

LAND USE DESIGNATION:

EXISTING ZONING:

FOLIO NUMBER:

Town Use Only
Application No: _____
Fee Paid: \$ _____
Receipt No: _____

**SITE PLAN**  
**SITE PLAN MODIFICATION**  
 REVIEW APPLICATION  
 TOWN OF SOUTHWEST RANCHES

Complete this form in full. Type or clearly print the required information. Signatures must be notarized. Checks must be made payable to "Town of Southwest Ranches."

**Call The Mellgren Planning Group at 954.475.3070 for an application submission appointment.**

DATE FILED: \_\_\_\_\_

RESIDENTIAL: \_\_\_\_\_

NON-RESIDENTIAL: \_\_\_\_\_

NO. OF UNITS: \_\_\_\_\_

FLOOR AREA: \_\_\_\_\_

PETITIONER / AGENT:

ADDRESS:

PHONE:

E-MAIL:

RELATIONSHIP TO PROPERTY:

APPLICANT (OWNER):

ADDRESS:

PROJECT/SUBDIVISION NAME:

PROJECT LOCATION OR ADDRESS:

LEGAL DESCRIPTION:

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TOWN USE ONLY

DEVELOPMENT REVIEW:

TOWN COUNCIL:

\_\_\_\_\_  
OWNER'S NAME(S)

\_\_\_\_\_  
PETITIONER'S NAME

\_\_\_\_\_  
OWNER'S NAME(S)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

\_\_\_\_\_  
OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
PHONE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did take an oath.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

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

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

My Commission Expires:

My Commission Expires:

Please note that an application for a rezoning or variance will be considered by the Town Council at a public hearing, and that Town Council may approve or deny the application at its discretion. *No fees will be refunded if the Town Council denies the rezoning or variance requested.* **By signing this agreement, you acknowledge that the Town operates on a strict cost-recovery basis; the total cost of this application will be based upon the time spent by staff on the overall process, including in-office meetings, phone calls, plan review, administration and inspections, if applicable. Any additional cost incurred by the Town in excess of the initial application fee has to be collected prior to approval.**

**SUBMISSION REQUIREMENTS  
NEW OR REVISED SITE PLANS**

***SUBMISSION PACKAGE CHECKLIST:***

- Completed and notarized application.
- Base application fee payable to **THE TOWN OF SOUTHWEST RANCHES**. See fee schedule. Site plan review is provided on a cost recovery basis. **THE BASE APPLICATION FEE GENERALLY COVERS ONLY THE INITIAL REVIEW BY ALL TOWN REVIEWING AGENCIES.** Applicant will be advised if additional amounts are owed due to additional review requirements, meetings, or any corrections to the site plan and/or clarifications requested by a Town reviewing agency. This additional fee must be paid in full to the Town prior to placing the plat application onto a Town of Southwest Ranches Town Council Agenda.
- Fire review fee. All site plans west of SW 172<sup>nd</sup> are reviewed by the Broward County Fire Marshal.
  - Provide a \$560 check, cashier's check or money order payable to **BROWARD COUNTY SHERIFF.**
  - Properties east of SW 172 Ave: Submit the site plan directly to **Town of Davie Fire Department.**
- Two (2) copies of the plat as recorded in Broward County.
- School Capacity Availability Determination (SCAD) Letter from the Broward County School Board (or equivalent letter from the Broward County School Board, stating that development is exempt from concurrency requirements).
- Two (2) sealed surveys, not more than one (1) year old, showing property boundaries, existing structures, water bodies, canals, easements, rights of way and all existing structures.
- Two (2) sealed topographic surveys (topographic data can be incorporated into the required property surveys).
- One (1) tree survey locating and identifying the size and species of each tree on site.
- Five sets of site plans. Site plans shall not be larger than 24" by 36 inches, stapled into submission sets, and folded to 8.5" by 11". **ROLLED, UNFOLDED OR UNSTAPLED SUBMISSIONS WILL NOT BE ACCEPTED.**
- Upon approval of site plan, four additional copies of the final site plan will be required, one for the Broward County School Board and three for the Fire Marshal.

***SITE PLAN REQUIREMENTS:***

The requirements contained in Sec. 195(a) of the Broward County Land Development Code are applicable with respect to the information required on a site plan.