



# City of Parkland Planning and Zoning Department

6600 University Drive  
Parkland, FL 33067

Phone (954) 753-5040  
Fax (954) 341-5161

### STAFF USE ONLY

Intake Date: \_\_\_\_\_ By \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Case #: \_\_\_\_\_

Administrative review only (sec.22-204H.)

Full review process (sec. 22-199 J.1)

## MASTER PLAN APPLICATION

### INSTRUCTIONS TO APPLICANT:

1. Please complete all sections of this application. If not applicable, indicate with N/A
2. Provide required attachments as shown on the attached checklist.
3. Pay a filing fee in the amount of three thousand five hundred dollars (\$3,500.00) and one escrow in the amount of four hundred dollars (\$400.00) for advertisement fees and one escrow in the amount of one thousand dollars (\$1,000.00) for professional fees and the amount of one thousand dollars (\$1,000) for engineering fees. (Please note that each escrow must maintain a minimum balance of five hundred dollars \$500.00 at all times.) Since advertising and professional costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper and professional contractors. **NOTE:** All cost recovery accounts must be current prior to any public hearing before the City Commission.

### I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Applicant (if other than owner): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Agent: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

### II. MASTER PLAN REQUEST

The application is a request for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### III. PROPERTY LOCATION

- A. Is the subject property located within one mile of another municipality? [ ] yes [ ] no  
 If 'yes' please specify: \_\_\_\_\_
- B. Folio Number: If additional folios, list on a separate sheet and attach to the application.  
 Folio: [ ][ ]--[ ][ ]--[ ][ ]--[ ][ ]--[ ][ ]--[ ][ ][ ]--[ ][ ][ ]
- C. Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acreage of Subject Property: \_\_\_\_\_
- D. Project Name: \_\_\_\_\_
- E. Project Address: \_\_\_\_\_  
 \_\_\_\_\_
- F. General Location Description (proximity to closest major intersection in miles or fractions thereof): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IV. LAND USE AND ZONING INFORMATION

- A. Zoning Designation: \_\_\_\_\_ Future Land Use Designation: \_\_\_\_\_
- B. Existing Use(s) on Property: \_\_\_\_\_
- C. Proposed Use(s): \_\_\_\_\_

### V. PROJECT HISTORY

(List in sequence from first application to most recent – attach additional page if necessary):

Petition Number	Request	Action	Date	Resolution Number

**OWNER ACKNOWLEDGEMENT**

I/We: \_\_\_\_\_, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application.

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and fee become part of the official record of the Planning & Zoning Department of the City of Parkland and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City of Parkland in order to process this application.

I/We further consent to the City of Parkland to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s) \_\_\_\_\_

Print Name(s) \_\_\_\_\_

**CONSENT STATEMENT**

**Owner to complete if using agent/representative**

I/We, the aforementioned owner(s), do hereby give consent to \_\_\_\_\_ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the request(s) and property I/we own described in the attached application. Furthermore, as owner(s) of the subject property, I/we hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s) \_\_\_\_\_

Print Name(s) \_\_\_\_\_

**NOTARY**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ He/She is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

\_\_\_\_\_  
(Signature of Notary) My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
(Name – Must be typed, printed, or stamped)

(NOTARY'S SEAL OR STAMP)



# CITY OF PARKLAND

## Planning and Zoning Department

6600 University Drive, Parkland FL 33067 (954) 753-5040 Fax (954) 341-5161

### MASTER PLAN SUBMITTAL CHECKLIST

(ALL PLANS NO LARGER THAN 24" x 36" WITH SCALE NOT SMALLER THAN 100' TO AN INCH)

#### I. GENERAL

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. *An original completed application and seven (7) copies of the completed application signed by owner, agent and/or applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner.*
- b. *Required application fees.*
- c. *Eight (8) copies of a warranty deed including property control number or folio number and legal description of the property.*
- d. *Copies of all Resolutions/Ordinances affecting the property.*
- e. *Legal description of property (8.5' X 14' with 1' margins) on disc (word format)*
- f. *A notification radius map, list of all owners (in excel spreadsheet) within a 500 foot radius of boundary lines of the subject property from the most recent tax roll information as provided by the Broward Property Appraiser's Office and executed affidavit signed by person responsible for preparing these documents.*

#### II. Survey

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. *Eight (8) signed and sealed surveys (not more than a year old) including any and all easements of record (reference by OR Book and page, prepared by a surveyor registered in the State of Florida) including major public or private canals, rights-of-way, and overhead or underground easements.*
- b. *Provide numbers of acres, rounded to the nearest one-tenth (1/10) acre.*
- c. *Existing principal structures on the site and of properties within 300' of the site.*
- d. *Lakes or bodies of water on the site.*
- e. *Principal vehicular access points.*

### III. MASTER PLAN

(No larger than 24" x 36" with scale not smaller than 100' to an inch)

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. *Scale (graphic and written), date, north arrow, vicinity sketch, project name, revision dates on each drawing, if multiple sheets provide page numbers and clearly identify match lines.*
- b. *A computerized copy on disc.*
- c. *Location Map- clearly showing the location of the property in relation to existing roads and landmarks, including at least one north-south and one east-west thoroughfare plan road (reduce sketch of master plan for site developments in Planned Development).*
- d. *Name, address and telephone number of the developer, along with the name and address of the engineer, surveyor, planner and/or other professional consultant(s) responsible for the plan, plat and supporting documents.*
- e. *Written legal description, including Section, Township, Range and parcel, tract, plat name or number (as shown on master plan if a Planned Development).*
- f. *Tabular Project Data (total number acres, gross density for the entire project and for each separate pod, number of individual development pods, number and type of dwelling units (total and by each pod), civic sites by number of acres and whether private/public, percentage and number of acres of open space, percentage and number of total and minimum acres of common space required for the entire site and for each pod developed, percentage and number of acres of lakes and waterways, percentage and number of acres of preserves, percentage and number of acres of recreation, percentage and number of acres of public right-of-way and whether private/public, Parkland zoning case number, existing and proposed zoning and land use designation, pervious/impervious area, total gross density, total gross density by pod and type of use and ownership.*
- g. *Provide proposed individual development pods.*
- h. *Proposed vehicular and non-vehicular circulation including but not limited to major roadways, principal vehicular access points, and location (generalized) pedestrian and bicycle path detail, and signage, if applicable.*
- i. *Location of sites to be dedicated for public use including but not limited to schools, parks, or other public facility.*
- j. *Location of major private recreational amenities including but not limited to golf courses, tennis courts, private parks, club houses, swimming pools, and similar features.*
- k. *Comprehensive plan, existing land use and zoning designation of the site and of properties within 300' of the site.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- l. Provide major easements, or right-of-way for public utilities, canals, and similar improvements, and any easements or rights-of-way proposed to be abandoned.*
- m. Provide master sign plan including but not limited to the following: location of signs, size and orientation of signs, types of signs (entry feature, entrance and directional), architectural elevations (sign design, content, dimensions, materials and colors), statement of consistency with the City's sign regulations, and typical landscaping (type of trees, shrubs and ground cover associated with the proposed sign).*
- n. Provide estimated square footage of commercial or non-residential uses and dimensions, and acreage of out parcels.*
- o. Location of lots including dimensions (size, width and depth), maximum building coverage, minimum open space per lot, maximum buildable area, building setbacks and/or separation (front, side, side corner, rear, garage and second floor), maximum building height (feet and number of stories), and minimum accessory setbacks (pools, screen enclosures, sheds, detached garages).*
- p. Provide typical lake cross sections and slopes.*
- q. Location and acreage of institutional and other allowable nonresidential uses.*
- r. Provide conceptual architectural styles and conceptual colored building elevations, color palettes and typical materials to be utilized.*
- s. Provide elevations of common elements, including walls, clubhouses, entry features and similar features.*
- t. Overall phasing plan including residential and nonresidential parcels, number of dwelling units, and nonresidential uses and square feet.*
- u. Conceptual drainage plan signed and sealed by a Florida Registered engineer.*
- v. Proposed alignment of State, County, or City roads.*
- W. Proposed lighting of the premises and within 200' of all property lines.*

**V. LANDSCAPE PLANS (Twelve Copies)**

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. *Location, size and specification of all proposed landscaping signed, sealed and prepared by a Florida Registered Professional.*
- b. *Clear sight distances.*
- c. *Irrigation.*
- d. *Provide survey reflecting existing natural features, such as topography, trees and other vegetation including indication of significant native vegetation stands and those portions that will be preserved.*
- e. *Location of mechanical fixtures, fire hydrants, light poles, if applicable.*

**VI. TRAFFIC ANALYSIS**

PLEASE CHECK		
Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. *Three (3) copies of Traffic Impact Analysis addressing at minimum: additional roadway needs, intersection improvements, traffic control devices, future right of way dedications, distribution and assignment of traffic.*

**VII. OTHER (Ten Copies)**

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a. *Provide environmental assessment.*
- b. *Provide Impact Analysis Report pursuant to section 22-202 in Code of Ordinances.*



# City of Parkland

## Planning and Zoning Department

6600 University Drive, Parkland, FL 33067 Phone (954) 753-5040 Fax (954) 341-5161

### MASTER PLAN PROCESS

