

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

1. Completed DRC application form.
2. Application fee (\$500 + site plan fee, if applicable).
3. Ownership affidavit and consent.
4. Public hearing sign bond agreement and **\$150** sign bond fee.
5. Preliminary site plan, see checklist below.
(Required per Section 31-54(b) of the Margate Code of Ordinances.)
6. Written and graphic summary of the proposed project and its relationship to the general standards of review in Section 31-54(c) of the Margate Code of Ordinances.
7. Master Parking Plan and Justification Statement prepared by a professional engineer license in the State of Florida or certified planner (AICP).
8. Concurrency analysis per Chapter 31 of the Margate Code of Ordinances.
9. 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 collated, stapled, and folded into quarters, and then in half into 3 distinct sets.

SITE PLAN CHECKLIST:

A. A survey meeting the technical standards of the Florida Department of Professional Regulation, Board of Land Surveyors.

B. An accurate tree location plan, superimposed over the basic site plan, showing the species and size of all trees of three (3) inches or greater caliper, d.b.h.

C. Site data, including floor areas, aggregate building coverage, green space, vehicular use areas, retention areas and parking ratio.

D. Each site plan presented herewith shall be drawn to a scale of no less than one (1) inch equals fifty (50) feet, and shall include the complete dimensioning and location of:

1. Plot lines.
2. Existing and proposed buildings and all other proposed improvements.
3. Off-street parking, curbing, wheel stops and interior landscape area.
4. Street paving, drainage structures, sidewalks, driveways, intersections, medians, existing and proposed deceleration and turning lanes.
5. Setbacks.
6. Floor plans, and exterior sales, storage or service areas.
7. Internal walks and pedestrian ways.
8. Typical building exterior elevation view.
9. Signs and exterior lighting.
10. Water mains and fire hydrants; sewer laterals.
11. Buffering and fencing or decorative masonry walls.
12. Solid waste disposal containers and enclosures.
13. Proposed finished floor and pavement elevations.
14. Landscaping and irrigation plans.
15. Parking lot lighting (photometric) plan.
16. Any other architectural, engineering or other data as may be required to permit the necessary findings.

E. A traffic impact statement is required for all developments which will generate in excess of 500 trips per day.



PUBLIC HEARING SIGN REMOVAL BOND AGREEMENT

I, _____, petitioner of record and on behalf of the property owner, hereby agree that the subject public hearing sign shall be removed within two (2) business days following a final determination by the governing body. Further, it is understood that by complying with this section, the \$150 cash bond will be returned to the petitioner of record.

If said public hearing sign is not removed in two (2) business days, I hereby authorize the administration of the City of Margate to remove said sign, billing the costs of the removal of the sign to the owner of the property.

I understand that the \$150 (one hundred fifty dollar) cash bond shall be forfeited and applied against the cost of removal to the City of Margate if said public hearing sign is not removed in two (2) business days.

Business or Property Name

Address

Signature

Date

OFFICE USE ONLY	
Date of Decision:	_____
Tabled to date certain?	_____
Two Business Days (after decision)	_____
COMPLIED?	Y N
If YES, initiate check request to Finance (601-0000-220.18-00)	
If NO, inform Finance to deposit Bond (001-0000-369.90-01)	

Copy to Petitioner, Finance Department
Original to File