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

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

		APP	CITY
d.	A substantial interest in a joint venture agreement or real estate syndication which has or can obtain a fee simple title, or	____	____
e.	A marketable title subject to certain condition which will not substantially restrict development within a reasonable time	____	____
f.	An executed copy of the warranty deed.		
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.	A Golden Isles Homeowners Association letter with signed plans (properties located in Golden Isles only).	____	____
9.	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