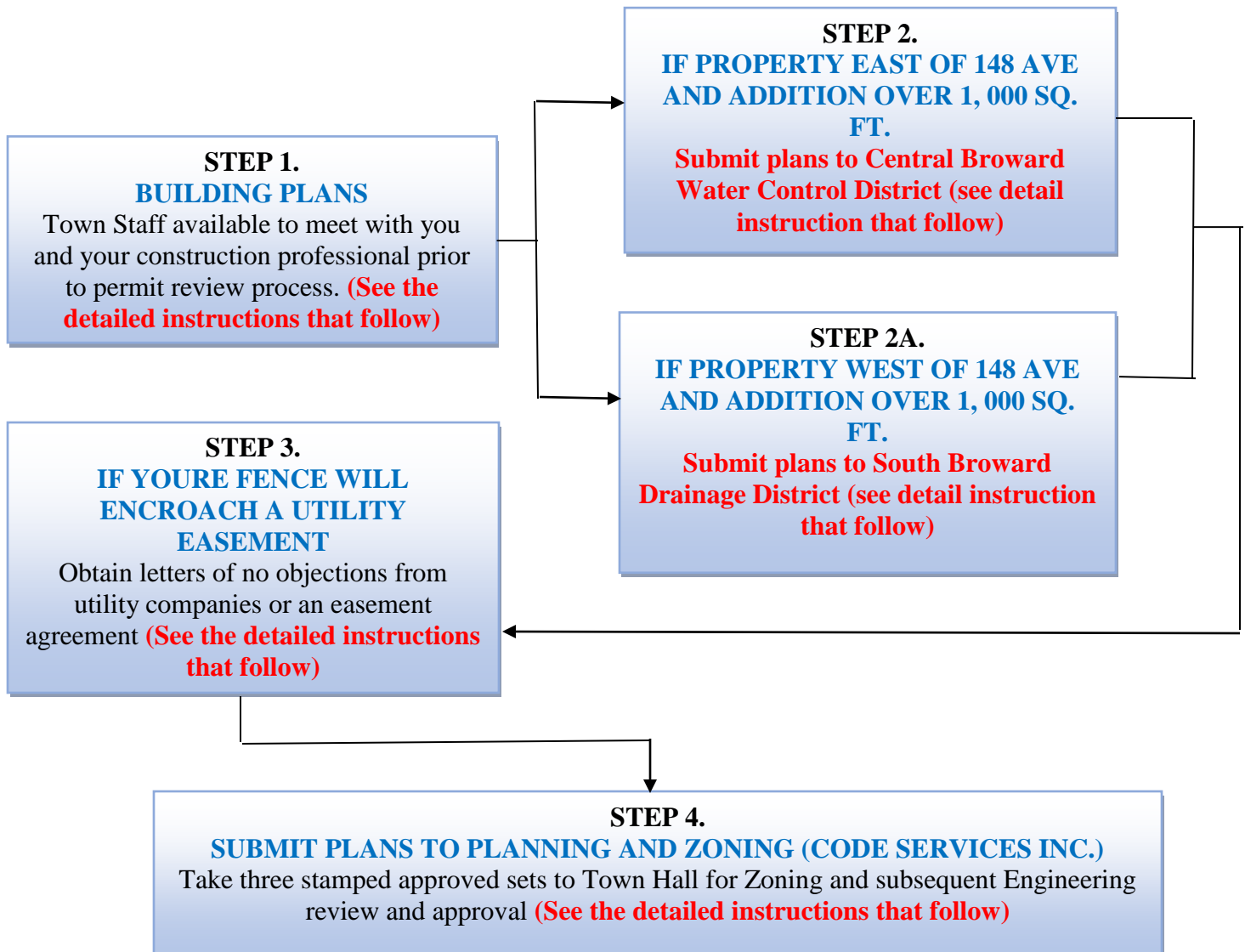
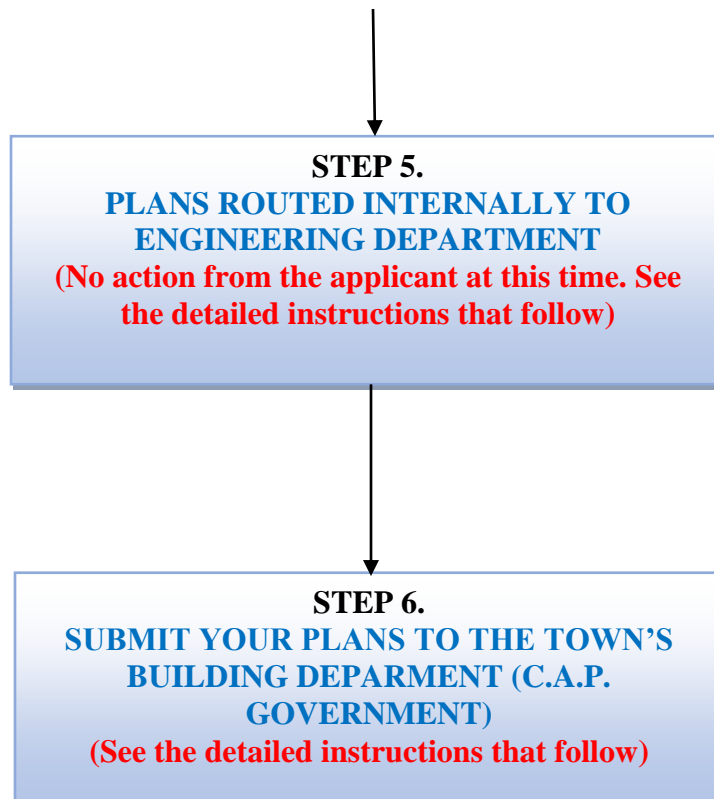




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**STEPS TO OBTAIN A PERMIT TO BUILD A FENCE OR REPLACE A FENCE OR WALL**  
**FLOW CHART**







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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 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 Code Services Inc. 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.**

### **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. If you would like to meet with Planning & Zoning staff, this must occur well in advance of application submittal. 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



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comply with the Town of Southwest Ranches Unified Land Development Code (ULDC), available online at [www.municode.com](http://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 148<sup>th</sup> Avenue, and your fence or wall will encroach a drainage easement*

**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.

*If your property is located west of SW 148<sup>th</sup> Avenue, and your fence or wall will encroach a drainage easement*

**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 160<sup>th</sup> Avenue (a.k.a. Dykes Road). The phone number is (954) 680-3337. Call for application fee and additional requirements.

**STEP 3**

*If your fence will encroach a utility easement*

**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 (CODE SERVICES INC.):**

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



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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, as well as Landscape Code in the event that the new driveway is in conflict with existing vegetation. The person listed as "applicant" on the application will be notified when the plan review is complete. Corrections should then be made and the plans subsequently resubmitted. (Please refer to the attached Town's fee schedule for Planning & Zoning applications).

#### 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 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.***

#### STEP 6

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

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 specifications, 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 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 Code Services Inc. 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](http://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"> <li>▪ Compliance with the minimum setbacks from property lines, if applicable, and ingress/egress easements as required by the Town Code.</li> <li>▪ All major features shown on the survey.</li> <li>▪ Location of septic tanks, drainfields and wells.</li> <li>▪ Scale, with north arrow.</li> <li>▪ Site distance triangle at all gated entries, if applicable.</li> </ul>

**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:

	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.”



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— **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.

— **Warranty deed.**

	A copy of your property ownership document, which is usually your warranty deed, is required to verify ownership.
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— **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 review 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 refer to fee schedule approved by Town Council on 09/15/2014.
	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 Department.



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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 new fence or wall.

**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:

<b>Planning and Zoning:</b>	Code Services Inc. Robert C. Solera	(954) 434-0008
<b>Engineering: (by appointment ONLY)</b>	Clete Saunier	(954) 434-0008
<b>Structural, Mechanical, Electrical, Plumbing:</b>	C.A.P. Government, Inc. Lisa Reices-Nicasio	(954) 888-9882
<b>Drainage Districts:</b>	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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### 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)

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

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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.

\_\_\_\_\_  
Signature of Owner Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner Date: \_\_\_\_\_

\_\_\_\_\_  
Address

Company/Agency \_\_\_\_\_



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Signed \_\_\_\_\_

Date \_\_\_\_\_

### ***UTILITY PROVIDER CONTACT LIST***

#### **CITY OF SUNRISE (water)**

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

**Contact:** Judy Mufale

**Phone:** (954) 746-3284

#### **BELL SOUTH**

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

**Contact:** Kay Welsh

**Phone:** (954) 723-2426

**Fax:** (954) 423-6108

#### **COMCAST**

**Address:** 2601 SW 145<sup>th</sup> 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 21<sup>st</sup> Avenue, Suite 460, Ft. Lauderdale, FL. 33309

**Contact:** Yolanda

**Phone:** (305) 957-3857 ext 77247

**Fax:** (305) 945-0171