

CITY OF FORT LAUDERDALE

# DEVELOPMENT REVIEW COMMITTEE



## CASE COMMENT REPORT

CASE NO. UDP-S25057



**CITY OF FORT LAUDERDALE**



### CASE INFORMATION

<b>CASE</b>	UDP-S25057
<b>PROJECT NAME</b>	Fire Station #13
<b>APPLICATION TYPE</b>	Site Plan Level IV
<b>APPROVAL LEVEL</b>	City Commission
<b>REQUEST</b>	Site Plan Level IV: Public Purpose Use to Construct a New Fire Station
<b>APPLICANT</b>	City of Fort Lauderdale
<b>AGENT</b>	Katrina Pachecho, H2M Architects + Engineers, Inc.
<b>PROPERTY ADDRESS</b>	2871 E Sunrise Boulevard
<b>ABBREVIATED LEGAL DESCRIPTION</b>	36-49-42 Lot 1 Less Par 1 & 3 AS
<b>ZONING DISTRICT</b>	Park Recreation and Open Space (P) District
<b>EXISTING LAND USE</b>	Parks-Open Space, Conservation
<b>COMMISSION DISTRICT</b>	2 – Steven Glassman
<b>NEIGHBORHOOD ASSOCIATION</b>	N/A
<b>SUBMITTED</b>	December 16, 2025
<b>COMPLETENESS ISSUED</b>	February 27, 2026
<b>STATE STATUTE 166.033 EXPIRATION</b>	August 26, 2026 (180 Days)
<b>CASE PLANNER</b>	Karlanne Devonish, Principal Urban Planner

### RESUBMITTAL INFORMATION

- Applicant must provide written responses to all DRC comments contained herein.
- Written responses must specify revisions made to the plans and indicate the sheet.
- Any additional documentation must be provided at time of resubmittal.
- Resubmittals must be conducted through the City's online citizen's portal LauderBuild.
- Questions can be directed to the Case Planner assigned to the case.



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**CASE COMMENTS:**

Please provide a response to the following:

1. Specify uses and occupancy classification per Chapter 3 of the 2023 FBC.
2. Show allowable height, allowable number of stories, and allowable area compliance per Chapter 5 of the 2023 FBC.
3. Provide building construction type designation per Chapter 6 of the 2023 FBC.
4. Specify fire-resistance rating requirements based on building separation and construction type per Tables 601 and 705.5 of the 2023 FBC.
5. Provide occupancy loads with compliant life safety egress design per Chapter 10 of the 2023 FBC.
6. Indicate code compliant sprinkler system per Section 903 of the 2023 FBC
7. Provide accessible route connecting accessible parking spaces to building entrances per 2023 FBC Accessibility volume.
8. Show that the openings in the exterior walls adjacent to the north and west property lines meet the requirements of Table 705.8 of the 2023 FBC.
9. Reference the 2023 Florida Building Code 8th edition on plan for the proposed development.

**GENERAL COMMENTS**

The following comments are for informational purposes. Please consider the following prior to submittal for Final DRC:

1. The Florida Building Code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.
2. All projects must consider safeguards during the construction process. FBC Chapter 33 delineates various safeguards that may apply during the construction phase. All structures associated with the protection of pedestrians will require a separate permit. A licensed professional must sign and seal the plans and specifications.
3. The City of Fort Lauderdale is a participating municipality in the National Flood Insurance Program (NFIP). The requirements specific to the City of Fort Lauderdale can be found in

**Chapter 14 - FLOODPLAIN MANAGEMENT of the Code of Ordinances** and accessed at;

- a. [https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH14FLMA](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH14FLMA)

**Please consider the following prior to submittal for Building Permit:**

1. On December 31st, 2023 the 8th Edition of the Florida Building Code was adopted. All work described in Section 101.2, of the Broward County Administrative portion of the Florida Building Code, will govern the administration and enforcement of the proposed work. Each building and or structure will require a separate permit. The following websites will assist in the design considerations:
  - b. <https://www.fortlauderdale.gov/government/departments-a-h/development-services/building-services>
  - c. [https://floridabuilding.org/bc/bc\\_default.aspx](https://floridabuilding.org/bc/bc_default.aspx)
  - d. <http://www.broward.org/codeappeals/pages/default.aspx>



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**CASE COMMENTS:**

**Prior to City Commission Meeting or Final DRC sign-off, please provide updated plans and written responses to the following review comments:**

1. Onsite storms drain connection to FDOT structures is not allowed.
2. Prepare service demand calculations for water & wastewater services and obtain a letter of service availability from the City's Public Works – Engineering Department in order to meet the City's adequacy requirements per ULDR Section 47-25.2 of the City's Code of Ordinances. Submit water and wastewater capacity availability request form and documents/ plans at <https://www.fortlauderdale.gov/government/departments-a-h/development-services/building-services/engineering-permits/development-review-committee-service-demand-calculations-for-water-sewer-request-form>.
3. Provide disposition of existing utilities on-site and within the adjacent right of way that may be impacted by the proposed development. Label information on plans (i.e. utility to remain/ be relocated/ removed). Provide correspondence from utility owner (as applicable) and depict any additional requirements they may have on plan (i.e. easements). Utilities include but are not limited to above and underground water, sewer, drainage, electrical, communications, light/power poles, down guys, fire hydrants, manholes, etc.
4. Submit a formal Site Plan that features all critical dimensions for the proposed development, such as building setbacks, parking lot access, driveway widths, sidewalk dimensions, and typical roadway travel lane widths for East Sunrise Blvd.
5. Spot elevations/grades shown in proposed development plans shall be per North American Vertical Datum of 1988 (NAVD 88).
6. Clearly indicate on plans the limits of construction and how the proposed improvements will transition into the existing (on-site and off-site) as applicable.
  - a. Depict existing sidewalk adjacent to the development along E Sunrise Blvd and how proposed sidewalk/ pedestrian path will transition into existing sidewalk.
  - b. Continue concrete sidewalk across driveway access points as per the city engineering standard details.
7. Depict/ label existing/ proposed stop sign/ bar on right of way adjacent to the site and on driveway connections to right of way as applicable.
8. Clearly depict trash enclosure on site plan.
  - a. Show truck turning movements in and out the proposed dumpster enclosure/ building as applicable.
  - b. Per ULDR Section 47-19.4.D.6, all dumpster enclosures and adjacent service access drive shall be placed on poured concrete, solid or perforated interlocking concrete block paving (ICB), or any existing hardened paving system. A concrete apron shall also be placed entirely on private property.



9. A200 & A201 (Building Elevations): Show and label existing Right-of-Way, and horizontal building clearances on all building elevation / section details, as appropriate. Label vertical clearance above public access sidewalks along E Las Olas Blvd, if any public access sidewalk located along adjacent to the development should match corresponding Site Plan, with respect to Right-of-Way boundaries.
10. Provide and label typical roadway cross-sections for the proposed development side of East Las Olas Blvd: at driveway access points, at on-street parallel parking lanes, and at landscape swale areas (i.e. between travel lane and sidewalk) as appropriate. Cross-sections should show existing right of way. Discuss if drainage from proposed driveway (the portion within R/W) is designed to be conveyed to proposed curb inlets
11. Existing public sidewalks adjacent to the proposed development (to remain) must be inspected by the Engineer of Record to ensure existing sidewalks meet ADA standards and are in good condition. A signed and sealed assessment must be provided indicating sidewalks were inspected and any sidewalk replacement requirements. Plans shall reflect the extent of sidewalk replacement accordingly.
12. For surface or ground-level parking lot layout:
  - a. Show and label total number of parking stalls, dimension areas including drive aisle widths, and typical parking stall width/depth.
  - b. The minimum clear width and depth parking stall dimensions shall be 8'-8" and 18'-0", respectively,
13. Label proposed water service connections and sewer lateral sizes and material on conceptual Water and Sewer Plan. Sanitary sewer clean out must be provided at property line per City standards. Based on the City utility maps, the existing sewer main adjacent to this property is at a deeper elevation than assumed, verify elevations accordingly. Also provide disposition of existing services (i.e. water services and sewer laterals).
  - a. Provide W&S plans that include all proposed utilities and/or changes to existing utilities.
    - i. The water main is not shown. Label the City water main with size and material.
    - ii. Label proposed water mains with size, length and material,
    - iii. Label proposed sewer mains with size, length, slope and material. Include inverts at all COs
    - iv. Show horizontal separation between water and sewer mains in accordance with FAC Rule 62-555.314.
    - v. Per City standards, double valves shall be used at all tapping locations for any water service connection 4 inches or larger.
  - b. Show profiles for proposed water/sewer utilities within the ROW/easements showing separation information in accordance with FAC Rule 62-555.314.
14. Proposed domestic water meter locations shall follow City of Fort Lauderdale Public Works standard detail.



15. Provide 6-in. sewer cleanout at 2.5' from the right-of-way line as per City of Fort Lauderdale Engineering Detail Standard #213. Shall cleanout fall on a vehicular access area, a traffic rated (H-20) cover shall be provided as per detail # 215.
16. Per ULDR Sec. 47-20.13.D - On-site stormwater retention shall be provided in accordance with the requirements of the regulatory authority with jurisdiction over stormwater management System. Therefore, please provide drainage calculation showing proposed design will meet applicable South Florida Water Management District design criteria.
  - a. Provide sufficient existing and proposed grades and information on conceptual Paving, Grading, and Drainage Plan and details to demonstrate how stormwater runoff will remain onsite. Show location of building roof drains, and their proposed connection(s) to the on-site drainage system. Coordinate as appropriate with the respective FDOT and BCHCED agencies for mitigation of additional runoff within those jurisdictions
  - b. Provide PGD plans that include all proposed utilities and/or changes to existing utilities.
  - c. Provide the following information for drainage system shown on plan: rim and invert elevations, inlet types, exfiltration trench sizes (if used), pipe diameters, lengths (LF), slopes, and materials. Include any other applicable information.
  - d. Show profiles for proposed drainage utilities within the ROW/easements showing separation information in accordance with FAC Rule 62-555.314.
17. Drainage mitigation is required for any impacts within adjacent City of Fort Lauderdale Right-of-Way, such as increased runoff, additional impervious areas, and reduction of existing storage or treatment (i.e. swale areas). Engineer of Record (EOR) shall evaluate the adjacent City roadway system capacity and demonstrate compliance with the City's Comprehensive Plan Objective SWS 6.1 which requires roadway design to meet South Florida Water Management District's Environmental Resource Permit Applicant's Handbook Volume II Section 3.5. (5 Years, 1 day - road centerline).
18. Show and label all existing and proposed utilities (utility type, material and size) on civil and landscaping plans for potential conflict, especially existing storm drain pipe within adjacent Las Olas Blvd (per City Utility Atlas Maps). A min. 5 feet and 10 feet horizontal clearance horizontal separation is required between city utilities infrastructure and proposed small and large trees, respectively (including proposed water and sewer services to the development). Any new trees (located within or adjacent to City Right-of-Way) should be placed with sufficient horizontal and vertical distances (per City, County, and State guidelines) to / from City's public infrastructure, including stormwater assets, to allow for continued Public Works maintenance without obstruction. If this cannot be accommodated due to field conditions, then the developer shall relocate the existing City's public infrastructure to resolve the conflict(s) and to comply with City's, County's & State's engineering standards/permits/policies. Ensure separation is provided and include a note regarding horizontal clearance requirement on the landscape plans.
19. Discuss if pedestrian lighting is proposed; if not, discuss the possibility of the addition of pedestrian lighting along City Right-of-Way, which requires perpetual maintenance by the Applicant via a Maintenance Agreement executed with the city. Please contact the Case Planner for details to match the area.
20. Provide Maintenance Agreement Area Exhibit, which provides a visual representation of the area within the adjacent public Right-of-Way (adjacent to the proposed development) to be maintained in perpetuity by the developer. Label whether the adjacent Right-of-Way is FDOT, BCHCED, or City



jurisdiction, as well as label all proposed improvements, including asphalt and other specialty paving, specialty sidewalks, landscaping, irrigation, lighting, curb and gutter etc. that will be maintained by the Applicant throughout the life of the improvements.

21. Within adjacent City Right-of-Way, staging/storage will not be allowed, construction fence shall not encroach within intersection corner sight triangles, construction fence gates shall not swing into the public Right-of-Way
22. Proposed public and private improvements shall consider the construction limitation per Code of Ordinance Section 25-7 on all streets, alleys and sidewalks which are under the jurisdiction of the city, as these may be closed for construction for a period not to exceed seventy-two (72) hours.

For Engineering General Advisory DRC Information, please visit our website at <https://www.fortlauderdale.gov/home/showdocument?id=30249>

Additional comments may be forthcoming at the DRC meeting and once additional/ revised information is provided on plans.



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**CASE COMMENTS:**

Please provide a response to the following.

1. Provide a corresponding list to Conceptual Tree Disposition Site Layout (sheet LSD 100.00), as per ULDR 47-21.6.A.2 Tree and Palm Inventory, prepared by an ISA Certified Arborist or a Registered Landscape Architect of the existing trees/palms including:
  - a. tree number for each
  - b. botanical name and common name for each
  - c. trunk diameter, in inches, at chest height for trees
  - d. clear trunk in feet for palms
  - e. condition percentage as a number for each
  - f. indicate status for all existing trees/palms on site (remain, relocate, remove)
2. In order to improve the appearance of vehicular use areas and to protect and preserve the appearance, character and value of the surrounding neighborhoods, minimum landscape requirements are established for such Vehicular Use Areas. Review ULDR Section 47-21.12 for landscape requirements for vehicular use areas and illustrate such requirements on plans.
3. The zoning of this property requires at least one tree for each 1,000 square feet of net lot area or portion thereof, as per ULDR 47-21.13.A&B. This tree planting requirement is in addition to the VUA landscaping requirements. Twenty percent of the trees shall be shade trees. Please illustrate the calculations and planting on plan.
4. Provide street trees in the right of way swale area, as per ULDR 47-21.13. B.16. Street trees are to be a minimum of 12 feet tall and provided at a ratio of one street tree per forty feet of street frontage or greater fraction thereof not subtracting ingress and egress dimensions. When overhead utilities exist, required street trees may be small trees provided at a minimum of a ratio of one street tree per twenty feet frontage or greater fraction thereof not subtracting ingress and egress dimensions.
5. Sight triangles located at the intersection of a local street or driveway with a right-of-way under County, State or Federal jurisdiction, may be subject to the sight visibility requirements of those jurisdictions, as per ULDR 47-2.2. Q. Illustrate such sight triangles and provide documentation that application for approval has been made for planting in such right-of-way area.
  - a. Approval from jurisdiction for landscape installation in Right Of Way, preferred prior to final DRC sign off (Sunrise Boulevard - FDOT). If jurisdiction approval is obtained after DRC final sign off and the plans require any change, Administrative Review will be required prior to permit review.
6. Illustrate and label the horizontal clearance from proposed tree trunks to edge of existing and proposed utilities on the landscape plan. Landscaping must provide a minimum horizontal clearance of 5 feet for small trees and palms, and a minimum of 10 feet for large trees and palms from underground utilities.
7. Utilities must be protected using a root barrier fabric wrap or equivalent. Landscape Plans must illustrate and label existing and proposed utilities to confirm no utility conflicts exist, and illustrate the above setback and wrap requirement if applicable.
8. Utilities and site amenities such as walkways, flagpoles, transformers, fire hydrants, sewer and water supply lines, trash enclosures, and similar items located on the site shall not be placed adjacent to, in, or under required tree planting areas, as per ULDR Section 47-21.12. Confirm with civil, site and life safety plans that



utilities and site amenities are not causing conflicts with proposed landscaping. Where conflicts exist, shift the utility and/or site amenities.

9. Additional comments may be forthcoming after next review of new plans and written comment responses.

**GENERAL COMMENTS:**

The following comments are for informational purposes. Please consider the following:

1. Note that effective as of November 1, 2024, the City's Tree Preservation Ordinance (ULDR 47-21.15) has been amended by approval of the City Commission. The amended ordinance may be found within the City's ULDR published online by MuniCode:  
[https://library.municode.com/fl/fort\\_lauderdale/codes/unified\\_land\\_development\\_code?nodeId=UNLADERE\\_CH47UNLADERE\\_ARTIIIDERE\\_S47-21LATRPRE](https://library.municode.com/fl/fort_lauderdale/codes/unified_land_development_code?nodeId=UNLADERE_CH47UNLADERE_ARTIIIDERE_S47-21LATRPRE)
2. A separate sub-permit application for Tree Removal, Relocation, and General Landscaping for site is required at time of master permit submittal. These are Landscape and Tree permit application documents different than the Broward County standard applications. Please do not apply for these at time of DRC submittal.
3. Note that tree removal at time of demolition will not be permitted unless the Master Permit for redevelopment has been submitted for review.
4. Provide separate Plumbing sub permit application for irrigation. Irrigation plans are required at time of Building permit submittal. Plans are to be in compliance with ULDR 47-21.6. A.11 and 47-21.10. Note that planting areas are to be irrigated on a separate zone than the turf areas so that once the plants are established, that particular zone can be shut off based on the season. The overall goal is to decrease water use through irrigation. Plant material must be grouped together based on watering needs (hydrozone) and turf areas must be limited and/or consolidated to less than 50% of the landscaped area. Illustrate hydrozones on planting plan and include calculations in table.

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**CASE COMMENTS:**

Please provide a response to the following:

1. Entry doors should be solid, impact resistant or metal and should be equipped with a 180-degree view peephole, lockable from the inside.
2. Windows should be impact resistant and equipped with burglary deterrent features such as track blocks, door pins, or similar devices.
3. All glazing should be impact resistant.
4. Building should be pre-wired for an alarm system.
5. A Video Surveillance System (VSS) should be employed throughout the property with focus on entry/exit points, parking, all common areas. It should be capable of retrieving an identifiable image of a person.
6. Offices, restrooms, and all common area doors should be lockable from the inside to provide safe shelter in the case of an active threat such as an active killer event.
7. Light-reflecting paint should be used in the parking lot to increase visibility and safety.
8. All lighting and landscaping should follow CPTED guidelines.
9. Signage should be clear and concise to prohibit unauthorized users and make wayfinding easier where public access is allowed.
10. Access gates should feature automated, quick-close mechanisms to prevent unauthorized intrusion.

**GENERAL COMMENTS**

It is highly recommended that the managing company make arrangement for private security during construction.

Please submit responses in writing prior to DRC sign off.



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**CASE COMMENTS:**

Please provide a response to the following:

1. Garbage, Recycling and Bulk Trash shall be provided.
2. Recycling reduces the amount of trash your business creates, and it is the best way to reduce monthly waste disposal costs and improve your company's bottom line.
3. Solid Waste Services shall be provided by a Private Contractor licensed by the City.
4. Service Days shall be: No restriction for Commercial collection. Service may not occur earlier than 7:00 am or later than 10:00 pm within 250 feet of residential.
5. Service Days shall be per the City's residential routing schedule.
6. Provide on the site plan a garbage truck turning radius for City review. Indicate how truck will circulate within property.
7. Containers: must comply with 47-19.4
8. Dumpster enclosure: concrete pad, decorative block wall, gates hung independently, protective bollards, secondary pedestrian side entry, high strengthen apron and driveway approach, night light, hot water, hose bib, drain, low circulating ventilation for dampness, weep holes, landscaping, smooth surface walkway to accommodate wheeled containers.
9. Submit a Solid Waste Management Plan on your letterhead containing the name of project, address, DRC case number, number of units if applicable, and indicate whether it is Pre or Final DRC.
  - *This letter is to be approved and signed off by the Sustainability Division and should be attached to your drawings. Please email an electronic copy to Gwoolweaver@fortlauderdale.gov . The letter should include an analysis of the expected amounts of solid waste and recyclables that will be generated (if different from current capacity), and containers requirements to meet proposed capacity.*
  - *Community Inspections will reference this Solid Waste Plan for sanitation compliance issues at this location.*

**GENERAL COMMENTS**

The following comments are for informational purposes. Please consider the following prior to submittal for Final DRC:

Please provide specific details of solid waste and recycling collection per building

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**CASE COMMENTS:**

Please provide a response to the following:

1. Per 47-25.2. B. Communications network. Buildings and structures shall not interfere with the city's communication network. Developments shall be modified to accommodate the needs of the city's communication network; to eliminate any interference a development would create or otherwise accommodate the needs of the city's communication network within the development proposal.
2. Based upon the location of the proposed structure, and the distance from the City's radio sites, it is anticipated that this project may require a Bi-Directional Amplifier (BDA) system. It is strongly recommended that conduits are installed to support a BDA system within the building. Conduit locations should be determined by a qualified BDA designer/installer. A qualified BDA designer/installer needs to take signal strength analysis within all areas of the structure after the interior structures and windows are complete. A computer generated (heat map) showing the measured signal strengths within all areas of the proposed structure shall be required. If the computer-generated heat map reveals there isn't adequate signal strength to support the City and Broward County public safety radio communications network, a Bi-Directional amplifier system will be required.
3. Please review Chapter 1, Section 118 of the Florida Building Code, Broward County Annex.
4. Please review Florida Statute 633.202 (18).
5. Additional guidance may be obtained from [BDA@fortlauderdale.gov](mailto:BDA@fortlauderdale.gov) .

**General Comments:**

The following comments are for informational purposes.

Please consider the following prior to submittal for Final DRC:

1. Additional information is required to properly evaluate the Developer's plans.

Please consider the following prior to submittal for Building Permit:

1. Please identify and provide contact information for the contractor chosen to evaluate and map radio system signal strength levels for this project.



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**CASE COMMENTS:**

1. Provide the FDOT pre application access management letter for the proposed widened driveway on Sunrise Blvd.
2. Provide confirmation from FDOT and Broward County on whether a right of way dedication on Federal Hwy is required to meet the Broward County Trafficways plan minimum roadway width requirement.
3. Show inbound and outbound stacking requirements from the property line to the first conflict point according to Section 47-20.5 General design of parking facilities for each proposed driveway. The minimum inbound stacking requirement is two stacking spaces, the minimum outbound stacking requirement is one stacking space.
4. For reference one stacking space measurement is 12 feet in width and 22 feet in length.
5. The proposed parking space located adjacent to the sidewalk on the western side of the property conflicts with the minimum stacking requirements.
6. Provide a designated walking path for pedestrians from the sidewalk in public right of way to building entrance.
7. Include a table showing the proposed land uses, the floor area in square feet for each land use, the parking ratio, the number of parking spaces required by type, and the number of parking spaces proposed by type (standard, compact, handicapped, vertically stacked, tandem, bicycle, loading, etc.). ULDR Sec. 47-20.2. - Parking and loading zone requirements.
8. All internal circulation and queuing areas must be designed to accommodate the turning radii of the vehicles that will be using the site. The auto turns vehicular paths to depict the vehicle colliding with a proposed elevator and mounting a non-vehicular use area. Revise the ground floor to prevent these conflicts.
9. Any proposed drainage well, manhole, pull box etc. installed in the sidewalk must be flat, ADA compliant and not impact the effective width of the sidewalk clear path.
10. Ensure all access points, sidewalks, walkways, and curb cuts are unobstructed and ADA accessible with appropriate slopes and detectible warning devices and indicate on the site plan. This includes all access to/from the site entrance. Add the dimension, clearances, and slopes of the walkways.
11. Additional comments may be provided upon further review.



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**CASE COMMENTS:**

Please provide a response to the following:

1. Pursuant to State Statute 166.033(1) the application must be deemed approved, approved with conditions, or denied within 180 days of completeness determination, on or before August 26, 2026, unless a mutually agreed upon time extension is established between the City and the applicant. Failure to meet the applicable timeframe or request an extension may result in the application being denied by the City and the applicant may be required to refile a new application and fees to proceed unless the applicant submits a waiver of these timeframes as provided in the completeness email from the City.
2. The proposed development permit is a Site Plan Level IV application for a public purpose use. The proposed application requires review and recommendation by the Planning and Zoning Board (PZB) and approval by the City Commission. A separate fee is required for both PZB review and City Commission review. The applicant is responsible for all public notice requirements (See Unified Land Development Regulations Section 47-27). The City Clerk's office requires 48-hour notice prior to a Commission meeting if a computer presentation is planned (i.e. PowerPoint presentation). The presentation shall be provided on flash drive to the City Clerk. Please contact the project planner, Karlanne Devonish (Email: [kdevonish@fortlauderdale.gov](mailto:kdevonish@fortlauderdale.gov), Phone: 954-828-6162) for more information.
3. Pursuant to public participation requirements of City's Unified Land Development Code (ULDR) Sec. 47-27.4.A.2.c, the applicant must complete the following:
  - a. Prior to submittal of the application to the (PZB), a notice from the applicant via letter or e-mail shall be provided to official city-recognized civic organization(s) within 300 feet of the proposed project, notifying of the date, time and place of applicant's project presentation meeting to take place prior to the PZB meeting;
  - b. The applicant shall then conduct a public participation meeting(s) a minimum of 30 days prior to the PZB. This date and location of the meeting is at the discretion of the applicant. Once the meeting(s) is conducted, the applicant shall provide a written report letter to the Development Services Department, with copy to subject association(s), documenting the date(s), time(s), location(s), number of participants, presentation material and general summary of the discussion after a public participation meeting(s). The report letter shall summarize the substance of comments expressed during the process and shall be made a part of the administrative case file record; and
  - c. Accordingly, a minimum of ten (10) days prior to the PZB meeting, the applicant shall execute and submit an affidavit of proof of public notice to the Department. If the applicant fails to submit the affidavit, the public hearing will be postponed until the next available hearing date after the affidavit has been supplied.
4. Pursuant to the City's Comprehensive Plan, the site is designated as Parks Recreation-Open Space on the City's Future Land Use Map. The proposed use is permitted in this designation. This is not a determination on consistency with Comprehensive Plan Goals, Objectives and Policies.
5. This property is located in an Archaeologically Significant Zone. The archaeological and historic cultural resource survey requirements for the proposed project have been fulfilled, and no further action is required. While no archaeological deposits are anticipated within the subject property, if archaeological materials or features are discovered, then work in vicinity of the discovery shall stop and the City shall be notified immediately to coordinate the discovery. If unmarked human remains are encountered, then excavation in the vicinity of the find shall halt immediately and the archaeologist shall alert the City's historic preservation staff to coordinate the discovery and take measures to implement Chapter 872.05 Florida Statutes as it pertains to the discovery of unmarked human remains.



6. Pursuant to ULDR Section 47-18.26, a public purpose use can be applied for when demonstrating compliance with the requirements of Section 47-18.26, Public Purpose Uses, by providing a point-by-point narrative response to Section 47-18.26.C. Provide a narrative stating how the project meets ULDR Section 47-18.26 satisfying public purpose intent and the specific code requirements not being met or is site specific. Staff recommends the applicant provide required code and proposed code deviations in a table format for comparison.
7. Provide a copy of the lease agreement that describes the land area leased for the Fire Station.
8. Provide a site plan that is consistent with the requirements outlined in the attached *Specification for Plan Review* document, which includes but is not limited to the following:
  - a. Site plan data tables for current use of property and intensity, land use and zoning designations, water/wastewater service provider, dimensional requirements pursuant to ULDR Section 47-8.30, parking requirements, etc. Indicate the required and proposed aspects.
  - b. The property line dimensioned and parenthesized with the requirements from the leased line.
  - c. Setbacks from the property line to the face of the building.
9. Provide additional renderings of the project from pedestrian level perspectives, night-time/dusk renderings, and ensure the renderings accurately reflect the proposed project. The pedestrian level perspective renderings should clearly indicate how the proposed development will be perceived from a pedestrian perspective, as viewed along the public realm.
10. Provide additional information for the dumpster enclosure in accordance with ULDR Section 47-19.4, Dumpsters.
11. Pursuant to City Ordinances, Chapter 6, Article III, Sea Turtle regulations, building lighting is subject to limitations as to its impact on sea turtle habitats and nesting. Provide a project lighting plan that indicates the proposed type of lighting for the site and building, cross sections measured from the beach to building illustrating the light viewshed, and provide notes on the site plan and building elevations regarding compliance with Section 6-49.
12. Be advised, proposed development must meet minimum floodplain regulations at time of building permit submittal. It is most advantageous for applicants to determine the impact of floodplain regulations during the DRC process. For example, minimum floor elevations may require stairs, ramps, and other elements that would impact the overall site plan design. In the event these items are not addressed during the DRC process and the inclusion of such are identified during the building permit review, the applicant will need to amend the DRC approved plans.
13. Consider employing green practices throughout the project including, but not limited charging stations, tank-less water heaters, rain collections system, pervious parking, bio-swales, Florida Friendly™ plant materials, and solar panels.
14. Pursuant to UDLR Section 47-19.2.DD, if a temporary construction/sales trailer is proposed for this project, provide separate sheets in the plan set that depict the location with on-site parking, design details including temporary structure material and color, vehicle use area landscape, and other applicable regulations to avoid separate review applications in the future.

Provide a preliminary construction staging plan which includes anticipated hours of operation on site, debris mitigation plan, and map indicating where crane operations and employee and/or equipment parking and storage will be placed. A revocable license application and a traffic circulation plan may

be required if the sidewalk or right-of-way requires to be closed at any time, which should be filed under a separate application and coordinated through the City's Maintenance of Traffic (MOT) process with the Transportation and Mobility Department.

All construction activity must comply with Code of Ordinances, Section 24-11, Construction sites. Contact Noel Zamora, Structural Plans Examiner (954-828-5536) to obtain his signature on the final DRC plans.

### **GENERAL COMMENTS**

The following comments are for informational purposes.

Please consider the following prior to submittal for Final Development Review Committee ("DRC"):

15. Pursuant to UDLR Section 47-19.2.GG, if a temporary construction staging/sales area is needed for this project which cannot be accommodated on the development site, this approval requires a Site Plan Level I permit, then forwarded to the Property and Right-of-Way committee for review and subject to a 30-day City Commission call-up period.
16. An additional follow-up coordination meeting may be required to review project changes necessitated by the DRC comments. Prior to routing your plans for Final DRC sign-off, please schedule an appointment with the project planner Karlanne Devonish (Email: [kdevonish@fortlauderdale.gov](mailto:kdevonish@fortlauderdale.gov), Phone: 954-828-6162) to review project revisions and/or to request notification for signoffs by applicable disciplines.
17. Additional comments may be forthcoming at the DRC meeting.



# SPECIFICATIONS FOR PLAN REVIEW

Applications: Site Plan Level I, II, III, and IV | Rev. 09/09/2024

**INFORMATION:** The specifications for plan review checklist is required with all requests for a development permit with the City of Fort Lauderdale. It is important to complete the specifications for plan review checklist as accurately and completely as possible (as applicable); however, changes will be permitted as the request is being processed. Please type responses or print legibly for clarity.

The specifications listed herein are intended to guide applicants with the submittal of specifications of plan review application. 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.

There are **FIVE (5) SECTIONS** listed below with the specific information needed for submittal requirements.

**SECTION 1 - PLAN SPECIFICATIONS:** Plan sets shall adhere to the following order (A-J) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing. See Section 2 for digital requirements.

<p><b>A. COVER SHEET &amp; TABLE OF CONTENTS</b></p> <ol style="list-style-type: none"> <li>Project name.</li> <li>Location map including address and or parcel number(s).</li> <li>Index of plans submitted including sheet name and number.</li> <li>List of all consultants including contact information.</li> <li>List of franchise and utility service providers for project.</li> </ol>	<p><b>C. SITE PLAN (continued)</b></p> <ul style="list-style-type: none"> <li>Mechanical equipment dimensioned from property lines</li> <li>Setbacks and building separations (dimensioned)</li> <li>Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)</li> <li>On-site light fixtures</li> <li>Proposed right-of-way improvements (e.g. bus stops, curbs, tree plantings, etc.)</li> <li>Pedestrian walkways (including public sidewalks and onsite pedestrian paths)</li> <li>Project signage</li> <li>Traffic control signage</li> <li>Catch basins or other drainage control devices</li> <li>Fire hydrants (including on-site and adjacent hydrants)</li> <li>Easements (as applicable)</li> <li>Labels and identification of site features</li> <li>Other necessary elements needed to convey proposed plans</li> </ul> <ol style="list-style-type: none"> <li>Site plan shall be based upon the legal survey of the proposed</li> <li>Dimensions required by specific master plan</li> </ol>
<p><b>B. ABSTRACTED BOUNDARY AND TOPOGRAPHICAL SURVEY</b></p> <ol style="list-style-type: none"> <li>Provide a current signed and sealed boundary and topographic survey showing all above ground improvements, utilities, rights-of-way dimensions and all easements.</li> <li>This 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.</li> <li>The title commitment or Opinion of Title must have an effective date no more than thirty days prior to the date of submittal of the survey and must be certified to the City of Fort Lauderdale.</li> <li>If any encumbrances are found in the property, provide a copy of the recorded documents accordingly (i.e. easements, dedications, agreements, vacations, etc.).</li> </ol>	<p><b>D. DETAIL SHEET(S)</b></p> <ol style="list-style-type: none"> <li>Provide project details for the following:             <ul style="list-style-type: none"> <li>Ground floor elevation or elevation of the lower floors of multiple story building</li> <li>Storefronts, awnings, entryway features, doors, windows</li> <li>Fences/walls</li> <li>Dumpster</li> <li>Light fixtures</li> <li>Balconies, railings</li> <li>Trash receptacles, benches, other street furniture</li> <li>Pavers, concrete, hardscape ground cover material</li> </ul> </li> <li>Rooftop elevation detail depicting mechanical screening material or line of sight from sidewalk to roof (if mechanical equipment is on roof).</li> <li>Building material details including images of the product material by manufacturer.</li> </ol>
<p><b>C. SITE PLAN</b></p> <ol style="list-style-type: none"> <li>Title block including project name and design professional's address, email, and phone number.</li> <li>Minimum scale of 1" = 30' minimum (engineering scale).</li> <li>North indicator.</li> <li>Location map showing relationship to major arterials.</li> <li>Date of drawing and revision dates, as applicable.</li> <li>Full legal description.</li> <li>Site plan data table to include:             <ul style="list-style-type: none"> <li>Current use of property and intensity</li> <li>Land use and zoning designations</li> <li>Water/wastewater service provider</li> <li>Site area (square feet and acres)</li> <li>Building footprint coverage</li> <li>Residential development: number of dwelling units, type, floor area(s), site density (gross and net)</li> <li>Non-residential development: uses, gross floor area</li> <li>Floor Area Ratio (FAR)</li> <li>Parking data: parking required (#), parking provided (#), loading zones (if applicable), ADA spaces, bicycle spaces</li> <li>Building height (expressed in feet above grade)</li> <li>Structure length</li> <li>Number of stories</li> <li>Setback table (required vs. provided)</li> <li>Open space (required vs. provided)</li> <li>Vehicular use area (as defined by ULDR Section 47-58.2)</li> <li>Landscape area</li> </ul> </li> <li>Site plan features (graphically indicated)             <ul style="list-style-type: none"> <li>Municipal boundaries (as applicable)</li> <li>Zoning designation and current use of adjacent properties</li> <li>Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)</li> <li>Waterway width, if applicable</li> <li>Outline of adjacent buildings (indicate height in stories and approximate feet)</li> <li>Property lines (dimensioned)</li> <li>Building outlines of all proposed structures (dimensioned)</li> <li>Ground floor plan</li> <li>Dimension of grade at center line of road, at curb, and finished floor elevation.</li> <li>Dimension for all site plan features (e.g. sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.)</li> </ul> </li> </ol>	<p><b>E. FLOOR PLANS</b></p> <ol style="list-style-type: none"> <li>Ground floor plan with dimensions and use of space depicting location of all exterior doors</li> <li>Typical floor plan for multi-level structures</li> <li>Floor plan for every level of parking garage</li> <li>Roof plan with mechanical equipment depicted and spot elevations of the roof and equipment</li> </ol>
<p><b>F. BUILDING ELEVATIONS</b></p> <ol style="list-style-type: none"> <li>Each building facade in color with directional labels (e.g. North, South, etc.)</li> <li>Building names or numbered if more than one building in the project</li> <li>Building dimensions including overall height, floor to ceiling heights, height as measured from grade level</li> <li>Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor</li> <li>Indicate and label all architectural elements, materials, and colors</li> <li>Building cross sections with dimensions, use per level</li> <li>Include any proposed signage</li> <li>Cross sections for streetscape per applicable master plan</li> </ol>	<p><b>G. PROJECT RENDERINGS</b></p> <ol style="list-style-type: none"> <li>Project renderings from street perspective for all applications.</li> <li>Site Plan Level III and IV, and any application within the boundaries of adopted master plan are required to provide</li> </ol>



<p><b>G. PROJECT RENDERINGS (continued)</b></p> <p>the following:</p> <ul style="list-style-type: none"> <li>Street-level perspective renderings of project in context of surroundings, as viewed from a pedestrian level, with ground elements and references to depict and determine appropriate scale of project</li> <li>Oblique aerial perspectives from opposing views, which indicate the mass outline of all proposed structures, including the outlines of adjacent existing structures</li> <li>Context site plan indicating proposed development and outline of nearby properties with uses and height labeled</li> </ul>	<p><b>I. PHOTOMETRIC DIAGRAM (continued)</b></p> <ol style="list-style-type: none"> <li>Date of initial plan preparation and any amendment Site plan indicating the location of property lines and improvements Location and description of all existing over story landscaping Location and height of all lighting on the property Lighting control description and schedule Foot-candle readings must extend to all property lines Note on plan stating that proposed lighting will be designed and installed so as to reflect the light away and prevent any glare or excessive light on any adjacent property</li> </ol>
<p><b>H. LANDSCAPE PLANS</b></p> <ol style="list-style-type: none"> <li>Landscape plan drawn at a scale no less than one (1) inch equals thirty (30) feet. (ULDR Section 47-21). An overall project plan may be provided at a smaller scale when using it to reference section sheets provided. Landscape plan to be designed so that landscaping shall not be adversely affected by salt exposure, prevailing winds, deep shadows, unusual soil conditions, tidal fluctuations, etc.</li> <li>Landscape plan must provide:             <ul style="list-style-type: none"> <li>Title block including project name and address, RLA contact information, RLA seal and dated signature, original date, revision dates, and revision notes.</li> <li>North indicator.</li> <li>Site and landscape information, tabular form, sorting required vs. provided calculations</li> <li>Property boundaries and dimensions, depth of landscape islands and perimeters and buffers, property easements, adjacent right of way with street tree planting and parallel parking, existing and proposed structures, vehicular use areas, site amenities, dumpster, walls, fences, location of plantings, adjacent hardscape, curbs, walks, etc.</li> <li>All underground and overhead utilities, light poles, ground mounted signs, billboards, transformers, generators, fire hydrants, Siamese connections, etc.</li> <li>Site and right of way grading including swales, retention areas, berms, bio swales, rain gardens, etc.</li> <li>Structural soil, silva cell, or similar, illustrated and labeled</li> <li>Appropriate clear sight distance areas at intersections, cross section of street tree planting, pedestrian clearance, underground soil structure, overhead obstructions, etc.</li> <li>Landscape material schedule listing all plants and material. Include key, botanical name, common name, quantity, overall height for hardwood and clear trunk for palms, plant spacing, native and/or Florida Friendly Landscaping indicator, existing vs. proposed, etc.</li> <li>Hydrozone plantings illustrated and labeled.</li> <li>Installation, planting, staking, pruning, grading, protection, root pruning, relocation, etc. details and specs for trees, palms, shrubs, groundcover, hydrozone, mulch, structural soil or similar, etc.</li> </ul> </li> <li>ISA Certified Arborist report for specimen trees. Report on ISA Certified Arborist business letterhead, contact information, and ISA Certification number stated. Report would include tree survey with numbered trees, a corresponding table which includes tree number, botanical name and common name, trunk diameter at breast height, clear trunk for palms, condition percentage, etc. and a written assessment of existing tree characteristics.</li> </ol>	<p><b>J. CIVIL PLANS</b></p> <p>Engineering Site Plan</p> <p>Investigate existing utilities to determine any proposed conflicts with site improvements. Contact Engineering Records for as-built information by calling 954-828-5051 or email at StevePl@fortlauderdale.gov</p> <ul style="list-style-type: none"> <li>Driveway connections - dimension to established survey reference points (i.e. property corners)</li> <li>Concrete, pavers, and asphalt clearly differentiated</li> <li>Identification of all existing easements and referencing of recorded documents (i.e. OR book &amp; page)</li> <li>Right-of-way adjacent to parcel including labels, width, and referencing of recorded documents</li> <li>Abbreviated legal descriptions for adjacent parcels</li> <li>Finished floor elevation for all buildings, including all existing buildings referenced in NAVD 88</li> <li>Location of existing and proposed fire hydrants</li> <li>Inclusion of monument sign note: "Approved under separate permit."</li> <li>Impervious and pervious areas, both area and percentage are identified</li> <li>Relationship of existing above ground features with site improvements</li> <li>Location of dumpster with relationship to easements and existing underground utilities</li> <li>Details for accessible parking spaces and ramps</li> <li>Accessible ramps on adjacent sidewalk</li> <li>Compliance with applicable accessibility code including accessible parking, accessible path from parking, and accessible path from adjacent ROW</li> <li>Location of accessible parking signs – located at back of sidewalk if possible</li> <li>Sight triangles are identified and clear of obstructions</li> <li>Outside turning radii (50-feet) and adequate vehicular circulation for fire trucks</li> <li>All site related details shall be located on a separate sheet</li> <li>All drainage must be maintained on site.</li> </ul> <p>2. Pavement Marking &amp; Signage Plan</p> <ul style="list-style-type: none"> <li>Inclusion of signage details for nonstandard signs</li> <li>Inclusion of Manual on Uniform Traffic Control Devices (MUTCD) sign names (i.e. R1-1) and sign size</li> <li>Inclusion of note: "All traffic signage and pavement markings to be provided on the site plan in conformance with Broward County Traffic Engineering Division (BCHTED) and MUTCD Standards."</li> <li>All offsite pavement marking and signage shall be approved by BCHTED.</li> </ul>
<p><b>I. PHOTOMETRIC DIAGRAM</b></p> <ol style="list-style-type: none"> <li>Title Block including project name and design professional's address, email, and phone number.</li> </ol>	

**SECTION 2 - PROJECT NARRATIVES:** Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- Project Description** describing in detail the project type, uses, and overall development intent. Provide as much detail as possible including building and site design approach, site elements, building architectural style, pedestrian access and enhancements, open space elements, landscape improvements, safety, loading, site access, multi-modal provisions including bicycle parking, and other related information.
- Unified Land Development Code Narratives** for the applicable criteria based on application request with point-by-point responses to each criterion stating how the project complies with such. Generally, the following code sections require a narrative; however, the following sections are not inclusive of all criteria.
  - [Section 47-20.3, Parking Reduction](#)
  - [Section 47-24.3, Conditional Use](#)
  - [Section 47-25.2, Adequacy Review](#)
  - [Section 47-25.3, Neighborhood Compatibility](#)
  - [Section 47-28, Density and Flexibility Rules](#)
- Master Plans** for the applicable master plan, a narrative that states the project design compliance with the goals and design intent of the master plan. Generally, the following master plans require narratives for:
  - [Downtown Master Plan](#)
  - [Northwest Master Plan](#)
  - [South Andrews Master Plan](#)
  - [Uptown Master Plan](#)



**SECTION 3 - TRAFFIC STUDY OR STATEMENT:** Provide the traffic statement and/or date of traffic methodology meeting. Projects that trigger vehicular trip threshold pursuant to ULDR Section 47-25.2.M, must conduct a traffic study or statement completed by a registered professional engineer. Applicants must schedule a traffic methodology meeting with the City's Transportation and Mobility Department prior to application submittal. To schedule a meeting contact:

- (954) 828-4826 or email at [transportation@fortlauderdale.gov](mailto:transportation@fortlauderdale.gov)

**SECTION 4 - PUBLIC PARTICIPATION REQUIREMENTS:** Site Plan Level II, Level III, and Level IV applications are required to notify and conduct public participation as outlined in ULDR Section 47-27.4. In addition, Site Plan Level II applications in RAC land use or zoning district are required to notify and conduct public participation as outlined in ULDR Section 47-27.4.A.2.b. Applicants shall provide a signed and notarized affidavit stating compliance with public participation requirements. An [affidavit](#) can be downloaded on the City's website.

**SECTION 5 - PUBLIC SIGN NOTICE:** Site Plan Level III and Level IV applications, certain Site Plan Level II applications, Rezoning, Plats, and Vacation of Right-of-ways are required to post public signs as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.


**FOR QUESTIONS OR ASSISTANCE REGARDING DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION SUBMITTAL:**

Urban Design and Planning  
954-828-6520 (select Option 5)  
[planning@fortlauderdale.gov](mailto:planning@fortlauderdale.gov)



UDP-S25057

**Legend**

-  Subject Site
-  Fort Lauderdale Municipal Boundary Line

