. Loading areas and provisions for accessibility to vehicles of the required type.
11. Notation on plans: "All mechanical equipment located on the roof or ground will be fully screened by parapets or equipment screens that are equal in height or taller than the equipment. The equipment will also be buffered to mitigate noise."
12. All swimming pools indicated on final site plans will require safety barriers, either screen enclosures or fences. Safety barriers must be indicated and a detail provided for same.
13. Provide a Legend, or labeling, to identify all features shown on Site Plan. Include all accessory structures such as generators, FPL boxes irrigation equipment etc.

14. The following computations shall be shown in a table on the Overall Site Plan:
  - a. Gross acreage of the subject property (including roadways, waterways easements, and right(s)-of-way, if any).
  - b. Net acreage of the subject property (excluding road easements and rights-of-way, if any).
  - c. Pervious and impervious area in square footage and percentage.
  - d. Required/provided setbacks/separations.
  - e. Residential Project: Number of dwelling units by number of bedrooms, density, and type of dwelling unit.
  - f. Existing/proposed Future Land Use and Zoning designations of the subject property.
  - g. Square footage of ground covered by building(s) (i.e. footprint).
  - h. Gross floor area of the building(s) and the Floor Area Ratio.
  - i. Number of parking spaces provided (standard and handicap) and the required number of parking spaces. Include the method of computation.
  - j. Number of loading spaces required and provided (if applicable).
  - k. If the project is a phased development, indicate the boundaries of the project within the overall master plan.
  - l. List of proposed uses.
15. Show location of all fire hydrants. Hydrants shall be installed every 300 feet.
16. Show turning radius for all locations at 50 feet or greater with the minimum turning radius of 24 feet.

**Pavement Marking and Signage Requirements:**

1. Details of all signage must be provided, including locations, dimensions, colors, etc.
2. Sidewalk dimensions – sidewalks will be required along all roadways – a minimum five-foot (5') width along property lines abutting a Broward County Trafficway, and a minimum four-foot (4') width along property lines abutting all other roadways. Sidewalks will be continued through all drives (ingress/egress access points to said project).
3. Location of paved areas including center lines, dimensions, radii and elevations.
4. Fire lane striping,
5. Provide "No Parking Fire Lane by order of the Fire/Police Departments" sign detail, signs are to be 18" x 24", white background with red letters, maximum of 7 feet tall. Provide note that signs are to face the traffic flow and will be no greater than seventy-five feet (75') apart.

**Elevation Requirements:**

1. Schematic elevations of any proposed building(s) indicating all colors and materials being utilized for said buildings and showing concealment of all mechanical or accessory equipment.
2. Height of all buildings including roof deck, parapets, canopies, etc. (Note the height of all overhangs and canopies that are within the pathway of fire trucks a minimum of fourteen feet (14') in height is required for truck access.)
3. Provide the location and details for the building address.
4. Proposed signs are to be shown on elevations for scale and are not reviewed or approved under this submittal. A note must be placed on all elevation plans stating that a separate building permit must be obtained for all signs.
5. Provide one (1) set of 11" x 17" reduced color renderings of all elevations of any buildings.
6. Provide one (1) 11" x 17" board with proposed paint samples and catalogue cut sheets for all proposed roof tiles, decorative pavers, building mounted light fixtures, etc.

**Floor Plan Requirements:**

1. Each room shall be completely dimensioned with the use labeled and any permanent typical features for that use shown.

**Survey Requirements:**

1. A signed and sealed survey, not more than one year old from date of first submittal that accurately depicts all on-site improvements and existing structures.
2. Survey must reflect existing natural features such as topography, vegetation, water bodies and any existing structures and paved areas.
3. Location of all easements and dedicated rights of way with O.R. Books and Page numbers provided.

**Landscape Plan and Detail requirements:**

1. Location of all preserved trees.
2. The dimensions and radii of the landscape elements of the proposed development including the location of plant material, surface material, landscape features and furnishings.
3. Identification of the species, size and location of plant materials. A plant list shall be included on the drawing and shall include the scientific name, the common name with the installed size and height, and relevant horticultural notes, such as spread and trunk diameter for trees, planting technique, top soil depth for groundcover, mulching material and depth for shrub areas, etc. A surface materials list shall be included on the drawing and contain the materials used such as asphalt, concrete, stone, mulch, etc., with a description of each. All planter walls and other landscape furnishings shall be described through drawings and specifications to illustrate their construction, method of attachment, etc.
4. Plans should indicate number of required and provided perimeter and interior trees and square footage of required and provided interior and exterior landscaping.
5. All plantings near distribution and transmission power lines must meet the requirements of the Florida Power & Light "Right Tree Right Place" brochure included with this application and the Code-approved tree list. [Plant List](#)
6. Indication of existing native vegetation that will be preserved.
7. All adjacent rights-of-ways with indication of centerline and width, existing median cuts and intersections, street light poles and utility company facilities.
8. Location of all parking and loading areas, fire lanes and dimensions of driving lanes, radii, and elevations.
9. Show locations for all fire hydrants with a minimum of three (3) feet clearance of landscaping.
10. Show locations for all utility and irrigation boxes.
11. Show locations of all existing and proposed light poles.

**Photometric Plan Requirements:**

1. An on-site lighting plan will be required for all business/commercial, industrial and residential projects if interior roadways are not dedicated by plat. See Section 16-150 of the Land Development Code for specific lighting requirements, overspill lighting and 12:1 maximum to minimum ratio. Business/commercial and industrial projects will require security night lighting, dead bolt locks (or the equivalent) on all exterior doors, and all alarm systems to have posted emergency phone numbers.
2. The photometric plan must show the minimum footcandle measured at the property line.
3. The photometric plan must show any off-site lighting.
4. Details of all proposed light fixtures and/or light poles.

The above list is not all-inclusive – Please refer to the City’s Land Development code for all requirements and provisions.



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**APPLICATION FOR SITE PLAN AND MASTER DEVELOPMENT PLAN**

**This application is for a (check the applicable type):**

- Small-scale site plan/ revised site plan pursuant to Sec. 16-31(b)(1) – No City Commission approval required.
- Large-scale site plan/ revised site plan pursuant to Sec. 16-31(b)(2) – City Commission approval required.
- Master development plan pursuant to Sec. 16-39 – City Commission approval required.

1. Name of Project (Development) \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person/Agent \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

**(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)**

2. Name of Property Owner \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

3. Full Legal Description of property covered by this application, including section, township, and range. If additional space is needed, specify the legal description has been provided as an attachment:

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4. Address or Location of the Subject Property \_\_\_\_\_

5. Folio Number(s) \_\_\_\_\_

Current Zoning \_\_\_\_\_

6. Site Area (gross square footage and acreage) \_\_\_\_\_

7. Site Area (net square footage and acreage) \_\_\_\_\_

8. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property \_\_\_\_\_

**For Office Use Only:**

Staff Reviewer \_\_\_\_\_

12 Sets of Plans (24" x 36"):  
    \_\_\_ Signed and Sealed      \_\_\_ In required order    \_\_\_ Folded    \_\_\_ City Title Block  
    \_\_\_ Consistent Scale

Site Plan Fee  
    # of Units: \_\_\_\_\_      Sq. Ft.: \_\_\_\_\_      Total Fee: \_\_\_\_\_

5 sets of Conceptual Engineering Package

Concurrency Application and Fee

Cost Recovery Deposit

Most Recent Tax Bill

Applicant Request Letter (12)

Property Owner Consent Letter (12)

Public Safety and Security Report

11" x 17" reduced color renderings of all elevations of any buildings.

11" x 17" materials board

**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 \_\_\_\_\_