



**CITY OF FORT LAUDERDALE
DEPARTMENT OF SUSTAINABLE DEVELOPMENT**

700 NW 19th Avenue • Fort Lauderdale, FL 33311
Telephone: (954) 828-3266 • Fax (954) 828-5858
www.fortlauderdale.gov/sustainable_dev

Urban Agriculture Site Plan Review Application

Application Review for Completeness:

Pursuant to Section 47-24.1(1), the Planning and Zoning Department has five (5) business days to review all applications for a development permit to determine completeness. You will be notified by email within five (5) business days if your plans do not meet the submittal requirements.

FEES: All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

REQUEST TYPES (check one):

Community Garden - \$25.00

Urban Farm - \$100.00

URBAN AGRICULTURE - APPLICANT INFORMATION SHEET

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). The following information requested is per Unified Land Development Regulations (ULDR). Incomplete applications will not be accepted.

DEPARTMENTAL USE ONLY

CASE NUMBER: _____

DATE OF COMPLETE SUBMITTAL: _____

NOTE: For purpose of identification, the PROPERTY OWNER is the APPLICANT

Property Owner's Name: _____

Property Owner's Signature: _____

Address, City, State, Zip: _____

E-mail Address: _____

Phone Number: _____

Proof of Ownership: Warranty Deed or Tax Record

Name of Farmer OR Gardener: _____

Applicant's Signature: _____

Address, City, State, Zip: _____

E-mail Address: _____

Phone Number: _____

Letter of Consent Submitted: _____

Development / Project Name: _____

Development / Project Address: _____

Existing: _____

New: _____

Legal Description: _____

Tax ID Folio Numbers (For all parcels in development): _____

Request, check one: Urban Farm Community Garden

Total Estimated Cost of Project: \$ _____

Site Adjacent to Waterway: Yes No

REQUIRED DOCUMENTATION / SUBMITTAL CHECKLIST

One (1) copy of the following documents:

- Completed application (all pages must be filled out where applicable)
- Proof of ownership of land where Urban Farm or Community Garden will be located (warranty deed or tax record), including corporation documents if applicable
- Property owners signature and agent letter
- Color photographs of the entire property and all surrounding properties, dated and labeled and identified as to orientation.
- Management Plan providing the following information:
 1. A narrative including the anticipated types of crop(s) to be grown, the hours of operation, detailed maintenance plan, and the motorized equipment to be used as part of the operation. (Hours of operation shall be limited from dawn to dusk with no machinery operated before 7:00 a.m. seven (7) days a week);
 2. The number of persons to be involved in the operation ("participants"). Each participant shall receive a copy of the management plan and urban farm or community garden rules and regulations. Proof of receipt shall be provided with the initial application in the form of a signed acknowledgement;
 3. A list of chemicals, pesticides, fertilizers or any combination of same to be used; the frequency of use and the pests, diseases or plants they will be applied to;
 4. On site water source and a water management plan addressing run off to adjoining property, waterways or rights of way;
 5. A description of proposed rain-capture systems including size, location and method of operation stating how water stagnation will be prevented;
 6. For Urban Farms, provide number of vehicles associated with the use and identification of permanent parking spaces on site;
 7. Description of composting activities including, location, size and means of containment;
 8. Complete description of any aspects of the operation that may generate noise or odor on site and that may impact neighboring residential property;
 9. Rules and regulations that govern the operations of the farm or garden.
 10. Community Gardens located on private property shall include a trespass affidavit from the property owner.
 11. Community Gardens shall be required to perform an annual review of the approved management plan.
 12. Letter of acknowledgment from the officially recognized homeowner's association, as identified by the City's Neighborhood Recognition Program, which represents the area within which the proposed Urban Farm or Community Garden is proposed to be located.

SIX (6) SIGNED AND SEALED SETS, WITH PLANS AT 24" X 36"

- Land Use and Zoning maps indicating all properties within 700 ft. of the subject property. These should be obtained from the Planning and Zoning Office, 700 NW 19 Avenue, 954-828-3266. Site should be highlighted or marked clearly to easily locate the parcel.
- Cover sheet on plan set to state project name and table of contents.
- Current survey(s), for each location, of property, signed and sealed, showing existing conditions; survey must be As-Built and Topographic with Right-of-Way and Easement Vacations Excluded OR As-Built drawings with facility dimension and distance from landmark. The survey or as-built drawings should consist of the proposed project site alone. Do not include adjacent properties or portions of lands not included in the proposed project unless specifically requested by the City.
- Aerial photo indicating all properties within 700 ft. of the subject property. Must be clear and current with site highlighted.
- Plans "A" thru "E" with all elements as listed under Technical Specifications.
 - A. Site Plan
 - B. Details*
 - C. Elevations*
 - D. Landscape Plans*
 - E. Engineering Plans*

Note: All copy sets must be clear and legible. If original set is in color, copy sets must also be in color.

Note: Plans must be bound, stapled and folded to 8 1/2" x 11". All non-plan documents should be 8 1/2" x 11" and stapled or bound.

Note: For examples of management plan, site plan and site plan data tables, please refer to the "Submittal Reference Book" available at the Planning & Zoning Department office.

APPLICANT'S AFFIDAVIT

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name: _____

Signature: _____

Date: _____

STAFF INTAKE REVIEW

For Planning & Zoning Department staff use only:

Date: _____

Received By: _____

Tech. Specs Reviewed By: _____

Case No.: _____

TECHNICAL SPECIFICATIONS FOR PLAN SUBMITTAL

A. SITE PLAN

1. Title Block including project name and design professional's address and phone number
2. Scale (1" = 30' min., must be engineer's scale)
3. North indicator
4. Location map showing relationship to major arterials
5. Drawing and revision dates, as applicable
6. Full legal description
7. Site Plan Data Table
 - Current use of property and intensity
 - Land Use designation
 - Zoning designation
 - Site area (sq. ft. and acres)
 - Setback table
8. Site Plan Features (graphically indicated)
 - Municipal boundaries (if applicable)
 - Zoning designation of adjacent properties with current use listed
 - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
 - Outline of adjacent buildings
 - Property lines (dimensioned)
 - Building outlines of all proposed structures (dimensioned)
 - Dimension for all site plan features (i.e., sidewalks, building lengths and widths, balconies, street widths, etc.)
 - Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
 - Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
 - Project signage
 - Fire hydrants (including on-site and adjacent hydrants)
 - Easements (as applicable, for both above and below ground utilities)
 - Other site elements (as applicable)

B. ELEVATIONS

1. Include proposed signage

C. LANDSCAPE PLAN

1. Site Plan information (in tabular form on plans)
2. Title block including project name and design professional's address and phone number
3. Scale (1" = 30' min, must be engineer's scale)
4. North indicator
5. Drawing and revision dates, as applicable
6. Landscape Plan Information (in tabular form on plans)
 - Site area (sq. ft. and acres)
 - Perimeter landscape area (including buffers adjacent to ROW)
7. Landscape Plan Features (graphically indicated)
 - Property lines
 - Easements (as applicable)
 - Landscape areas with dimensions
 - Existing trees and palms, their names and sizes (indicate whether they are to remain, be relocated, or removed)
 - Names and locations for all proposed trees, shrubs and groundcover, with quantities noted at each location
 - Plant list (note species, sizes, quantities and any appropriate specifications)
 - Site elements (buildings, parking areas, sidewalks, signs, fire hydrants, light fixtures, drainage structures, curbing, all utilities both above and below ground)
 - Grading (swales, retention areas, berms, etc.)