CITY OF HALLANDALE BEACH
MINOR DEVELOPMENT REVIEW
(SINGLE-FAMILY AND DUPLEX RESIDENCES)
SUBMISSION CHECKLIST

Date: ____________________ Folio # (required) ________________________________
Location/Subject property: ____________________________________________________
Applicant’s Name: ___________________________________________ Phone: __________
Agent’s Name (if applicable): ___________________________________ Phone: __________
Type of application (check one): ____ Single-Family   ____ Duplex

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Section 32-786 of the Zoning and Land Development Code. Failure to provide any listed items shall result in an incomplete application which will not be accepted by the City. The adequacy of the submittal will be determined by staff.

Section I – General Information

A. Applicant has had a pre-application conference with staff.   ____Yes ____No

1. Fees: Proof of payment (full fee)   APP  CITY

2. Application has been fully completed, including full address, location and legal description of the subject property. Application must be notarized.

3. A certified plat of survey, prepared within one (1) year from date of application, which includes:
   a. An accurate folio number and legal description of the subject property.
   b. Computation of the total area of property in square feet and to the nearest tenth of an acre.
   c. Zoning of the property.

4. Three copies of required site plan which shall:
   a. Be prepared at a scale not smaller than one (1) inch equals (50) feet,
   b. Be submitted on sheet(s) 24” x 36” unless the director determines sheet size would be more appropriate
   c. Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale drawing (numerical and graphic),
   d. And reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority.

5. Proof of ownership, which shall consist of at least one of the following:
   a. A fee simple title
   b. An option to acquire fee simple title within a specific period of time
   c. A leasehold interest in excess of 20 years
d. A substantial interest in a joint venture agreement or real estate syndication which has or can obtain a fee simple title, or

6. A School Concurrency Availability Determination (SCAD) letter from the Broward County School Board.

7. All mortgages, including purchase money mortgages, all easements restricting land Use, all liens and all judgments, which may affect the site, must be identified.

8. The site plan identifies the following:
   a. Identification of any existing site physiograph impacting the proposal such as identification of the 100 year flood plain and water courses.
   b. Existing tree survey, including their location, type, height, trunk diameter at 4 feet above existing ground level and a written statement from a qualified botanist, landscape architect, forester or ecologist explaining their value, their tolerance to the proposed development, and what measures are to be taken to minimize any negative impacts of the development as it is related to vegetation (when applicable).
   c. Existing structures, including their location, current usage, size and condition
   d. Notation of the existing zoning for the site.
   e. Identification on the survey of any utility easement affecting the property. (The site plan should qualify where the connection will be made to existing water and wastewater utility lines at the point of site intersection and the size of the lines.)
   f. Identification of the existing street right-of-way, the width of the improved surface, any related existing drainage swale, and name of the street.
   g. Proposed finished grading by spot elevations and, in particular, at locations along lot lines.
   h. Identification of site drainage improvements to be made in accordance with adopted design standards of the city.
   i. Proposed structures, including their location, use, height, gross floor area, and where applicable, the density, number, size and type of residential dwelling units. The total amount and percentage of site area to be utilized for structural coverage shall be indicated.
   j. Proposed vehicular use areas, including off-street parking areas, driveways, and on-site curb cuts. The total amount and percentage of site area to be utilized for vehicular use areas shall be indicated.
   k. Proposed fences, walls, screen planting and hedges, including their location, type, size and height.
   l. Elevations for the proposed residence.

Source: City of Hallandale Beach, Zoning & Land Development Code, Article V