Attachment "A"

City of Lauderhill
Planning & Zoning Department
5581 W. Oakland Park Blvd., Lauderhill, FL 33313
Phone: 954.730.3050

Site Plan Development & Modifications – Application

DEADLINE: Initial paper submission and fee must be received by 5:00 PM on the day of the deadline. *Electronic file submission must be provided on a USB with the submittal.* Refer to the Department Meeting Schedule & Submittal Deadline" document provided on the City's website for submission deadlines. ***To ensure quality submittal, this project will only be added to the agenda when a complete submission has been provided. If a complete submission is not uploaded by the deadline, the Applicant will be notified via email with an itemized list of outstanding items and/or corrections.***

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4	Step 5
Site Plan/ Building Modification	DRC Review	Development Order from Staff			
Site Plan Review subject to the approval by Planning & Zoning Board (P&ZB)	Pre-Application Meeting (Required Prior to DRC Submittal)	DRC Review	P&ZB Review	Development Order from the P&Z Board	
Site Plan Review subject to the approval of the City Commission				City Commission Review	Resolution from the City Commission

APPLICATION SUBMISSION PROCESS: Upon reception of the ***PAPER SUBMISSION*** (see below) by Staff. Staff will review to ensure a complete submittal with 5 business days.

SUBMISSION: The following paper documents must be submitted:

PAPER		One (1) completed application with original signatures.
		One (1) Affidavit (must be completed by the Landowner)
		One (1) Letter of Authorization (signed by the Landowner), *if the Applicant is not the Landowner*
		Application Fee as established by the City Commission. Refer to Chapter 6 – Section. 6-10 – Enumeration of permit fees, regulations and inspection fees. Checks must be made payable to the "City of Lauderhill."
		A certified copy of the Mailing list of all property owners within 500 feet of the site
		Copy of Deed or Contract to Purchase
		One (1) complete signed and sealed site plan package; Nine (9) copies of the site plan package. Site Plan drawings should be 24" x 36" in size.
USB		One (1) electronic version of the site plan package.

SCHOOL CONCURRENCY: PURSUANT TO THE INTERLOCAL AGREEMENT WITH THE BROWARD COUNTY SCHOOL BOARD RESIDENTIAL PLATS AND SITE PLAN APPLICATIONS shall not be approved without providing the appropriate written approvals from Broward County School District. **Applicants must transmit residential plats and site plans to Broward County School District.** The most current application may be retrieved by visiting their website:
https://www.[illegible]browardschools.com/cms/lib/FL01803656/Centricity/Domain/13479/PublicSchoolImpactApplication1.pdf

For additional information or questions, please contact the Growth Management Department of the School Board of Broward County at their phone number: (754)-321-2160, or physical office: Facility Planning & Real Estate, 600 SE 3 Avenue, Fort Lauderdale, Florida 33301.

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Development Review Applicability

Article IV – Development Review Requirements

Section 1.5. Administrative Review:

1.5.1. Applicability. The following improvements, modifications or change in ownership shall require administrative review through the site plan modification process:

A. Sculpture, fountains, waterfalls and other landscaping improvements.
B. Sidewalks, driveways, patios, awnings and covered walkways, canopies and temporary structures.
C. Diminution in size of a structure.
D. Canal bank improvements.
E. Fences and walls.
F. Single family new construction shall be consistent with Article IX, Community Appearance Committee.
G. Revisions mandated by the Florida Building Code that trigger an administrative review as identified herein.
H. Modifications to site plans; however, any modification to City-initiated developments exceeding thirty thousand dollars ($30,000.00) shall require major review.
I. American with Disabilities Act improvements.
J. Dumpster enclosure improvements.
K. Conversion to condominium ownership.
L. Alteration of any existing building and structure shall be consistent with Article IX, Community Appearance Committee.
M. Painting or staining of an exterior surface of any nonresidential building and structure shall be consistent with Article IX, Community Appearance Committee.

Notwithstanding the above, the Planning and Zoning Director has the discretion to allow administrative review through the development permit application or special events application process for sculptures, fountains, waterfalls, sidewalks, driveways, temporary structures, fences and painting and staining.

1.5.2. Application requirements. All applications for developments requiring administrative review shall comply with the following:

A. The applicable provisions of the City Land Development Regulations.
B. The applicable provisions of the City Comprehensive Plan.
C. The Florida Building Code.

. . .

Section 5.1. – Approval of site plan; application for building and engineering permits:

No building permit except as provided in Article IV, Sections 1.5.1, 1.5.2 of the Land Development Regulations shall be issued for any construction or any alteration of existing land and water covered by this Section until such time as the proposed development has been approved by the Planning and Zoning Board of the City with respect to the conditions and criteria set forth in this Section. It shall be the duty of the Planning and Zoning Board to review the plans at a public hearing and shall approve or disapprove the proposed site plan or development plan.

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Type of Development Review (Check all that apply)

Site Changes / Alterations							Building
☐	Developing Vacant Lot	☐	Landscaping	☐	Dumpster Enclosure	☒	New Building / Structure
☐	Parking Configuration	☐	ADA Parking	☐	Fence / Gate / Wall	☐	Building Addition
☐	Site Lighting	☐	Other:			☐	Building Facade

Property Description

Street Address: 7240 W Commercial Boulevard; 7240 NW 56 St, Lauderhill, FL 33319	**Folio Number(s):** 494115140040 and 494115140050	
Nearest Cross Street: NW 73rd Avenue		
Subdivision: Commercial Boulevard Shoppes No. 2	**Block:**	**Lot:** 4 and 5

Applicant, Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable): ~~Dunay~~ Miskel and Backman, LLP	**Business Name (if applicable):** Florida Investments 7, LLC
Name and Title: Hope Calhoun, Esq. Sara Thompson, Esq.	**Name and Title:** LORENA FELDMAN
Signature:	**Signature:**
Date: 3/22/24	**Date:** 3-14-24
Mailing Address: 14 SE 4th Street, Suite 36	**Mailing Address:** 19790 W Dixie Hwy, Suite 1111
City, State & Zip Code: Boca Raton, FL 33432	**City, State & Zip Code:** Miami, FL 33180
Phone Number: 561-405-3363	**Phone Number:** Please contact agent
Email: miskelbackman.com sthompson@~~dmbblaw.com~~	**Email:** Please contact agent

All communication will be sent to the Landowner (Owner of Record) and Applicant, unless otherwise requested. Indicate who should be provided with copies of written correspondence:

☐	Architect	☐	Engineer	☒	Attorney	☐	Other

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Architect	Engineer
Business Name (if applicable):	**Business Name (if applicable):** Thomas Engineering Group
Name and Title:	**Name and Title:** Kristin DiPierro, Project Manager
Signature:	**Signature:** Kristin DiPierro
Date:	**Date:** 3/21/24
Mailing Address:	**Mailing Address:** 6300 NW 31st Ave
City, State & Zip:	**City, State & Zip Code:** Fort Lauderdale, FL 33309
Phone Number:	**Phone Number:** 954-202-7000
Email:	**Email:** kdipierro@thomaseg.com

Attorney	Other
Business Name (if applicable): Same as Owner Agent	**Business Name (if applicable):**
Name and Title:	**Name and Title:**
Signature:	**Signature:**
Date:	**Date:**
Mailing Address:	**Mailing Address:**
City, State & Zip:	**City, State & Zip Code:**
Phone Number:	**Phone Number:**
Email:	**Email:**

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Site Data

*Acres should be rounded to the nearest tenth. **Square feet for non-residential developments should be rounded to the nearest thousand.

Gross Acres*:	Net Acres*:	Number of units (Residential):	Total square feet of the building** (Non-Residential):
1.3 acres	1.3 acres	N/A	9,375 square feet total

Development / Project Name:
7240 W Commercial Redevelopment

Proposed development by use & intensity:
2,375 square foot drive through restaurant and 7,000 square foot retail space

Briefly describe the proposed scope of work/ improvements (a project narrative must be submitted separately that explains in greater detail the full project scope):

Restoring the existing structure with a 2,375 square foot drive through restaurant and redevelopment of the western portion of the Property with a 7,000 square foot retail space.

Additional Information

Have any other applications been submitted for this site?	○ Yes	⊗ No

If so, list the other applications & provide reference to the Meeting Date/ Results:

Pre-Application Conference Date:
November 30, 2023

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Site Plan Development & Modifications – Application

AFFIDAVIT

I AM THE LANDOWNER OF RECORD (OR I HAVE FURNISHED THE CITY OF LAUDERHILL WITH A NOTARIZED LETTER FROM THE LANDOWNER AUTHORIZING ME TO SUBMIT THIS APPLICATION ON THEIR BEHALF), AND DO HEREBY SWEAR OR AFFIRM THE FOLLOWING:

1. THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
2. CONSISTENT WITH THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF LAUDERHILL, FLORIDA, I WILL CAUSE A SIGN AT LEAST THREE (3) SQUARE FEET IN SIZE TO BE POSTED ON THE SUBJECT PROPERTY FACING AND VISIBLE FROM THE STREET AT LEAST TEN (15) DAYS PRIOR TO THE PUBLIC HEARING. MOREOVER, I CERTIFY THE SIGN WILL REMAIN POSTED FOR THE DURATION OF THE TIME REQUIRED FOR THE POSTING OF THE SUBJECT PROPERTY AND A PHOTOGRAPH OF THE SIGN POSTED ON THE SUBJECT PROPERTY WILL BE PROVIDED TO THE CITY OF LAUDERHILL PLANNING AND ZONING DEPARTMENT AT LEAST SEVEN (7) DAYS PRIOR TO THE PUBLIC HEARING. I WILL CAUSE THIS SAME SIGN TO BE REMOVED WITHIN SEVEN (7) CALENDAR DAYS AFTER THE HEARING.
3. CONSISTENT WITH THE LAND DEVELOPMENT REGULATIONS, I WILL PROVIDE WRITTEN NOTICE TO ALL PROPERTY OWNERS WTIHIN 500 FEET OF THE SUBJECT PROPERTY POSTMARKED NO FEWER THAN 15 CALENDAR DAYS BEFORE THE HEARING DATE. THE SAME WRITTEN NOTICE WILL BE PROVIDED TO ALL LARGE ASSOCIATIONS, BASED ON THE E-MAIL DISTRIBUTION LIST FURNISHED BY THE CITY.

Landowner's Name: Florida Investments 7, LLC
(or Authorized Official – Owner's Authorization Letter required if not the Owner of Record)

Address: _____

_____
(City) _____ **(State)** **(Zip Code)**

_____
Signature of Owner or Authorized Representative

SWORN AND SUBSCRIBED before me this 14 day of MARCH, 2024 by means of
[X] physical presence or [ ] online notarization.

_____
NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Marina A de Hoffmann
My Commission
HH 221503
Exp. 1/27/2026

(Name of Notary Public: Print, stamp, or Type as Commissioned.)

[X] Personally know to me, or
[ ] Produced identification: _____
(Type of Identification Produced)

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Site Plan Development & Modifications – Application

PLANS CHECKLIST

**** STAFF RECOMMENDS THAT THE APPLICANT UTILIZE THIS CHECKLIST WHILE PREPARING THE DOCUMENTS. ALL OF THE FOLLOWING DRAWINGS ARE REQUIRED UNLESS APPROVED BY CITY PLANNER. ****

☐	Cover Sheet	☐	Survey		Architectural Elevations	☐	Landscape & Irrigation Plans	☐	Color Renderings w/ material descriptions	☐	Photometric Plan
☐	Site Plan(s)	☐	Recorded Plat	☐	Floor plans and tabular data	☐	Tree Survey	☐	Civil Plans	☐	Security Plan

All plans to be oriented the same as survey.

Site Development Tabular Data
The following information shall be provided within the site plan package:
• List all uses existing (residential, retail, office, warehouse, industrial, recreational, etc.) • List all uses proposed (residential, retail, office, warehouse, industrial, recreational, etc.) • The number of lots proposed to be created by the development. • Identify any accessory uses, and the proposed net square feet of each use. • Parking - identify the off-street parking requirement (including handicapped parking spaces), the number of parking spaces required, and the parking spaces provided. See LDR Art III, Sec 6.5 for Parking Standards. • Loading Requirements identify the off-street loading requirement, the number of loading spaces required, and the loading spaces provided. See LDR Art III, Sec 6.6 for Loading Standards. • Landscape Requirements - Identify the landscape requirements, the number of trees required, and the trees provided. See LDR, Schedule J for Standards. • Pervious Requirements - Identify the size and the extent of land devoted to previous surfaces. See LDR, Schedule J, Part 2.0 for Standards. • Impervious Surface Requirements - Identify the size and extent of land devoted to impervious surfaces. See LDR, Schedule J, Part 2.0 for Standards.
Residential Uses
• Indicate the number of residential dwelling units by housing type and bedrooms • Calculate the net and gross residential densities by acreage (dwelling units / acre) and bedrooms (bedrooms / acre) • Type of residential unit proposed (apartments, condominiums, townhouses, etc.) • If residential, will the proposed units be for sale or rental? • Will the proposed residential units be deed restricted as affordable housing? If so, indicate the type of income restrictions the restriction will apply.
Non-Residential Uses
• Identify the gross and net floor area of each non-residential use. • Calculate the net intensity of the proposed development (divide the area of the non-residential use in square feet by the net property size).

SURVEY: 1 copy of signed and sealed original	
☐	Current or dated within 1 year of submittal
☐	Legal description of property
☐	Property lines clearly shown
☐	Location of all easements and utilities
☐	All adjacent rights-of-way with dimensions to centerline, dimension of width, pavement width

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☐	Flood zone and flood elevation data in NAVD format	
SITE PLAN(S): Must be drawn to ONE (1") INCH = TWENTY (20') FEET where practical and include the following:		
A.	**General Information:**	
☐	Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses, telephone and fax numbers	
☐	Location map showing arterial streets and section lines	
☐	All adjacent rights-of-way, indication of required right-of-way dedications, and right-of-way and pavement widths	
☐	Dimension all site features, overall building footprint, setbacks, parking stalls, driveway widths, walkways, landscape areas, signs, and provide sight triangles	
☐	Scale and north arrow	
☐	Property lines and easements clearly shown	
☐	Utility lines with sizes including water, sewer, gas, & assoc. elements including DDCV, Siamese connections, backflow preventers, etc.	
☐	Location of all water features, drainage improvements and on-site retention areas	
☐	Flow calculations.- water & sewer demand (gallon usage per day)	
☐	Off-site improvements such as sidewalks, bus bays, turning lanes, utility lines and fire hydrants; also indicate all driveways or curb cuts within 300 feet of the site	
B.	**Zoning District Information:**	
☐	Current land use designation of property	
☐	Current zoning of project (and proposed zoning, if applicable)	
☐	Location of all principal and accessory structures with dimensions to lot lines and between structures	
☐	Building elevations and height	
☐	Total square footage of pervious and impervious areas and as percentages of total area	
☐	Computation - Gross acreage	
☐	Computation – Net acreage	
☐	**Residential Use**	Number of dwellings
☐		Density (total units per acre and total number of bedrooms per acre)
☐		Dwelling units by type (unit type: townhouse, condominium, etc.)
☐		Floor area of dwelling units by type
☐		Bedroom Counts (provide table with the breakdown of bedroom types: Studio, 1 BR, etc.)
☐	**Non-Residential Use**	Total Gross square footage for all buildings
☐		Gross square footage for all uses
☐		Gross square footage for individual buildings
☐	**Non-Residential Use (cont.)**	Gross square footage for individual buildings per floor
C.	**Use Information:**	
☐	Proposed Principal Use(s), ***fill in:***	
☐	Proposed Accessory Use(s), ***fill in:***	
D.	**Development and Design Information:**	
☐	Off-Street Parking and Loading Plan: Number of off-street parking spaces required and provided including handicapped: with typical sizes shown; Number of required and provided loading spaces; Access aisles and driveways; interaction with circulation plan; and surfacing materials	
☐	Location of all ground-mounted mechanical equipment, commercial containers, and rescreening methods	
☐	Location, height, and specifications of all fences and walls	
☐	Separate Sign Plan to include location and type of sign	
☐	Refuse apparatus circulation plan incorporating the approved road widths and turning radius at 30ft inside and 50ft outside minimum	
ARCHITECTURAL PLAN(S) Must be sealed by a Florida Registered Architect and include the following:		
☐	Dimensioned floor plans for all floors proposed	

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☐	Design Plan – Residential Compatibility: Roofs; Exterior color palette; Architecture features; outdoor activity areas; location of off-street parking areas; location of loading, service, and refuse areas; and location and photographs of abutting single family residential development	
☐	Design Plan – Multifamily Residential: Site layout including buildings, parking, and outdoor activity areas; Building Size; Building Facades (including list of options); Architectural Variability options; Roofs; and Materials	
☐	Design Plan – Commercial, Institutional, and Mixed Use: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Façades and materials; Building Entrances; Fenestration/ Transparency; and Roofs	
☐	Design Plan – Industrial: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Façades and materials; and Building Entrances	
☐	Elevations of all facades identifying colors and materials (by manufacturer and name/number) proposed	
☐	Roof plan showing location of all rooftop mechanical equipment and screening methods	
☐	Vertical dimensions of façade and elevation features, building floors, mean height/high point and slope of roof	
LIFE SAFETY PLAN(S):		
☐	Circulation Plan: Street Connectivity; Emergency and service vehicle access; Vehicle stacking; Turning radii; Traffic calming measures; Bicycle access; Number of bicycle spaces required and provided; and Pedestrian access	
☐	Site plan development standards for fire prevention NFPA 1 - Chapter 18, Fire Department Access an Water Supply	
☐	All proposed and existing buildings: provide occupancy classification, construction type, square footage, number of floors and height of building to highest occupiable floor level	
☐	Fire apparatus circulation plan incorporating the approved road widths and turning radius at 30ft inside and 50ft outside minimum. Provide both arcs and center point that arcs are measured from	
☐	Location of all existing and proposed water utilities, fire hydrants, and main sizes. Fire hydrants and other fire protection appliances need to be placed along fire department access routes. Refer to NFPA 1 2009ed Chapter 18 for required fire flow and Annex I for number of hydrants and spacing. Minimum of 2 fire hydrants are required within 400ft of any future building. Distance is measured by fire apparatus travel on access roadways.	
☐	Provide Fire Flow Data: Fire flow calculations are determined from square footage and construction type of structure. Refer to NFPA 1 chapter 18 and Annex I for required fire flow, number/spacing of fire hydrants	
RECORDED PLAT: COPY of original		
☐	Signed and sealed by the City Clerk, City Engineer, Mayor and the Chairman of the Planning & Zoning Board	
☐	Plat net & gross acreage	
☐	All existing and proposed public or private streets, alleys, right-of-ways, easements for utilities, bike paths, bus shelters, or bus bays, canals, lakes and other major water courses either on or adjacent to property	
☐	Dedication of streets or other improvements	
☐	Area of each lot and of the plat as a whole to the nearest square foot area tabulation including the right-of-way dedication, easements, etc	
LANDSCAPE PLAN: Must be sealed by a Florida Registered Landscape Architect and include the following		
☐	Location of all landscaped areas with dimensions	
☐	Table indicating all landscape requirements	Common and scientific names for all plant material
☐		Plant location and spacing of plant material
☐		Quantities and sizes of plant material with percentages of material by species and nativity
☐	Building location	
☐	Light pole fixtures and light pole locations showing required 15-foot radius around each fixture	
☐	Parking and vehicular-use areas	
☐	Square footage of vehicular use area and percentage of interior landscaping	
☐	Location of all walls, fences, berms and other buffers with material specifications and heights	
☐	Commercial container locations and screening	

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☐	Screening of ground-mounted mechanical equipment
☐	Location of all easements
	TREE SURVEY & TREE APPRAISALS: Tree Survey must be sealed by a FL Registered Surveyor and Appraisals must be done by a Certified Arborist and include:
☐	Tree survey to include corresponding tree assessments in table form. Include the following data: common name, scientific name, size, condition, value and status (existing vegetation on site, vegetation to remain, to be removed and relocated)
☐	Tree appraisals to follow cost approach as identified in Rule 14-40.030 in the FL Administrative Code
	IRRIGATION PLAN: Must be sealed by a FL Registered Landscape Architect or Professional Engineer
☐	Irrigation plan showing irrigation layout
☐	Location of all existing and proposed paved areas, all existing and proposed spot grades, and all existing and proposed drainage utilities
☐	Location of all existing and proposed water and sewer utilities
☐	Location of all easements
	CIVIL PLANS: Must be sealed by a Florida Registered Professional Engineer and include the following:
☐	Paving, grading, and drainage (PGD) plan showing location of all existing and proposed paving specifications, all existing and proposed spot grades, and all existing and proposed drainage utilities
☐	Water and sewer (WS) plan showing location of all existing and proposed utilities for water and sewer, AT&T, Comcast, FPL, and Teco Gas
☐	Traffic markings and signage (TMS) plan showing all pavement makings and traffic signage
☐	Paving, grading, drainage, and sewer details
	PHOTOMETRIC PLAN:
☐	Lighting / Photometric Plan: Location, height, and detail of Lighting fixtures; and Illumination levels, direction and shielding
	PUBLIC SAFETY SECURITY PLAN: Incorporates security strengthening and CPTED principles
☐	Location of all walls, fences, and gates with material specifications and heights
☐	Location of all external cameras and motion sensors
☐	Location of dumpster with gate detail allowing for gap from grade to gate
☐	Bench/seating area locations with furnishing detail to include separators
☐	Location, height, and specification of security-aiding landscaping or landscape maintenance (thorny shrubs, continuous hedging, low maintenance of shrubs)
☐	Specifications of non-impact and impact glass
☐	**Narrative:** identifying how all 5 CPTED Principles are being achieved in the Security Drawing Plan, along with an approved maintenance plan. (Refer to page 11 of this application)

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ADDITIONAL RESOURCES:

CPTED PRINCIPLES
Crime Prevention Through Environmental Design

CPTED Principle #1 - Natural Surveillance
"See and be seen" is the overall goal when it comes to CPTED and natural surveillance. A person is less likely to commit a crime if they think someone will see them do it. Lighting and landscape play an important role in Crime Prevention Through Environmental Design.

CPTED Principle #2 - Natural Access Control
Natural Access Control is more than a high block wall topped with barbed wire. Crime Prevention Through Environmental Design or CPTED utilizes the use of walkways, fences, lighting, signage and landscape to clearly guide people and vehicles to and from the proper entrances. The goal with this CPTED principle is not necessarily to keep intruders out, but to direct the flow of people while decreasing the opportunity for crime.

CPTED Principle #3 - Territorial Reinforcement
Creating or extending a "sphere of influence" by utilizing physical designs such as pavement treatments, landscaping and signage that enable users of an area to develop a sense of proprietorship over it is the goal of this CPTED principle. Public areas are clearly distinguished from private ones. Potential trespassers perceive this control and are thereby discouraged.

CPTED Principle #4 - Maintenance
CPTED and the "Broken Window Theory" suggests that one "broken window" or nuisance, if allowed to exist, will lead to others and ultimately to the decline of an entire neighborhood. Neglected and poorly maintained properties are breeding grounds for criminal activity. A formal CPTED based maintenance plan will help you preserve your property value and make it a safer place.

CPTED Principle #5 – Activity Support
Increase the use of a built environment for safe activities with the intent of increasing the risk of detection of criminal and undesirable activities. Natural Surveillance by the intended users is casual and there is no specific plan for people to watch out for criminal activity.

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ADDITIONAL RESOURCES:
REAL ESTATE RESEARCH SERVICES

The following companies have provided the required certified mailing list for previous applicants. This is not a comprehensive list of companies that provide this service, nor shall this be construed as a list of companies the City endorses. This is merely a list of businesses who have provided this service in the past.

Please refer to the yellow pages or internet search engine for additional sources.

Alldata Real Estate Systems, Inc.
290 NE 51st Street
Ft. Lauderdale, FL
(954) 772-1800

Cutro & Associates, Inc.
1025 Yale Drive
Hollywood, FL
(954) 920-2205