



City of Margate
DEVELOPMENT REVIEW COMMITTEE
Application for SITE PLAN

901 NW 66th Avenue, Margate, FL 33063
For Planning & Zoning Questions: 954-979-6213

Submittal Date (official use):
--

Project Name		DRC #
Address		
Acreage	Folio Number	Paid:
Proposed Use		
Previous/Existing Use		
Legal Description		

Describe proposal/request in detail, including occupant capacity (if applicable)

Applicant Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

Agent/Contact Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

Property Owner's Signature

Date

**CITY OF MARGATE
SITE PLAN
APPROVAL PROCEDURES**

Consult with the Development Services Department for applications (954-979-6213).



Submit to the City of Margate via Development Services Department (954-979-6213) the required documentation in hard copy (3 paper sets) and digital copy (1 compact disc in pdf format) and the required fee at least 30 days prior to the meeting*.



Development Review Committee.



Submit 3 Final Site Plan original sets to the Development Services Department



Begin Permitting

To access the Margate Code of Ordinances online:

1. Go to www.municode.com
2. Click on “Library”
3. Where it directs, select “Florida”.
4. Scroll down to “Margate” and click on it.
5. From this page, you have the following options:
 - a. Enter a word search at the top of the page and Municode will bring up appropriate sections of the Code (it will search the entire code). If you click on one of those sections and wait for it to fully load, it will take you to the first instance of your search word and your search word will always be highlighted. When viewing one of the selections, you can exit the search by clicking the “home” icon to the left and then clicking the red “X” at the top of the page.
 - b. Use the menu on the left to find a specific Chapter of the Code
 - c. If you want only the ZONING CODE, go to the menu on the left-hand side of the page and scroll down until you see “Appendix A Zoning” and click on it.

Application submissions will be considered incomplete without all of the following required materials:

1. Completed DRC application form.
2. Application fee:
 1. Non-residential: \$500 + \$1 per 25 sqft of new construction.
 2. Residential: \$500 + \$5 per dwelling unit
 3. Amendment: \$250
3. Ownership affidavit and consent.
4. Complete site plan package. (See attached checklist)
5. Concurrency analysis per Chapter 31 of the Margate Code of Ordinances.
6. Any other documentation as may be required to permit the necessary findings.

NOTES:

1. 3 paper sets of backup material (1 original, stamped/sealed + 2 copies*) and 1 compact disc in pdf format must be submitted with 1 original application cover sheet (p.1) to the Development Services Department at least 30 days prior to DRC meeting.
 - * Copies can use a copy of the original stamp/seal.
2. The applicant or authorized representative must be present in order for a submission to be reviewed by the committee.
3. All required forms/materials must be typewritten or printed neatly. Illegible documents will not be accepted.
4. Large (24" x 36") surveys and/or plans must be folded into quarters, and then in half with the application visible.
5. Backup material must be stapled, collated and folded into 3 distinct sets.

PROPERTY OWNER CERTIFICATION AND PERMISSION TO PROCEED



I hereby certify that I am the owner of the property located at _____,

being the subject property for this DRC application for a SITE PLAN APPROVAL, and I give authorization to _____ to file this petition. I understand that I, or a representative on my behalf, must be present at the DRC meeting. I further understand that my petition will be subject to the regulations of Chapter 31 of the Margate City Code.

Print owner's name

Signature of owner

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ____ day of _____, __ (year), by _____ (name of person making statement).

Print or type name of Notary

Signature of Notary

_____ Personally known to me

_____ Produced identification _____

DRC SITE PLAN CHECKLIST

- Survey (not older than five years)
- Site plan: (Scale must be no less than 1 inch equal to 50 feet)
 - Off-street parking
 - Sidewalks
 - Driveways
 - Interior landscape area
 - Existing and proposed deceleration and turn lanes
 - Medians
 - Wheel stops
 - Street paving
 - Internal walks
- Site data
 - Floor areas
 - Aggregate building coverage
 - Green space
 - Vehicular use areas
- Floor plan
- Typical building elevation
- Master Parking Plan and Justification Statement prepared by a certified Engineer or AICP
- Landscaping plan and data
 - An accurate tree location superimposed over the basic site plan, showing the species and size of all trees of three inches or greater caliper, DBH (Diameter Breast Height)
 - The tree replacement calculation
 - Required landscape calculation
 - Buffering and fencing or decorative masonry wall
 - Solid waste disposal enclosure
- Irrigation plan
 - 100% coverage
 - Source of water, pumps, valves, pipe sizes, rain sensors, head types, locations and spray patterns.
- Photometric plan (exterior lighting) for all vehicular use areas
- Engineering plan
 - Drainage structures
 - Drainage calculations
 - Existing and proposed fire hydrants
 - Proposed finished floor and pavement elevations
 - Water mains
 - Sewer laterals
- Copies of any and all agreements that run with or affect the property, such as cross access agreements, shared parking agreements, restrictive covenants, plat note amendments, or FDOT agreements.
- Any other architectural, engineering or other data as may be required to permit the necessary findings.

If you would like this document in an alternate format, please call (954) 979-6213 or email dsd@margatefl.com