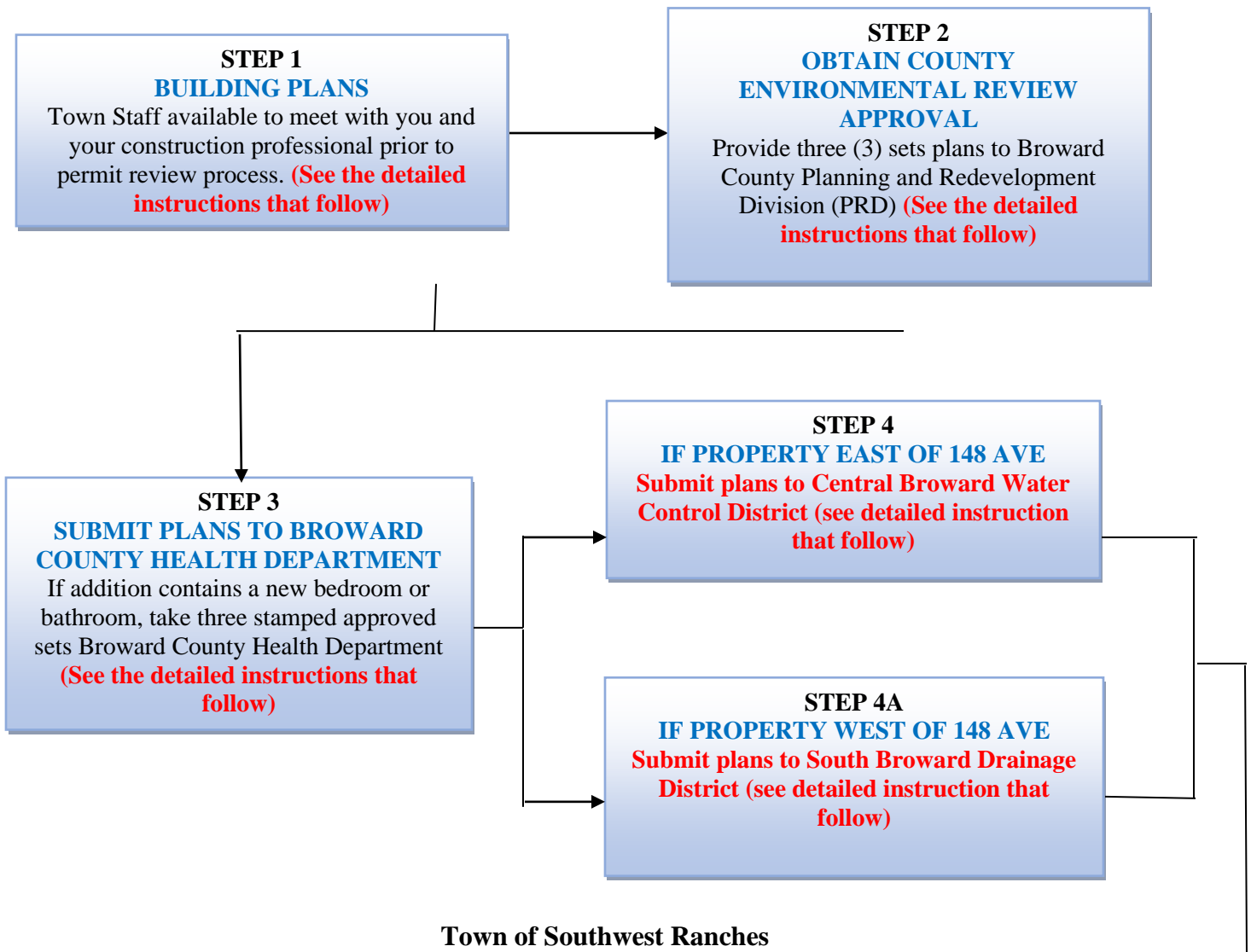




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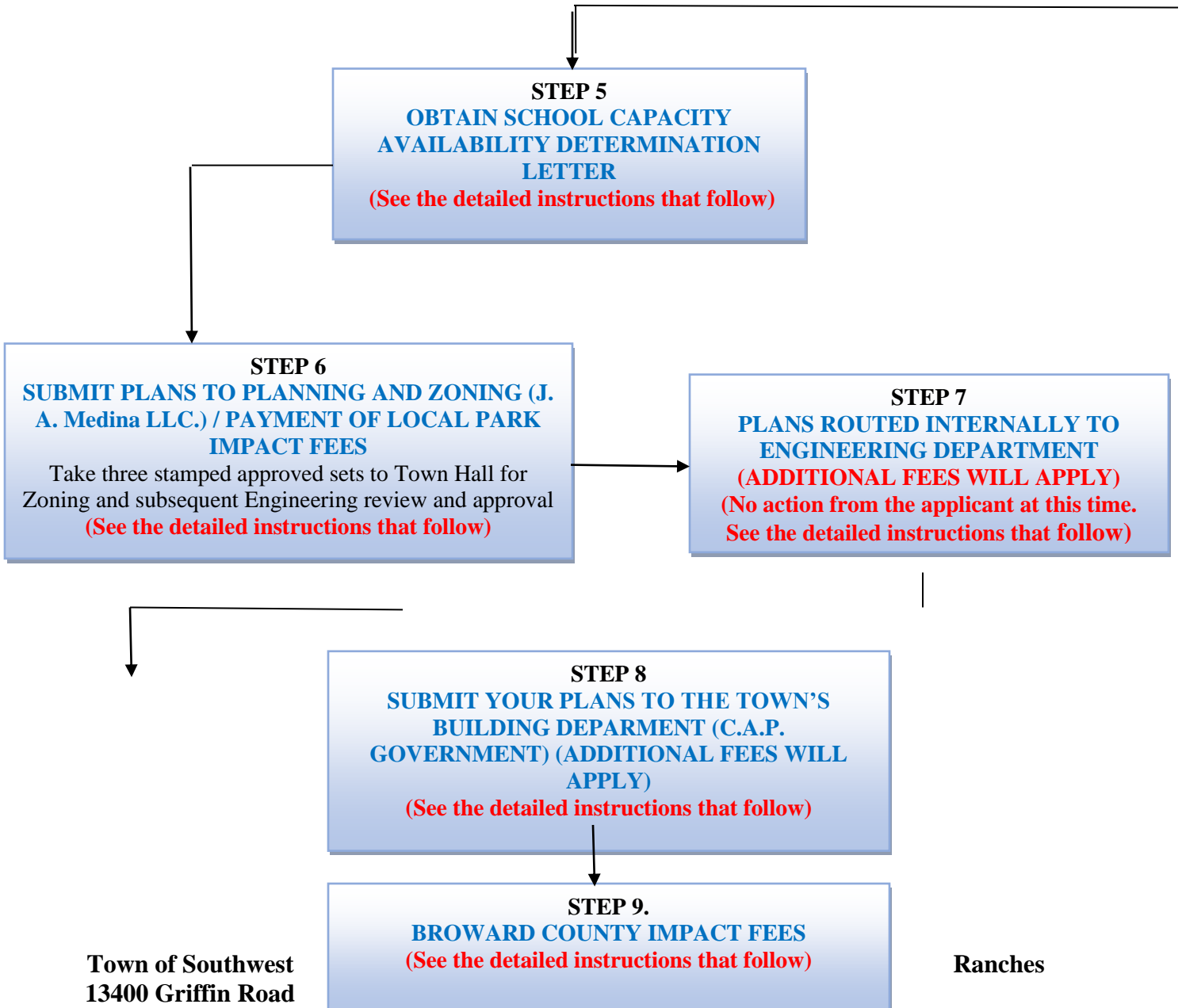
STEPS TO OBTAIN A PERMIT TO BUILD A NEW SINGLE FAMILY RESIDENCE
FLOW CHART



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Building a new single-family residence (SFR)

Obtaining a permit for your construction is a process that involves review and approval by multiple agencies. Generally, Broward County Development and Environmental Regulation Division, Broward County Health Department, South Broward Drainage District and Central Broward Water Control District (*where applicable*) are external agencies that review building plans prior to submitting them to the Town's Zoning, Engineering and Building Departments.

The Town of Southwest Ranches is a “contract community,” meaning that it has no employees. Instead, plan reviews for Zoning, Landscape and Building Codes are accomplished by consultants. The Town contracts with J. A. Medina LLC. to conduct in house Zoning and Landscape review, and contracts with C.A.P. Government, Inc. for Building Code review and the actual building permit issuance. The professionals of these agencies, whose contact information is provided in this packet, are available to assist you and to oversee your permit application throughout the approval process. Additionally, engineering review is provided in house by the Town Engineer for some types of construction and for fill permits. Each step of the permit process is outlined below. The steps must be followed in the exact order shown.

Please note that it is illegal to clear or remove trees from your property, including nuisance trees, until you have the proper permit from the Town to do so.

It is also illegal to bring fill onto your property until you have been issued a building permit. Filling must then be consistent with the amount and location of fill approved by the Town during the permit review process. Any other type of fill requires a separate fill permit, issued by the Town Engineer.



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STEPS TO OBTAIN A PERMIT

STEP 1

FINALIZE BUILDING PLANS:

Town staff is available to meet with you and your design and/or construction professionals to review the specifics of your application and to assist you in planning for your permit review process. Please contact the Zoning Department at the number provided in this guide, to secure an appointment. Then, have your design professionals prepare, sign and seal all necessary plans for submittal consistent with the attached submittal requirements. Your finalized plans will need to comply with the Town of Southwest Ranches Unified Land Development Code (ULDC), available online at www.municode.com, and the Florida Building Code.

STEP 2

OBTAIN COUNTY ENVIRONMENTAL REVIEW APPROVAL:

The Broward County Natural Resource Protection Code requires you to undergo a process called the Environmental Review Approval, in order to develop or alter land and prior to obtaining any building permit. It is performed by the Broward County Planning and Redevelopment Division (PRD), located at 1 N. University Dr., Suite 102, Plantation, FL 33324 (northwest corner of Broward Boulevard and University Drive). Please call (954) 357-6666 if you have any questions. You may complete an application online via their website www.broward.org/development (**IMPORTANT:** Please see *STEP 8*)

STEP 3

SUBMIT PLANS TO BROWARD COUNTY HEALTH DEPARTMENT:

If the use of your new detached building includes any connection to your existing septic system, the Health Department will provide approval of your plans by performing a limited review of your well, septic tank and drainfield's location and capacity. Four (4) sets of signed and sealed plans and



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surveys must be submitted for their review, however, please note that this agency may keep information contained on your plans for their own records. Prepare the submission package accordingly, by calling in advance to ask what the requirements will be, as you will need to be in possession of four sets of plans with stamps of approval once your plans are released from this agency. The BCHD office is located at 2421 SW 6TH Avenue, Fort Lauderdale (about one mile east of I-95). Phone number: (954) 467-4909.

STEP 4

If your property is located east of SW 148th Avenue, SUBMIT PLANS TO CENTRAL BROWARD WATER CONTROL DISTRICT (CBWCD):

Submit your three (3) signed and sealed plan sets (already stamped by the Heath Department), and all other required materials to CBWCD, located at 8020 Stirling Road in Hollywood. Please call (954) 432-5110 for application fee and additional requirements.

If your property is located west of SW 148th Avenue, SUBMIT PLANS TO SOUTH BROWARD DRAINAGE DISTRICT (SBDD):

Submit your three (3) signed and sealed plan sets (already stamped by the Heath Department), and all other required materials to SBDD, located at 6591 SW 160th Avenue (a.k.a. Dykes Road). The phone number is (954) 680-3337. Call for application fee and additional requirements.

STEP 5

OBTAIN SCHOOL CAPACITY AVAILABILITY DETERMINATION LETTER:

The Town requires all applicants seeking permit approval for a new home to submit a Public School Impact Application (PSIA) for review by the School Board. Please visit the following link for the Broward County School Board's most up-to-date application, requirements, and info regarding school concurrency:

http://www.broward.k12.fl.us/propertymgmt/Growth_Management/meetings/Docs/PublicSchoolImpactApplication.pdf. Within 45 days of acceptance of the PSIA, the School Board will issue a School Capacity Availability Determination (SCAD) letter, which will be needed in order prior to

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the approval of your Zoning permit. NOTE: It is recommended to start this process in advance and have the plans reviewed by the Zoning Dept. (see *STEP 6*) while you await the SCAD letter.

STEP 6

SUBMIT PLANS TO PLANNING & ZONING (J. A. Medina LLC.):

Zoning will route three (3) set of plans, with Zoning's approval stamp, along with the original application for Development Order signed-off by the Zoning Department to the Engineering Department. The applicable review fee to the Town's Engineering Department shall be provided at this time. The Engineering Department will contact if corrections to your plans are necessary. Once you obtain Engineering's approval, you will have two (2) final sets of plans which are required by the Building Department, along with the original Development Order with the signatures from both the Zoning reviewer and the Town Engineer or his assistant.

STEP 7

SUBMIT PLANS TO THE ENGINEERING DEPARTMENT: (ADDITIONAL FEES WILL APPLY)

Zoning will route three (3) set of plans, with Zoning's approval stamp, along with the original application for Development Order signed-off by the Zoning Department to the Engineering Department. The applicable review fee to the Town's Engineering Department shall be provided at this time. The Engineering Department will contact if corrections to your plans are necessary. Once you obtain Engineering's approval, you will have two (2) final sets of plans which are required by the Building Department, along with the original Development Order with the signatures from both the Zoning reviewer and the Town Engineer or his assistant.

Please note that Engineering also performs the process and issuance of fill permits that are not related to construction, which do not require a building permit.

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STEP 8

BROWARD COUNTY IMPACT FEES:

The Broward County Development and Environmental Regulation Division (same office where you obtained the wetland determination) will perform a limited, while-you-wait review of your plans and will collect any impact fees that you may be required to pay. Take the two (2) remaining sets of signed and sealed plans, stamped by all previously listed agencies, to the office at 1 N. University Dr., Suite 102, Plantation. Please notice that their approval stamp is only good for 30 days prior to submitting your application to the Building Department, so unless otherwise required, we recommend that you obtain the wetland determination first, and then come back to pay the impact fees, once you have everything ready for submittal to the Building Department (next and last step), because the combination of Health, Drainage, Zoning & Engineering reviews may take more than 30 days to be completed.

STEP 9

**SUBMIT YOUR PLANS TO THE TOWN'S BUILDING DEPARTMENT (C.A.P. Government, Inc.):
(ADDITIONAL FEES WILL APPLY)**

Take the two (2) sets of signed and sealed plans, stamped by all previously listed agencies, and the original application for Development Order (signed-off by Zoning and Engineering), along with all applicable product approvals and structural calculations, to the Building Department, located at 3265 Meridian Parkway, Suite 100, Weston, FL 33331. You can call (954) 888-9882 to obtain an application package and inquire about additional submission requirements and fees. The Building Department will review the structural, electrical, mechanical and plumbing features of your plans, and will issue the actual building permit. They also coordinate periodic and final inspections.



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***CHECKLIST for submittal to J. A. Medina LLC. and Town of Southwest Ranches
 Engineering Department
 (This is the Town's first review agencies)***

Three (3) complete sets of plans signed and sealed by a Florida registered architect or engineer.

All plans must comply with the Florida Building Code, current Broward Edition, and the Town of Southwest Ranches Unified Land Development Code (ULDC) available online at www.municode.com. All required agency approvals (see previous pages) must be stamped on the plans. The plans must contain the following information, at a minimum:

	Floor plans and related building plans (structural, mechanical, plumbing, and electrical).
	Building elevations, showing building height measured either to the top of the roof (flat roofs), or to the mean of the highest roof (sloped roofs).
	Finished Floor Elevation (FFE) of the home.
	<p>A "site plan" that shows how the proposed house and all improvements (i.e.: driveway, etc.) will fit onto the lot, with dimensions and other details your professional will know about. It will also show any of the existing buildings and improvements that are to remain on the lot. If a structure is to be relocated or removed, the site plan will indicate this as well. Specifically, the site plan will show:</p> <ul style="list-style-type: none"> ▪ Compliance with the minimum building setbacks from the property lines and ingress/egress easements required by the Town Code. ▪ All major features shown on the survey. ▪ Dimensions of all existing and proposed structures and their distances (measured from closest part of structure) to property lines and easements, driveways, other structures, and water bodies. ▪ Location of proposed septic tanks, drain fields and wells. ▪ Lot grading plan, including limits of fill, maximum slope from filled areas to natural grade, direction of storm water flow, and drainage calculations. The plan must comply with the storm water drainage standards for your area, and must comply with the Town's tertiary drainage plan. Your architect or engineer should call the Town Engineer at (954) 434-0008 if there are questions. ▪ Provision of a fire well, if required by the Broward County Fire Marshall. ▪ Provide information related to minimum width and maximum weight allowed over bridge crossing a body of water to access property with fire apparatus ▪ Scale, with north arrow. ▪ Site Data Table, which must show the following information at a minimum: <ul style="list-style-type: none"> ○ Total area of lot, in acreage and square footage.



	<ul style="list-style-type: none"> ○ Lot area less any road dedications (ingress easements and/or right-of-ways), labeled as “net” area. Important: the following calculations must be based on this figure. ○ Square footage and percentage of all areas under roof (existing and proposed), labeled as “coverage”. ○ Square footage and percentage of all impervious area (existing and proposed).
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— **Surveys.**

Three (3) surveys, signed and sealed by a registered land surveyor, dated within one year of the application date, and containing the following information:

	Topographical elevations at minimum 100-foot intervals.
	All easements and abutting rights-of-way and reservations of record with dimensions and book/page recordation references (survey must be abstracted for all easements, reservations & rights-of-way of record).
	All existing structures, if applicable.
	Existing roadway pavement location, with dimensions.
	The net and gross size of the property in both square feet and acres. Survey cannot say “more or less.”

— **Tree survey.**

The tree survey must show the following (this can be incorporated into the lot survey). **Please note:** the removal of trees requires a tree removal permit.

	Location of existing trees.
	Caliper, size of crown, and botanical name of each tree on the property.

— **Landscape review form.**

	This application, attached as part of this packet for your information, is a tabular method of demonstrating compliance with the Landscape Code. A separate Landscape Plan is not required but it is highly recommended.
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— **Energy calculations.**

At least two (2) sets, for the Building Dept.

— **Warranty deed.**

	A copy of your property ownership document, which is usually your warranty deed, is required to verify ownership.
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Impact fee statement.

Obtain prior to submitting the building permit application.

All new homes require either a receipt or a letter from Broward County verifying that impact fees have either been paid, or are not required to be paid. Please contact Evangeline -Evy- Kalus at (954) 357-6637 for this information.

Permit applications.

An application for Development Order, for Zoning and Engineering sign-off, is required. It is very simple and not required to be notarized or signed by the owner (in case the applicant is an architect, a contractor, or even a permit runner). The application for structural review will be required when plans are ready for the Building Department. The structural application must contain the value of the construction for the entire job.

Permit fees for Town contracted agencies.

	Keep in mind, there are separate fees for all the different agencies involved in your permit process.
	Zoning permit fees will be due in the form of a check, cashier's check, or money order payable to the Town of Southwest Ranches. Cash is not accepted. The application fee covers an initial review and cost of complete application processing by professional staff. Each additional plan resubmission will have a fee which will be collected each time plans are resubmitted with corrections. Please see attached fee schedule, as approved by Town Council on 12/11/2008.
	Applicable fee for Engineering plan review will be due in the form of a check, cashier's check, or money order payable to the Town of Southwest Ranches, once plans are processed by the Town Engineer.
	Applicable building permit fees will be due in the form of a separate check, cashier's check or money order payable to the Town of Southwest Ranches once you submit your application to the Building Dept.

Park Impact fee. The Town's planning staff will determine if this fee applies to you at the pre-application conference. This is a local fee, different from the County's, which is collected by the Development and Environmental Regulation Division.



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PERMIT ISSUANCE AND INSPECTIONS

Once your building plans are approved and the permit fees are paid, a building permit will be issued at the offices of C.A.P. Government, Inc. This permit will authorize the construction of your home.

Building permit: Be sure to post your approved permit copy in a visible spot at the construction site. **The permit copy needs to be visible at all times from adjacent right of ways during the duration of the construction.**

Interim inspections: C.A.P. Government, Inc. will be responsible for coordinating inspections during your building's construction phase.

Final inspections: Once the new building is complete, you need to order your final inspections. An inspection request form is included in the building permit package. This form has to be faxed to the Building Department, which will oversee all final inspections. The Zoning Department will also perform the final Zoning and Landscape inspection, and will coordinate with the Town Engineer if his review was part of the permit.

Certificate of Completion: Once you have passed the final inspections of all agencies, the Building Department will confirm that your permit is complete and will issue a Certificate of Completion upon request, or will simply close your permit.

IMPORTANT

Below is a summary of phone numbers for guidance through the permitting process:

Planning and Zoning:	J. A. Medina LLC Julio Medina	(954) 434-0008
Engineering: (by appointment ONLY)	Rod Ley	(954) 434-0008
Structural, Mechanical, Electrical, Plumbing:	C.A.P. Government, Inc. Lisa Reices-Nicasio	(954) 888-9882
Drainage Districts:	South Broward Drainage District (for areas west of SW 148 Ave)	(954) 680-3337
	Central Broward Water Control District (for areas east of SW 148 Ave)	(954) 432-5110



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LANDSCAPE REVIEW FORM FOR NEW CONSTRUCTION IN SOUTHWEST RANCHES

TREES	NO.	SHRUBS	NO.	GROUND-COVER	NO.	SIZE	NATIVE	NON-NATIVE

Size of parcel in sq. ft: _____ (one acre equals 43,560 square feet)

No. of trees required: _____ No. of shrubs required: _____

Requirements:

Trees:

One tree for first 8,000 sq. ft., then one additional tree for each additional 3,000 sq. ft, with maximum of 10 trees per acre. Ten-foot minimum height. Place at least two trees in front yard, if possible. If 8 or more trees required, then there must be at least 4 different species planted.

Shrubs:

Number: One shrub for first 8,000 sq. ft., then one additional shrub for each additional 3,000 sq. ft, with maximum of 30 shrubs per acre. There must be a minimum of two different species.

Xeriscape:

Based on first acre of property surrounding the principal structure. There must be 7,500 square feet of Xeriscape landscape, which can be established with ground covers, shrubs and mulches designed to have 50 percent minimum coverage at installation and 100 percent coverage within 6 months.



Turf can also serve as Xeriscape, but cannot extend past the first one acre of land. The remainder of land to be maintained or left in its natural state, pasture land or other approved open space.

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Native Plants:

At least 50 percent of required plantings must be native plants.

Miscellaneous Requirements:

1. Mechanical equipment must be screened with 30-inch high hedge material.
2. Topsoil required for 6 inches around and beneath root ball. Mulch to be 3 inches deep and extend 18 inches beyond all plantings. All trees to be guyed and staked.
3. Irrigation not required, but if installed it must be connected to rain sensor device (F.S. 373.62)
4. Removal of all invasive species required (Melaleuca, Australian Pine, Brazilian Pepper, Florida Holly or other exotic species found on invasive species list.)
5. Tree survey required, where applicable.

IMPORTANT: PLEASE SUBMIT A FINAL SURVEY PRIOR TO FINAL INSPECTION. CALL (954) 434-0008 TO SCHEDULE A SITE INSPECTION PRIOR TO PLANTING OF MATERIAL. NO FINAL LANDSCAPE INSPECTION WILL BE APPROVED UNTIL ENTIRE SITE IS COMPLETED.

Signature of Owner _____ APPROVAL STAMP:

Date: _____ Building Permit No. SWR_____ - _____