

**CITY OF PEMBROKE PINES**  
**Planning and Economic Development Department**  
**INSTRUCTIONS AND CHECKLIST FOR SITE PLAN APPLICATION**

**SUBMITTAL**

- Ten (10) copies of the following documents and preliminary plans are due before noon every Thursday (**do not need to be signed and sealed for Development Review Committee (DRC) meeting**). Additional copies of the plans will be required in advance of the public hearings.
  - Completed application
  - Site plan
  - Landscape Plans
  - Architectural Plans
  - Sign Plans
  - Photometric Plan
  - Engineering Plans
  
- An electronic version (PDF) shall be submitted via disk or flash drive and updated during DRC.
- Fee(s) Payment – **check(s) shall be made out to the City of Pembroke Pines**
- 2 copies of latest approved recorded plat
- 2 copies of sealed survey. In certain cases, a tree survey may be required
- Plans shall be prepared on 11" X 17" (Tabloid) or 24" X 36" sheets stapled and folded properly to accommodate filing with legal size folder. Final submittal will be no larger than 11x17.
- Site plans shall be drawn at a scale no smaller than 1" = 40'
- Statement that site was reviewed for wellfield protection and archeological sites pursuant to Comprehensive Plan Maps CE-1 and CE-2.
- For residential site plans, submit copy of School Board concurrency determination.

**ADDITIONAL INFORMATION**

- Immediately following the DRC meeting, color elevations will need to be provided, reviewed, and discussed with the applicant (The applicant must submit color elevations during a timetable which allows Staff ample time to review the proposed elevations and request alternative proposals if necessary. Therefore, review and recommendations of color elevations must be finalized on or before the standard Tuesday deadline for submitting complete approved plans for a DRC meeting; in compliance with the Board Approval Schedule).
- In addition to the technical documents required, other plans and studies may be required at the request of staff based on the scope of work which includes but is not limited to the following:
  - Affordable Housing
  - Circulation, Parking, Stacking or Traffic
  - Feasibility or Market Analysis
  - Sustainability
  
- Depending on the nature of your application, all items below may not be needed or additional items may be required such as, neighborhood/homeowner notice documents including affidavit,

property ownership records, and public hearing related documents. ***Please check with the planner at the time of submittal as well as during the processing period.***

### **SITE PLAN**

The site plans shall include the following information, but not limited to:

- Title Block complete with project title and agent/owner information
- Scale
- North arrow
- Date of drawing and revision dates
- Location sketch clearly showing subject site in relation to major roadways
- Property boundaries clearly tied to section corners, legal description and/or address
- Plot plan with buildings, driveways, parking areas, and sidewalks
- Dimensions for the following:
  - Property Boundaries
  - Buildings/Structures (including accessory structures)
  - Building Envelope(s)
  - Building separations
  - Building setbacks
  - Easements (including recording instrument data)
  - Landscape separation bufferyards/Pines Boulevard Corridor bufferyards
  - Existing rights-of-way and dedicated rights-of-way
  - Sidewalks
  - Vehicular use areas including curb cuts, driveways, parking/drive aisles, drive-thru lanes, drop off areas (day care center uses), stacking distances, and loading areas
  - Handicap and typical parking spaces and landscape islands
- Provide parking space row total counts
- Identification of the paving surface material
- Provide centerline turning radii dimensions as well as any turning restrictions for driveways per the plat
- Provide typical parking space detail including location of wheel stops and distance of wheel stop from edge of parking space
- Site Data Computation Table to include:
  - Gross and net acreage
  - For residential developments:**
    - Number of units
    - Unit type and quantity by bedroom number and unit size
    - Gross and net densities

- For nonresidential developments:**
  - Building square feet by use if multi-use building
  - Floor area ratio
- For all developments:**
  - Pervious/impervious areas and percentages
  - Open space areas and percentage (including lake areas counted toward open space with applicable percentages)
  - Total building coverage area and percentage
  - Building height including number of stories and average story height
  - Parking computations including number of spaces by type required and provided including parking ratios utilized
- Show present zoning of property and zoning and existing uses of all contiguous properties
- Location of all lift stations including screening detail
- Location of existing or proposed lakes, canals, and waterways, with existing and proposed elevations and depths
- Location of boat ramps if required by drainage district
- All existing and proposed off site improvements that are related to the project
- All details related to accessory structures (to include materials, elevation drawings, and colors) including the following:
  - Dumpsters and dumpster enclosures
  - Trash compactors
  - Other solid waste receptacles (recycling containers)
  - Perimeter fencing and/or walls
  - Entrance features
  - Guardhouse
  - Entrance gates
  - Bicycle Racks
  - Awnings/Canopies
  - Maintenance/Meter Rooms
- Location and color of all streetlight and parking area poles (photometric plans shall include foot candle information)
- Provide details and location for all exterior building fixtures
- Height details for rooflines, elevator maintenance or other mechanical structures, decorative rooftop design features such as domes, cupolas, steeples, satellite dishes, telecommunication towers, and parapet walls
- Location, setbacks and sight triangle specifications for all monument signs (on sign plans as well)

**For residential developments:**

- Typical lot details for corner, interior, key lot (if applicable)
- Details for pool homes, pool enclosures, patios, and/or other exterior accessory structures
- Location and dimensions of Model Trap, Sales Office, and Model Trap Parking Area
- Location and dimensions for tot lots and other recreation areas or other amenities (cabanas, clubhouses, etc)

**LANDSCAPE PLAN**

Tree standards (minimums) are as follows:

**Shade** 12'-14' (2 1/2" caliper)

**Palms** 12'-14' for accent palms, and palms count as a 3:1 ratio for tree requirements:

- Royal Palms 20'+ overall count as a 1:1 ratio
- Not more than 20% of the required trees can be palms

**Flowering** 10'-12' (2" caliper)

**Multi-Trunk** 6', 8', and 10' overall depending on species

**ALL LANDSCAPE CALCULATIONS AND CITY CODE REFERENCE NUMBERS MUST BE ON THE PLAN**

The landscape plan shall include the following information, but not be limited to:

- A detailed plant legend, which includes sizes and quantities of trees, shrubs, grass and ground cover materials with such specifications categorized according to locations as required by code (i.e. adjacent to rights-of-way, perimeters relative to abutting properties, interior parking areas, landscape separation bufferyards, Pines Boulevard corridor, typical lot, common areas, recreation areas, and foundation plantings)
- All plant material must be clearly identified with grade and standard of material specified (Florida No. 1 or better)
- All existing material and locations of material
- All landscape material that abuts the proposed site
- A guideline for tree protection during construction
- Relocation/removal of existing landscaping shall be clearly outlined
- Planting details with soil amendments and planting bed preparation
- Fertilizer applications for installation
- Bracing details
- For residential development:
  - Model trap and model trap parking area details
  - Tot lot and recreation/amenity area details
- Demonstration of maintenance of 50% native species requirements on trees and shrubs
- Xeriscape principles must be applied
- Plans shall contain a note stating that all landscape areas must be irrigated from a non-potable water source

- Screening details for all ground mounted equipment such as AC units, lift stations, dumpster enclosures, and fire prevention equipment
- Irrigation shall have at least a 50% overlap
- Plans shall contain note that landscaped areas to be maintained to edge of pavement in right-of-way
- All easements and location of overhead utilities with dimensions
- Berm Details (if applicable)
- Demonstration that all landscaped areas are protected from vehicular encroachment

**All fire hydrant, light poles (with heights), parking areas, dumpsters, transformers, overhead utilities, signs (including traffic and monument signs) must be clearly identified on landscape plan.**

### **ARCHITECTURAL PLANS**

Architectural plans shall be provided at standard architectural scale measurements  
Plans shall include the following:

- Floor Plan
- Roof Plan (including mechanical)
- Elevations
- Sections
- Color, material, and texture specifications/schedule shall be included on plans
- Screening detail for all roof or wall mounted mechanical equipment, ladders, etc.
- Building colors shall include the paint company name, number, and paint color name (Paint chips of each color are needed prior to staff recommendation)
- Architectural elevations for each side of all buildings with each side labeled according to compass direction

### **SIGN PLANS**

A plan shall include the following, but not be limited to:

- Location, number and size of all signs, including setbacks and sight distance triangle for monument signs
- Sign specification schedule to be categorized by type and number of signs and to include the following:
  - overall sign size
  - font style
  - letter height
  - lighting method
  - colors
  - logo/artwork size and percentage of sign
- All coloring (lettering, logo, artwork, backing, cabinet, etc)
- Details as to the type of sign, mounting details, base landscaping and lighting specifications
- Uniform sign plan specifications if applicable

## **ENGINEERING PLANS**

The following items must be included in the sets submitted for the DRC Meeting:

- Site plan to be reviewed
- Copy of recorded plat
- Broward County's conditions for plat approval
- Survey of the property
- Schematic engineering plans showing the following items:
  - Locations of all water and sewer mainlines, services structures and lift stations. Also include size and type of pipe material
  - Locations of fire hydrants
  - Existing and proposed finished floor elevations of the subject property as well as finished floor elevations of abutting properties
  - Existing and proposed elevations of the adjoining sites, abutting the property in review on all sides along its perimeter
  - Existing and proposed lakes, canals, waterways with existing and proposed elevations and depths
  - All existing and proposed off site improvements that are related to this project
  - Locations of buildings, lots, driveways, sidewalks and roads
  - Locations of all drainage lines and structures - ***Also include size and type of pipe material***
  - Property boundaries, legal descriptions and addresses
  - Proposed finished floor elevations of all buildings
  - Any other streetscape features such as landscaping, perimeter walls, fencing, entrance features, etc, drawn at a scale equal to schematic engineering plans
- Provide a fire truck access route plan - ***Indicate minimum 38' inside, 50' centerline, 62' outside turning radii required and shade route area on plan***
- Traffic engineering plans showing all pavement markings, traffic signs, street number signs and other signs (a separate plan must be submitted)
- Provide photometric light plan indicating pole location, pole and fixture detail, and foot-candles of light to be provided - ***Also provide pole and fixture colors (black, dark brown, white) - Photometric counts must extend to all property lines***

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Each set of final plans distributed to Planning and Zoning Board and/or City Commission shall be in 11x17 format and include an 8.5 x 11 color rendering.

**Required for Planning and Zoning Board Distribution one week prior to the scheduled meeting date:**

*12 sets of DRC approved plans (must have the correct Planning Division date stamp on the cover sheet), 4 sets of which are to be signed and sealed and the remaining sets are to be stamped "duplicate copy."*

**Required for City Commission Distribution one week prior to the scheduled meeting date:**

***If changes were recommended by the Planning and Zoning Board, 12 sets of DRC approved plans incorporating Planning and Zoning Board recommendations, 4 sets of which are to be signed and sealed and the remaining sets are to be stamped "duplicate copy."***

***If no changes were recommended by the Planning and Zoning Board, 8 sets of DRC approved plans (must have the same date stamp on the cover sheet as the plans that were distributed to Planning and Zoning Board) stamped "duplicate copy."***

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**FIRE PREVENTION BUREAU**

DRC Requirements:

- Supply an 8 ½" by 14" site and floor plan.** May be provided with Main plan build out.

Fire department access:

- Secondary Emergency Access:** All premises which the Fire Department may be called on to protect in case of fire and which are not readily accessible from public roads shall be provided with suitable gates, access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus.
- City Ordinance 93.11(A) EXISTING BUILDINGS: The Chief or Fire Marshal shall have the authority to require fire department access to be provided for existing buildings for fire fighting and rescue operations.
- All gates requiring Fire Department Access shall be operated by an electrical key operated Knox Box with Fire Department decal with dust cover **AND** a RADIO FREQUENCY SERVED BY REMOTE CONTROL. **Radio Frequency product may be obtained through Gate Master. (Contact Steve Wiley @ 954-525-0386), Shall be compatible to Access Pro Controller, Model AP-3. NFPA 1 3-6 (2000), City Ordinance 93.11(A) & 1375. Add a note to CIVILS detail page; (FIRE DEPT. NOTES) to supply the above.**
- All existing gates shall require upgrading to comply with this City Ordinance.
- Where possible, a building shall be accessible to all elevations for Fire Department emergency use. **In all cases**, a minimum of one elevation shall be made accessible For Fire Department apparatus. **Required access roads shall be provided with the inner edge of the roadway no closer than 10' nor further than 30' from the building for the required elevation.** City Ordinance 93.11(A)(B) & 93.12.
- Fire lanes shall be provided for all buildings which have a setback of more than 150 ' from a public roadway, or have a setback of more than 50' and are more than 30' in height. City Ordinance 93.11(B)
- Access bridges, where provided, shall be designed to accommodate fire apparatus weighing a minimum of 32 tons.  
City Ordinance 93.11(A), (B), & 93.12
- Fire access roads shall be surfaced with solid pavement, natural or concrete stones or by grass turf reinforced by concrete grids designed to accommodate fire apparatus weighing a minimum of 32 tons.  
NFPA 1 3-5.2 (2000)
- Roads leading to cul-de-sacs less than 300' in length shall have 90' diameter measured from edge of pavement to edge of pavement. Roads 300' and over shall have 100' diameter, they shall not exceed 400' in length.  
City Ordinance 154.32 (11)(L)(1)

- Provide a Fire Truck access plan.** Fire access roads shall be a minimum centerline turning radius of 50'. **Show min. 38' inside radius and min 62' outside radius throughout area. Show shaded truck route PLAN including entering and leaving the site with the above turning radius numerals on plans shown throughout.** City Ordinance 154.35 (end of #3 states 50' centerline) Engineering department verification required.
- You shall have posted a minimum vertical clearance of fourteen feet. (permanent, weatherproof signage) where applicable. **Add this note to CIVILS detail page; (FIRE DEPT. NOTES).** (Applicable areas are truck access routes).
- Show 14' minimum width at level 6' to 8' from finished floor to accommodate vehicle mirrors where applicable.** Applicable areas are truck access routes.)
- Dead end streets shall be prohibited.** City Ordinance 154.32(11)(k)

**Fire lane Marking:**

- Fire access roads shall be 20 feet min. of unobstructed width, lanes shall be designated by yellow thermoplastic paint, striping, or marking of curbs and roadway between each fire lane; sign(s) shall be provided.  
City Ordinance 93.12. **Add a fire lane detail to CIVILS detail page; see enclosure.**
- Fire Lane Sign(s) shall be 18" by 24", white background with red letters, stating "NO PARKING FIRE LANE by order of the Fire/Police Department". These signs shall be a maximum of 7' in height from the roadway to the bottom part of the fire lane's signs. Such signs shall face the traffic flow and be no further than 75 feet apart. City Ordinance 93.12

**Fire Hydrants:**

- Include a fire hydrant detail on CIVILS detail page, see enclosure.** Fire hydrants shall face the nearest roadway and require a blue reflector in center of roadway. City Ordinance 93.25 **Add this note to CIVIL detail page; (FIRE DEPT. NOTES).**
- Buildings with standpipes/sprinklers require a fire hydrant within 100 feet of each standpipe/sprinkler Fire Department connection. City Ordinance 93.25(D), NFPA 14 4-3.5.4 (2000) Measurements **taken as the fire truck travels.** **Add this note to CIVILS detail page; (FIRE DEPT. NOTES).**
- No tree, bush, hedge, or shrub, shall be planted within 15 feet diameter of a hydrant and all grass and weeds shall be kept trimmed such that the hydrant shall be fully visible from the street. City Ordinance 93.25(F) **Add this note to CIVILS detail page; (FIRE DEPT. NOTES).**
- In every case, at least two fire hydrants shall be within 400' of the entrance of any future building, and be spaced 400' apart throughout.  
City Ordinance 93.25(G)

Meaning: ***Two fire hydrants must be within 400' of the main entrance to buildings with no more than 400' distance between them and then 400' spacing from this point around complex.*** (Where new hydrants are required to meet spacing, hydrants shall be placed at the entrances to access roads and entrances to the complex.) ***NFPA 14 5-13 (2000) - Measurements taken as the fire truck travels.***

- Hydrants shall be placed a minimum of 40 ft. from the buildings protected when required from the Fire Department.  
NFPA 14 5-13.2 (2000)
- Hydrants shall be protected with bollards if subject to mechanical damage. NFPA 14 4-5.5 (2000) **- Add this note to CIVILS detail page; (FIRE DEPT. NOTES)**



**Addresses:**

- All apartment buildings, commercial buildings, industrial buildings, and multi-story buildings within the city shall be numbered with the street address, with the numbers being not less than six, nor more than nine inches in height. The numerals shall contrast with their background and be kept free of obstructions. City Ordinance 52.10 (B)(1) - **Add this note to CIVILS detail page; (FIRE DEPT. NOTES).**
- Numbers to be maintained in a conspicuous place where they can be seen and read from the street. City Ordinance 52.10 (D) Add this note to CIVILS detail page; (FIRE DEPT. NOTES) to supply the above.

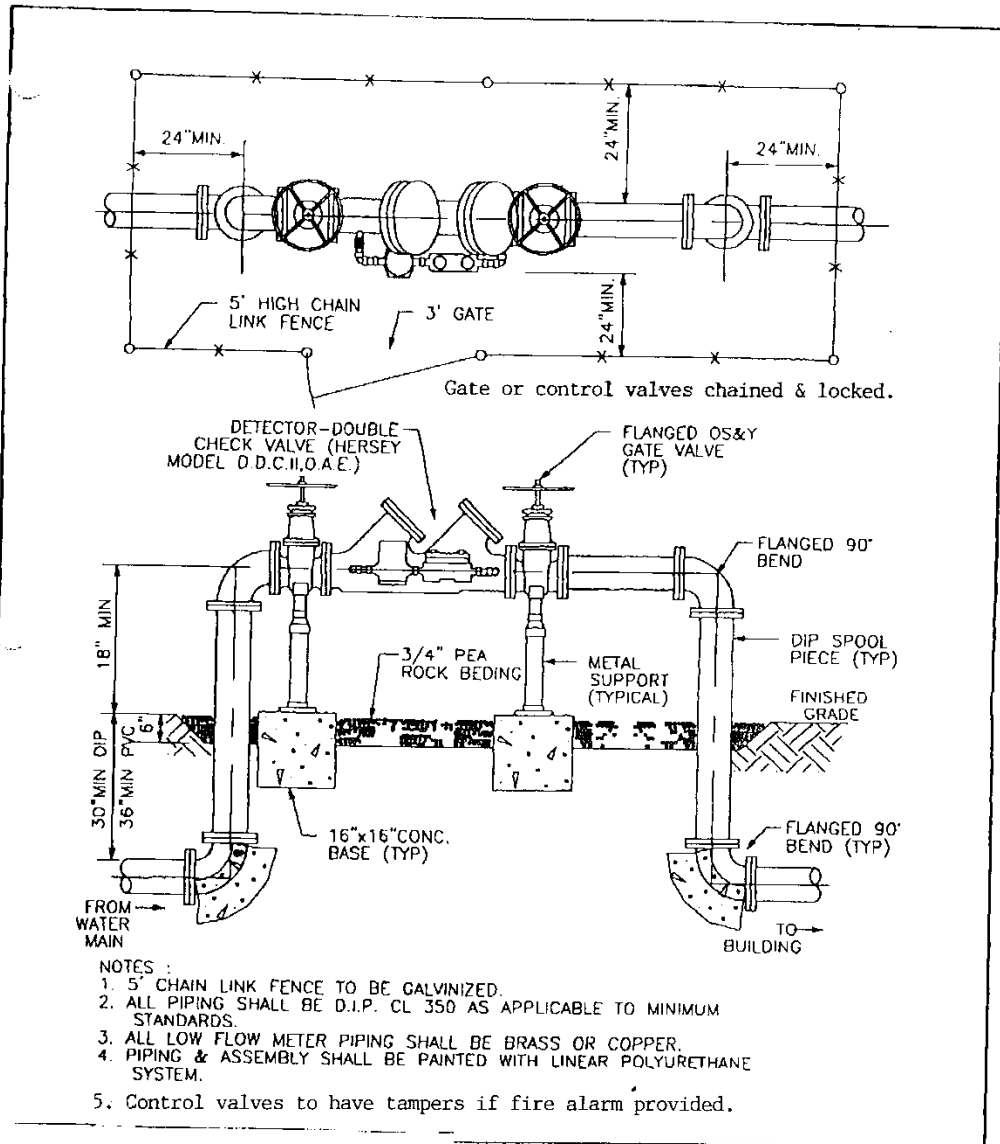
**Fire Department Connections for sprinklered, and/or standpipe buildings:**

- Show Backflow Preventor location and add a detail to plans, see enclosure.** Backflow preventors shall be located at least 40 ft. from the building being protected, or an approved location by the fire department. NFPA 14 4-2.6.1 (2000)
- Fire department connections shall be on the street side of buildings and shall be located and arranged so that hose lines can be readily and conveniently attached to the inlets without interference from any nearby objects including buildings, fences, posts, or other fire department connections. NFPA 24 2-6.9
- Fire department connections are to face the roadway and require a red reflector in middle of roadway. **Add this note to CIVILS detail page; (FIRE DEPT. NOTES) and show location of FDC.**
- One Siamese connection shall be provided for each of the first two risers, and one for every two risers thereafter. See NFPA 13 5-2 (1999) for the number of required risers. Where a building is required to have more than one Siamese connection such connections shall be kept accessible and remotely located. All fire department connections shall be arranged so that hose lines can be conveniently attached without interference from any nearby objects. NFPA 13 A-5-15.2.2 (1999) & NFPA 14 4-3.5.1 (2000). All standpipes shall be interconnected at their bases. NFPA 14 5-5 (2000)
- Fire department connections shall be of the same pipe diameter as the largest standpipe connected and shall be protected by a UL listed check valve and shall be installed not less than 18" nor more than 4' above grade. **Fire Department requires FDC to be installed 3' above grade.**  
NFPA 13 A-5-15.2 (1999), & NFPA 14 4-3.5.2 (2000) **Add this note to CIVILS detail page; (FIRE DEPT. NOTES).**
- A permanent sign constructed of weather resistant metal or rigid plastic materials with red and white letters at least one inch high shall be attached to the exterior of the building adjacent to the connection or on the connection, secured with substantial and corrosion resistant fasteners, and shall read "STANDPIPE" and/or "SPRINKLER" as applicable.  
NFPA 13 5-15.2.3.5 (1999), NFPA 14 4-6, & 14 2-10 (2000) **Add this note to CIVILS detail page; (FIRE DEPT. NOTES).**

**Water Supply:**

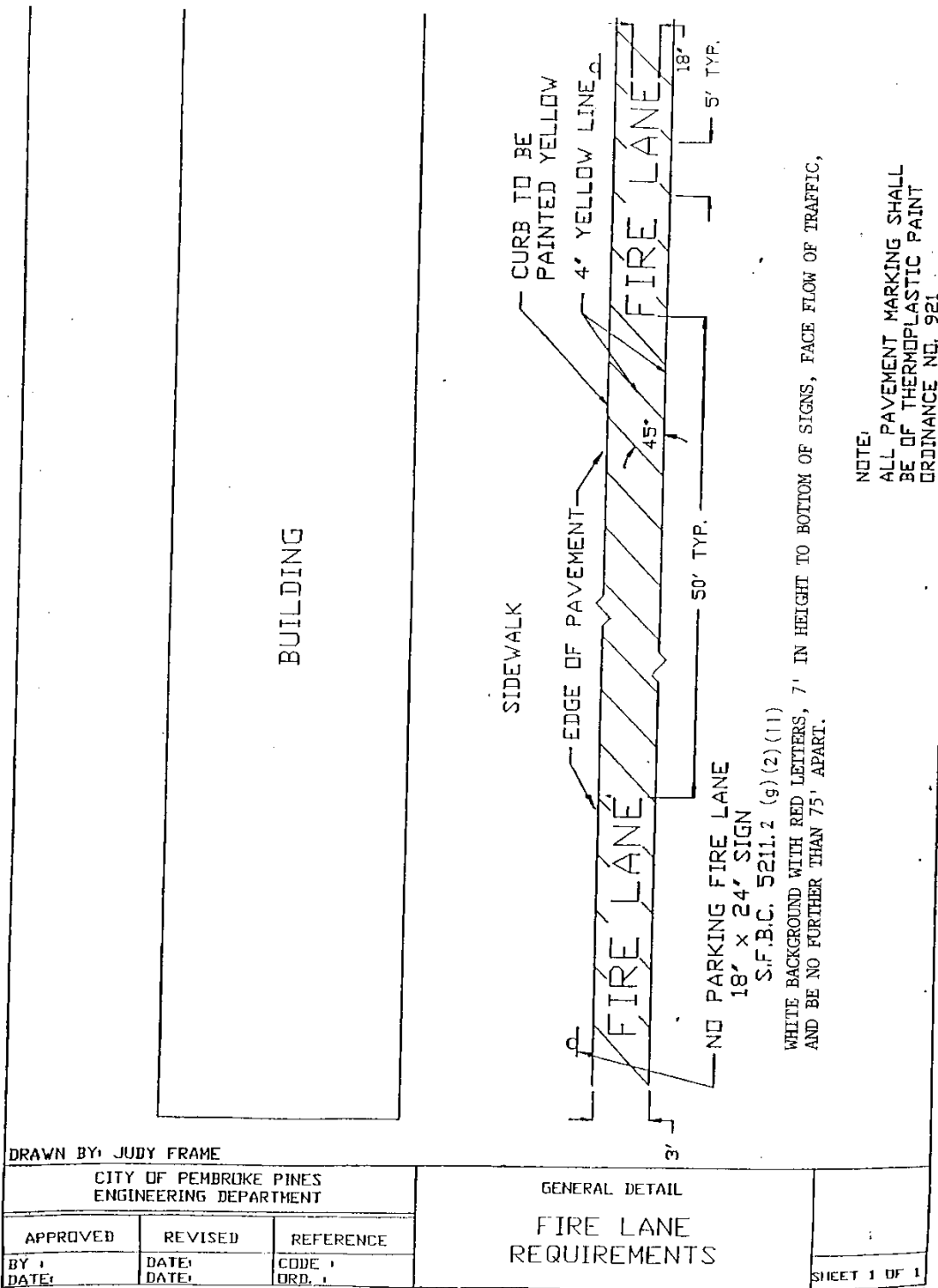
- Provide** a looped water system with two independent sources of water. City Ordinance 93.25(c) Engineering department verification required.

**\*\*\*\*For your information, any Structure which is the subject of new construction and occupancies after May 19, 1980, or any existing structure which is altered in such a fashion as to require the issuance of a building permit for the alterations shall have smoke detectors installed therein. City Ordinance 150.31**



DOUBLE DETECTOR  
CHECK VALVE FOR  
FIRE LINE

W-6







## DRC MEMBER CONTACTS

### PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Michael Stamm Jr.	Director	954-392-2100	<a href="mailto:mstamm@ppines.com">mstamm@ppines.com</a>
Joseph W. Yaciuk	Planning Administrator	954-392-2100	<a href="mailto:jyaciuk@ppines.com">jyaciuk@ppines.com</a>
Dean Piper	Zoning Administrator	954-392-2110	<a href="mailto:dpiper@ppines.com">dpiper@ppines.com</a>
Sharon Williams	P/T Planning Administrator	954-392-2100	<a href="mailto:swilliams@ppines.com">swilliams@ppines.com</a>
Christian Zamora	Planner / Zoning Specialist	954-392-2110	<a href="mailto:czamora@ppines.com">czamora@ppines.com</a>
Cole Williams	Planner / Zoning Technician	954-392-2110	<a href="mailto:cwilliams@ppines.com">cwilliams@ppines.com</a>
Lauren Sands	Planner / Zoning Technician	954-392-2100	<a href="mailto:lsands@ppines.com">lsands@ppines.com</a>
Kristen Jensen	Landscape Planner/ Designer	954-392-2100	<a href="mailto:kjensen@ppines.com">kjensen@ppines.com</a>
Vacant	Landscape Planner/ Arborist	954-392-2100	

### ENGINEERING DIVISION

Karl Kennedy	City Engineer	954-518-9040	<a href="mailto:kkennedy@ppines.com">kkennedy@ppines.com</a>
John England	Assistant City Engineer	954-518-9040	<a href="mailto:jengland@ppines.com">jengland@ppines.com</a>

### FIRE PREVENTION BUREAU

Daniel Almaguer	Fire Marshal	954-499-9560	<a href="mailto:dalmaguer@ppines.com">dalmaguer@ppines.com</a>
Brian Nettina	Assistant Fire Marshal	954 499-9560	<a href="mailto:bnettina@ppines.com">bnettina@ppines.com</a>

### POLICE DEPARTMENT

Officer Manuel Salinas		954-436-3274	
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## OTHER CONTACTS

### SOUTH BROWARD DRAINAGE DISTRICT

[www.sbdd.org](http://www.sbdd.org)

Kevin Hart, P.E.	District Director	954 680-3337	<a href="mailto:engineering@sbdd.org">engineering@sbdd.org</a>
Luis Ochoa	Assistant District Director	954 680-3337	<a href="mailto:commercial@sbdd.org">commercial@sbdd.org</a>
Pam Walsh	Project Coordinator	954 980-3337	<a href="mailto:pam@sbdd.org">pam@sbdd.org</a>

### CENTRAL BROWARD WATER CONTROL DISTRICT [www.centralbrowardwcd.org](http://www.centralbrowardwcd.org)

Michael Crowley	District Manager	954-432-5110	<a href="mailto:districtmanager@centralbrowardwcd.org">districtmanager@centralbrowardwcd.org</a>
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### BROWARD COUNTY MASS TRANSIT

Naomi Hew		954-357-8392	<a href="mailto:nhew@broward.org">nhew@broward.org</a>
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### FLORIDA POWER AND LIGHT

Rickie Thomas	FPL		
Christopher Rockland	Consulting Utility Arborist	954-321-2159	<a href="mailto:christopher.rockland@fpl.com">christopher.rockland@fpl.com</a>

### WASTE/TRASH CITY CONTRACT VENDOR

Ken Rivera	Waste Pro	305-651-7011	<a href="mailto:krivera@wasteprousa.com">krivera@wasteprousa.com</a>
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