



SPECIFICATIONS FOR DESIGN REVIEW TEAM REVIEW

Applications: Master Plans | Rev. 02/20/2026

INFORMATION: The specifications listed herein are intended to guide applicants with the submittal of a Design Review Application for projects located in areas that are subject to a Master Plan. Design Review Team (DRT) applications provide applicants a checklist of the requirements for the applicable master plan. The specifications below are required in order for an efficient and accurate review of applications and plans. Failure to provide the required information will result in the application being deemed incomplete.

<p>A. COVER SHEET</p> <ol style="list-style-type: none"> 1. Project name. 2. Location map including address and or parcel number(s). 3. Index of sheets, sheet name and number.
<p>B. ABSTRACTED BOUNDARY AND TOPOGRAPHICAL SURVEY</p> <ol style="list-style-type: none"> 1. Current signed and sealed boundary and topographic survey showing all existing above ground improvements, utilities, rights-of-way dimensions, all easements, spot elevations, sidewalks, etc. within 100 feet of property. 2. Survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney admitted to the Florida Bar.
<p>C. CONCEPTUAL SITE PLAN</p> <ol style="list-style-type: none"> 1. Conceptual Site Plan with footprints including shoulder and tower configurations for all proposed and existing buildings and showing all properties and improvements within one block from the project site, indicating existing and proposed buildings, with a graphic distinction made between existing and proposed structures, and identifying pedestrian and vehicular circulation paths including site access points and crossing points. Site Plan should include all site features and the following basic project data (in tabular form on site plan): <ul style="list-style-type: none"> • Zoning, Land Use and Character Area designations • Site area (square feet and acres) • Residential: number of proposed dwelling units • Non-residential: gross floor area, and areas of each specific use • Parking data: parking number to be provided and all parking areas (on and off site) shown on plans • Building footprint area at grade, total S.F. and as a percent of the total site • Number of stories and floor plate sizes including floor area at each level where a step back is proposed, GSF • Building height (expressed in feet above grade) for each major building element and at each step back.
<p>D. CONCEPTUAL FLOOR PLANS</p> <ol style="list-style-type: none"> 1. Ground floor plan with dimensions and use of space depicting location of all exterior doors 2. Typical floor plan for multi-level structures 3. Floor plan at each level where a step back is proposed 4. Roof plan with mechanical equipment depicted
<p>E. CONCEPTUAL ELEVATIONS</p> <ol style="list-style-type: none"> 1. Each building facade in color with directional labels (e.g. North, South, etc.); 2. Building dimensions including overall height, floor to ceiling heights, height as measured from grade level, setbacks and stepbacks; and, 3. Indicate all proposed architectural features, elements, treatments, materials and colors
<p>F. CONCEPTUAL SECTIONS</p> <ol style="list-style-type: none"> 1. Conceptual Sections through the proposed project showing all adjacent structures and street profiles including the relationship to all across-street structures. Sections should be provided anywhere significant variations in the pedestrian street experience will occur. Sections should identify any on-street parking, bulb-outs and landscape areas including dimensions;
<p>G. PEDESTRIAN PERSPECTIVE RENDERINGS</p> <ol style="list-style-type: none"> 1. Pedestrian Perspective Renderings at eye level from points at the street that will show each of the primary facades of the proposed structure(s) and its relationship to the adjacent surroundings as viewed by a pedestrian
<p>H. AERIAL PHOTO SIMULATIONS</p> <ol style="list-style-type: none"> 1. Aerial Photo Simulations to indicate mass outlines of proposed structure(s) superimposed within the context of existing surrounding conditions, from opposing views.

FOR QUESTIONS OR ASSISTANCE REGARDING APPLICATION SUBMITTAL:

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