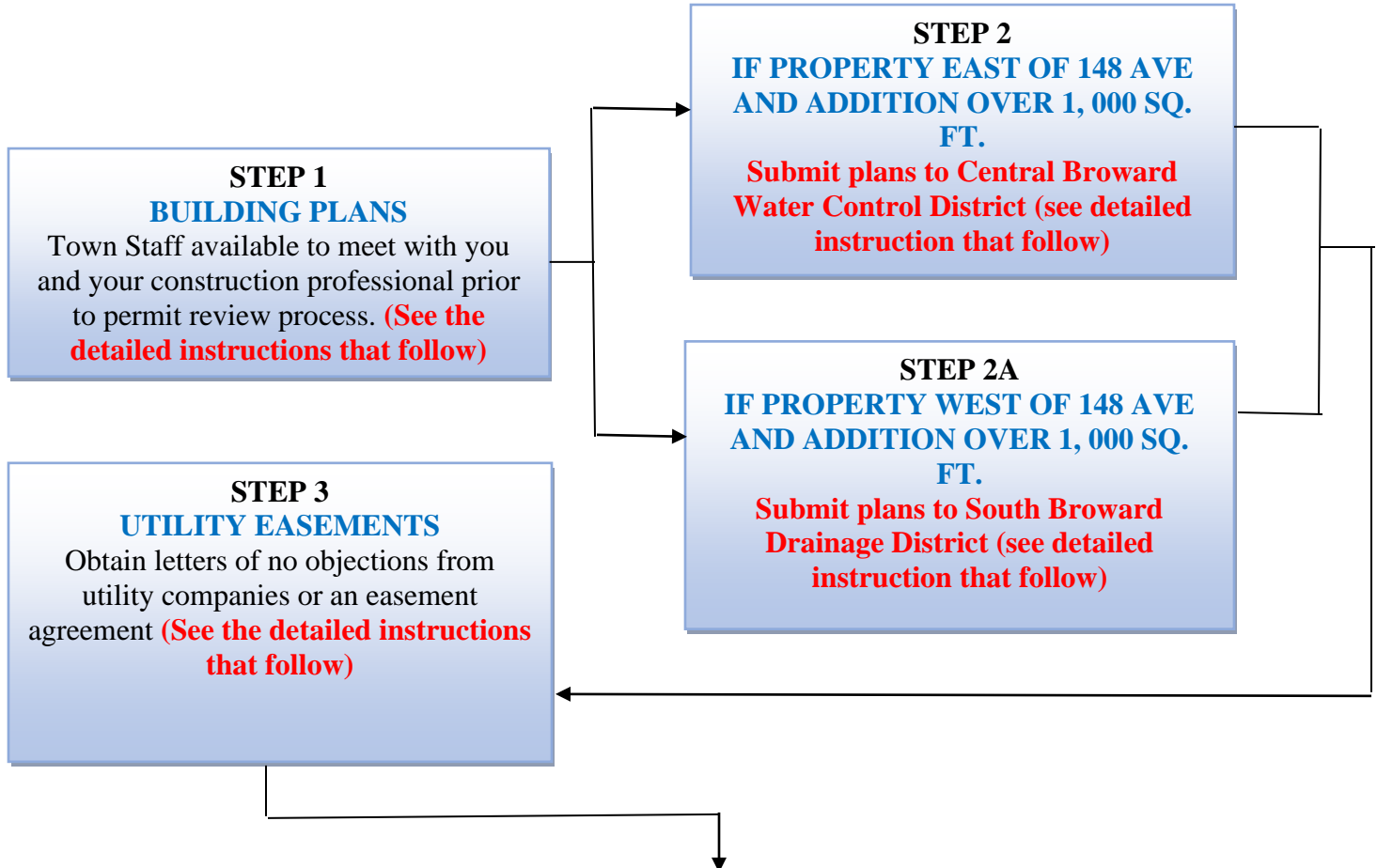




**Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
Town Hall (954) 434-0008
Fax (954) 434-1490**

**STEPS TO OBTAIN A PERMIT TO BUILD A FENCE OR REPLACE A FENCE OR
WALL FLOW CHART**





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STEP 4

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

Take three stamped approved sets to Town Hall for Zoning and subsequent Engineering review and approval, payment of review fees due at this time **(See the detailed instructions that follow)**

STEP 5.

**PLANS ROUTED INTERNALLY TO
ENGINEERING DEPARTMENT**

**(No action from the applicant now. See the
detailed instructions that follow)**

STEP 6.

**SUBMIT YOUR PLANS TO THE TOWN'S
BUILDING DEPARTMENT (C.A.P.
GOVERNMENT)**

(See the detailed instructions that follow)



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Building or replacing a fence or wall

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 or 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.

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 THE PERMIT

STEP 1

BUILDING OR REPLACING A FENCE OR WALL:

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 all necessary plans for submittal consistent with the attached submittal requirements. You will need a minimum of three (3) complete sets of plans, which 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.

PLEASE NOTE: For simple chain-link fences, board-on-board wood fences, horse/rail fences, or for aluminum pool enclosures, you will only need three (3) copies of your survey in which you show the location, type/material, and height of the proposed fence, along with its standard specifications.

STEP 2

If your property is located EAST of SW 148th Avenue

SUBMIT PLANS TO CENTRAL BROWARD WATER CONTROL DISTRICT (CBWCD):

Submit your three (or four) plan sets 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.



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If your property is located WESTt of SW 148th Avenue

SUBMIT PLANS TO SOUTH BROWARD DRAINAGE DISTRICT (SBDD):

Submit your three (or four) signed and sealed plan sets 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 3

SUBMIT AN EASEMENT AGREEMENT OR OBTAIN A LETTER OF NO OBJECTION FROM ALL UTILITIES.

A standard agreement document and a list of utility providers is attached to this guide. Complete the form and fax it to each of the numbers provided. You will receive, from each utility, the same form back with an authorized signature, or a letter of no objection.

STEP 4

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

Take three (3) sets of your plans and survey, all already stamped by the County, showing the proposed improvement, along with the other items listed documents and fees as shown in the attached submission checklist, to the Town's Zoning Department, located at 13400 Griffin Road, Southwest Ranches, Florida 33330. If you have any questions related to Zoning regulations and permit process or requirements you can call (954) 343-7440.

At this point your plans will undergo review for compliance with Zoning requirements. The person listed as "applicant" on the application will be notified when the plan review is complete.



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STEP 5

ZONING DEPARTMENT WILL ROUTE PLANS TO THE ENGINEERING DEPARTMENT:

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 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.

STEP 6

INTERNAL ROUTING OF PLANS TO C.A.P. GOVERNMENT, INC.:

The Building Department will review the structural features of your plans and will issue the actual building permit. They also coordinate periodic and final inspections and will issue a Certificate of Completion for the new fence, upon request.



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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) sets of plans signed and sealed by a Florida registered architect or engineer in the event the permit is for a block wall or a fence that includes concrete columns.**

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:

	A "site plan". This can be a copy of your survey, showing exact location, height, type and material of the proposed fence.
	Specifically, the site plan will show: <ul style="list-style-type: none"> ▪ Compliance with the minimum setbacks from property lines, if applicable, and ingress/egress easements as required by the Town Code. ▪ All major features shown on the survey. ▪ Scale, with north arrow. ▪ Site distance triangle at all gated entries, if applicable.



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PERMIT APPLICATIONS

An application for Development Order, for Zoning and Engineering sign-off, is required. It is very simple and is 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.

IMPORTANT

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

Planning and Zoning: J. A. Medina LLC. (954) 434-7440
Julio Medina

Engineering: Rod Ley (954) 434-7444
(by appointment ONLY)

**Structural, Mechanical,
Electrical, Plumbing:** C.A.P. Government, Inc. (954) 343-7445
Lisa Reices-Nicasio

Drainage Districts: South Broward Drainage District (954) 680-3337
(for areas west of SW 148 Ave)
Central Broward Water Control District (954) 432-5110
(for areas east of SW 148 Ave)



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EASEMENT AGREEMENT

Date _____

I, _____, have applied for a building permit to construct _____ in the utility easement on my property located at _____ in the Town of Southwest Ranches, which is also described as follows: (legal description)

A brief description of the location and type of construction of the proposed improvement is as follows:

Town of Southwest Ranches



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I understand that your company/agency is not responsible for repairs to, or replacement of any portion of this structure; and that any removal or replacement of the structure necessary for your use of the easement will be done at my expense. I further understand that I will assume full responsibility for any damage incurred to the utility facilities during construction.

This is to certify that I am the owner of the subject property and I fully understand and agree to the terms and conditions of the proposed construction as described above.

_____ **Date:** _____
Signature of Owner

_____ **Date:** _____
Signature of Owner

Address

Company/Agency _____

Signed _____

Date _____



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UTILITY PROVIDER CONTACT LIST

CITY OF SUNRISE (water)

Address: 10770 W. Oakland Park Blvd., Sunrise, FL. 33351

Contact: Judy Mufale

Phone: (954) 746-3284

ATT

Address: 8601 W. Sunrise Blvd., Plantation, FL. 33322

Contact: Kay Welsh

Phone: (954) 723-2426

Fax: (954) 423-6108

COMCAST

Address: 2601 SW 145th Avenue, Suite 100, Miramar, FL. 33027

Contact: Leonard Maxwell-Newbold

Phone: (954) 447-8405

Fax: (954) 534-7083

FPL

Building and Planning Division

Phone: (954) 442-6352

Fax: (954) 442-6336

TECO/PEOPLES GAS

Address: 5101 NW 21st Avenue, Suite 460, Ft. Lauderdale, FL. 33309

Contact: Yolanda

Phone: (305) 957-3857 ext 77247

Fax: (305) 945-0171