



Community Development Department – Planning Division  
1601 NW 136 Avenue, Sunrise, FL 33323 P: 954.746.3270 F: 954.746.3287  
Askzoning@sunrisefl.gov

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

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 _____
<b>(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)</b>

2. Name of Property Owner \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

3. Legal Description of Property Covered by this Application

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4. Address or Location of Subject Property

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

6. Size of Property: Overall Acres of Site \_\_\_\_\_ Sq. Ft. of use \_\_\_\_\_

7. 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 :
  - \_\_\_ Signed and sealed    \_\_\_ In required order    \_\_\_ Folded    \_\_\_ City title block
  - \_\_\_ Consistent scale
- Site Plan Fee
  - Fee: \_\_\_\_\_ Technology Fee \_\_\_\_\_ # of Units: \_\_\_\_\_
  - Sq. Ft.: \_\_\_\_\_ Total Fee: \_\_\_\_\_
- Application (1 original, 11 copies)
- Conceptual Engineering Package (4)
- Concurrency Application and Fee
- Cost Recovery Deposit
- Applicant Request Letter (1 original, 11 copies)
- Property Owner Consent Letter (1 original, 11 copies)
- Public Safety and Security Report
- 11" x 17" reduced color renderings of all elevations of any buildings (3)
- 11" x 17" materials board (1)



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## **CHECKLIST FOR SITE PLAN AND MASTER SITE PLAN APPLICATION**

### **PLEASE NOTE:**

YOU ARE REQUIRED TO HAVE A PRE-APPLICATION MEETING PRIOR TO SUBMITTAL. CALL COMMUNITY DEVELOPMENT AT (954) 746-3286 TO SCHEDULE AN APPOINTMENT. 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.

### **Items required for submittal:**

1. Application for Site Plan Approval, executed by property owner (1 original and 11 copies).
2. Check or money order made payable to the City of Sunrise, in the amount indicated by the City of Sunrise Fee Schedule
3. Check or money order made payable to the City of Sunrise for \$1,000.00 for consultant review. (If necessary)
4. Letter from the applicant describing the request and, if the applicant is not the property owner, a notarized letter from the property owner consenting to the request (1 original and 11 copies).
5. All site plans must be accompanied by a completed application for consistency/concurrency review and the associated fee.
6. Twelve (12) signed and sealed copies of the proposed plans are required. All pages must be numbered sequentially, and have the City 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 #9.

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

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

7. Four (4) 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.
8. A public safety and security report must be submitted to each set of plans 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 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.
9. 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.
10. All plans must have a uniform scale of 1 to 40 or less (1 to 20 preferred) and be of the same orientation, with master site plans and overall plans allowed to increase to 1 to 60.
11. All plans have to be folded in quarters so that the City title block appears on the outside.
12. Do not staple any document or attachment (whether it be response to DRC comments, applications, photos, etc.) into/onto the plans when you submit or resubmit. Please use binder clips or elastics for attachments.

**Items required for re-submittal:**

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.
3. All plans have to be folded in quarters so that the City Title Block appears on the outside.
4. Do not staple any document or attachment (whether it be response to DRC comments, applications, photos, etc.) into/onto the plans when you submit or resubmit. Please use binder clips or elastics for attachments.



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## **SITE PLAN/MASTER PLAN REQUIREMENTS**

### **Cover Page Requirements:**

1. Name of project.
2. A legal description, including the section, township and range.
3. Location map of the property, clearly identifying adjacent streets.
4. A table of contents for all pages must be shown in the order detailed under item #4 as listed in the requirements for submittal.

### **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 land uses, with indication of size, location and height of structures with dimension to plot lines.
6. Existing land use and zoning for adjacent properties.
7. Vehicular circulation system for cars and other required vehicular types, with indication of connection to traffic ways.
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 will be fully screened from adjacent street view and buffered to eliminate 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. 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.
  - b. Net acreage; gross acreage covered by the property excluding roadways, waterways easements, and rights-of-way, if any.
  - c. Pervious and impervious areas in square footage and percentage.
  - d. Residential Project: Number of dwelling units by number of bedrooms, density, and type of dwelling unit.
  - e. Future Land Use map designation.
  - f. Current zoning of subject property.
  - g. Square footage of ground covered by building and structures.
  - h. Required number of parking spaces, standard and handicap.
  - i. Number of parking spaces provided and method of computation for same.
  - j. If the project is a phased development, indicate the boundaries of the project within the overall master plan.
  - k. Floor Area Ratio.
  - 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. Plus a note on the site plan stating that all signs require a separate zoning and building permit.
2. Sidewalk dimensions – sidewalks will be required along all roadways – a minimum five foot (5') width along property lines abutting a Broward County Traffic way, 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 75 feet 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 located on the roof.
2. Height of all buildings.
3. Note the height of all overhangs and canopies that are within the pathway of fire trucks. A minimum of 14 feet in height is required for truck access.
4. Provide the location and details for building address for street elevations and front and rear doors.
5. All colors and materials shall be noted on plans.

6. 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.
7. One set of 11" x 17" reduced color renderings of all elevations of any buildings.
8. The applicant must submit an 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 the recorded referenced document stated on the survey.

**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 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 foot-candle 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.

**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 \_\_\_\_\_,

County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_

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