



Site Plan Review Applicant Checklist

Please refer to the Town's Land Development Code for a comprehensive understanding of the Town's rules and regulations regarding site development. The list below should serve as a highlight, and not a replacement to reviewing the Town's Code.

- A. A complete set of plans must be submitted 2 months prior to the commission meeting.
 - a. If your plans are NOT ready (only minor revisions necessary)/or approved for this commission meeting, you will only have one week past the commission meeting to be able to resubmit.
 - b. For the plans to be presented to the commission and on the agenda, they need to be approved by Zoning prior to 10 days from the upcoming commission meeting to allow for the Town to be able to advertise.
- B. Review will commence upon receipt of a complete package,
- C. All background drawings have to match (Survey, Civil, Landscape and Architectural). And if a change is made to one drawing/discipline due to comment(s), the change needs to be reflected accordingly on all the other design professional drawings.
- D. Sheet size for all disciplines must be on same size sheet.
- E. Submit electronic copies of all plans
- F. Provide narrative with response to any comments.

1- Survey

- a) A survey prepared by a Florida registered land surveyor, certified as to meeting the requirements of F.A.C. Ch. 21HH-6, reflecting existing natural features, such as topography, vegetation, and waterbodies. Any existing structures and paved areas shall be included in the survey;
- b) Provide grades at adjacent properties 5'-0" from north & south property lines; approximately 25'-0" O.C. min (depending upon change in grades on properties, this will need to be done at closer intervals to properly show changes in grades.
- c) Show average height of dune
- d) Label property lines
- e) Show grading contours
- f) Show FEMA Flood Zones (clearly delineate the different flood zones on the survey – label accordingly)
- g) Show CCL Line
- h) Show Easterly Building Line
- i) Show proposed 10 ft. ROW dedication on both sides of A1A.
- j) Show all onsite utility and drainage easements/facilities.
- k) Show street light poles and overhead lines.
- l) Provide the crown of road elevations of SR A1A

2- Civil

- a) Show proposed 10 ft. ROW dedication on both sides of A1A. Requires Broward County FDPT Trafficways approval. Contact Valerie Garland (954) 940-7584, (954) 298-6978, valerie.garland@dot.state.fl.us
- b) Provide grades at adjacent properties 5'-0" from north & south property lines; approximately 25'-0" O.C. min (depending upon change in grades on properties, this will need to be done at closer intervals to properly show changes in grades.
- c) Show average height of dune
- d) Label property lines
- e) Show grading contours
- f) Show FEMA Flood Zones (clearly delineate the different flood zones – label accordingly)
- g) Show CCL Line
- h) Show Easterly Building Line
- i) Show proposed 10 ft. ROW dedication on both sides of A1A.
- j) Call out centerline of A1A
- d) Provide section thru driveway – no runoff permitted onto A1A
- e) Provide product literature for 15" mitered end section – first 10 ft from edge of pavement must be grass – free of obstruction.
- f) Driveway runoff must be kept off of A1A.
- g) Slope driveway towards swales on either side.
- h) Provide swale adjacent to A1A each side of road
- i) Show how roof is being drained
- j) Show drainage arrows and provide grades.
- k) Show all onsite utility and drainage easements/facilities.
- l) Schematic representation of drainage system including retention areas, swales and direction of drainage flow;
- m) Provide the crown of road elevations of SR A1A

3- Architectural

- a) On the Site Plan provide a site data table which includes but is not limited to: (1) Breakdown of lot coverage – pervious vs impervious and paved surfaces; (2) Required vs. proposed setbacks; (3) Required (maximum) building height vs. proposed building height...
- b) Qualify side setback based on height (show calculation) per 12-124 (B) confirm Average dune elevation – must be stated on survey – elevations must agree with survey
- c) 1/A1.1 driveway detail – provide note “do not damage edge of pavement/A1A.
- d) Driveway runoff must be kept off of A1A.
- e) Boardwalk / Dune crossing – show compliance with 12-265.
- f) Show dimension to E.B.L. (Easterly Building Line)
- g) Show dimensions walkways, platform to comply with code.
- h) Pool deck - show compliance with 12-262 (D) – max 7 ½ feet to north & south property lines.

- i) Show side setbacks to roof overhang.
- j) Provide on plans "Site walls shall be in compliance with 12-263 (A)(1)(a) & 12-263 (A)(3)". Provide section thru each site wall; call out existing grade, proposed grade, TOW elevation.
- k) Confirm label (retaining wall or site wall) provide top of wall elevations, grades at both sides.
- l) Dimension front gate to comply w/ section 12-263 (b) – 40 ft min from edge of pavement at closest point. Provide gate elevation.
- m) Exterior parking min 45 ft. from centerline of A1A – show dimension
- n) Show compliance with section 12-263 (B), driveway location min. 8 feet from intersection of A1A and lot line.
- o) Per 12-263(D), No docks and piers shall be permitted along the Atlantic Ocean. Docks, boat davits and piers may be constructed along the Intracoastal Waterway, provided that no part of the pier or dock shall be higher than the top of the adjoining seawall or the established grade of the seawall if none exists. Mooring piles and boat davits may exceed this height. All applicable approvals from Broward County and Army Corps of Engineers will be required.
- p) Provide dimension – site wall on A1A to be minimum 10 foot from edge of pavement on A1A.
- q) Depict accurately existing conditions at adjacent properties – elevations & sections // wall section.
- r) Show existing grade at adjacent property as dashed line // provided same section at south property line
- s) Show 10'-0" ROW dedication on both sides of A1A.
- t) Site wall section: call out property lines, setbacks, show building height based on average dune elevation as stated on survey. Average dune elevation must be stated on survey.
- u) Provide 15 ft offset (towards east) of Easterly Building Line (dimension) deck within EBL and offset must comply with 12-264
- v) State whether the proposed development complies with code section 12-268 of the Town's Land Development Code and whether the seawall needs to be upgraded per this requirement.
- w) Show NAVD elevation at all levels.
- x) Clearly indicate the location of all onsite mechanical equipment. Mechanical equipment must be screened on all sides.
- y) If a standby generator is proposed, clearly provide dimensioned setbacks from the applicable property lines and separation from the primary structure façade.
- z) Clearly provide the FFE elevation, pool/pool deck elevations and garage elevations
- aa) Site plan shall include entire parcel, including areas on the west and east side of A1A.

4- General comments:

- a) Show property lines, setbacks, on all floor plans, elevations, sections.
- b) All sheets must match and be consistent as it relates to the provided details – setbacks, height, lot coverage, location etc.
- c) Dimension all permitted projections from setback line.
- d) Structures not permitted in side setback (stairs) provide natural(stone) transition at side yards.
- e) Qualify building height on elevations, sections; based on average grade elevation as stated in survey.
- f) Provide consultant coordination letter: All consultants have reviewed and coordinated all plan disciplines, to include, but not limited to: Architecture,Civil Engineering, Civil Engineer. Information on all disciplines are consistent. Must be signed by each consultant.
- g) Call out 85 ft front setback at all plans; define bold dashed line in front of house.
- h) Synthetic turf is permitted as a conditional use approval and shall be subject to approval by the Town Commission.

5- Landscape plans

- a) Mechanical equipment must be screened from all views.
- b) Call out 85 ft front setback at all plans; define bold dashed line in front ofhouse
- c) Show CCL Line
- d) Show Easterly Building Line
- e) Show 10 ft. ROW dedication on both sides of A1A.
- f) Provide note “Landscape Plans are in accordance with Town of HillsboroBeach Code of Ordinance” and Broward County regulations.
- g) Provide Broward County Tree removal permit. COA
- h) First 10 ft from edge of road A1A must be sod – clear of obstructions
- i) Pending FEMA review, to be reviewed by Building Department at Building permit submittal.
- j) Provide FDOT permits for driveway & Trafficways COA
- k) Provide Broward County Environmental approval for work in the Dune COA
- l) Provide tree removal permit from Broward County* COA
- m) Provide Broward County Environmental permit plans for any construction activity on Dune* or Provide letter of non-jurisdiction COA
- n) Provide Site Construction Management Plan , per section 12-50. COA
- o) Provide Note on site plan – all utilities to be buried per section 4-7.
- p) Provide FDOT approval for driveway connection + ROW dedication* COA
- q) Provide FDEP permit plans for construction east of CCCL* COA
- r) Provide statement on plans “Plans are in compliance with Section 3-9 – Requirements for Marine Turtle”
- s) Provided construction management plan per 12-50.
- t) Parking not permitted in side yard per section 12-123
- u) Show height of entryway gate column max 9 feet, max 10 ft. with decorative features (light fixture) per section 12-263 (A)(2)(a).
- v) Indication of existing native vegetation that will be preserved;

6- Site Management Plan

- a) Include location if the GC is intending on installing signage
 - i. Signage must have engineering
- b. Location of trailer (if applicable)
- c. Location of dumpster
- d. Location of port o let
- e. Depict any fencing or gates
- f. Location of temporary fence screening including silt fencing and wind screening.
- g. Location of onsite hose bib
- h. Location of onsite parking
- i. Show tree barriers

Please click link below to access the code book chapter

https://library.municode.com/fl/hillsboro_beach/codes/code_of_ordinances?nodeId=PTIICO_CH12LADECO_DIV4SIPLPRE