

**ENGINEERING PERMIT APPLICATION  
SUBMITTAL CHECKLIST**

**SINGLE FAMILY RESIDENTIAL STRUCTURE**

Refer to the Town's Code Of Ordinances for more information on a requirement specified in this checklist. The Code Of Ordinances is available for viewing and printing from the Town's website, <http://southwestranches.org>, or from the municode at <http://www.municode.com>.

**INSTITUTIONAL:**

- Submission requirements per Sec. 120-020, Town Code of ordinances.
- Permit application form. Provide contact info for the applicant and owner including email address. {Article 100}
- Permit processing fee. - Please submit engineering permit application processing fee for \$\_\_\_\_\_.00. Note that the Town charges review processing fee based on full cost recovery. The amount indicated is the minimum and initial Engineering fee. Additional charges will be charged based on actual staff time at a rate of \$120 per hour. Final charges will be collected at the end of the Engineering review process.
- The permit is valid for 180 days from date of issuance. The permittee shall complete the project and request final inspection prior to expiration of permit. A new permit application and payment of new permit processing fees will be required if final inspection is not requested or permit extension is granted prior to the expiration date. {Sec 005-080(b)}
- Provide a copy of a proof of ownership
- Request a house number assignment {E-911 and Sec. 05-170}
- Please provide a copy of approval by the Central Broward Drainage District (CBWCD) Or South Broward Drainage District (SBDD). [Sec. 4-84(9)] – this may be a stamp of approval on the construction plans.
- Show existing and proposed road rights-of-way and easements (drainage, utilities, etc.) {Sec. 120-020}
- A maintenance and indemnification agreement must be executed by owner – for a driveway with paver for wearing surface. {Sec.090-220(B)}
- Provide additional road rights-of-way (Sec. 090-040)
- Note that Florida has a broad public records law. All documents related to this permit application including via email may be subject to disclosure.

**SURVEY PLANS:**

Survey plans prepared by a licensed surveyor per Chapter 470, F.S shall be attached to each set of construction plans.

- Boundary survey.

- Topographic survey with sufficient number of spot elevations for site grading and fill volume & excavation volumes. A fifty feet grid including at least 10 feet outside the property line is typically sufficient. Verify with the town engineer if additional elevations are required.
- Provide a bench mark. Indicate reference datum (NGVD OR NAVD). Provide a conversion factor. {Sec 4-54(1)(a)}
- Show any existing or proposed reserved surface water management areas per respective drainage district.

**CONSTRUCTION PLANS:**

- Provide three (3) sets of development construction plans {Sec 4-54}:
  - Show north arrow and scale.
  - Show location of proposed activity with distances from property line.
  - Provide cross sections.
  - Existing and proposed site conditions.
- Signed and sealed by a Professional Engineer or Architect, per Chapter 471, F.S.
- House pad maximum fill elevation at 11.00 feet, NGVD. (Sec.085-070(E & F)}
- Show on plans location and detail drawing of BMP's to be used in the development {Sec. 110-070(C)(8)}
- Provide a digital copy, dwg and/or pdf) of approved construction plans.
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**DRIVEWAY AND GATE:**

- Show driveway and gate (if proposed) on the construction plans:
  - Dimension of the driveway width and distance from side property line, {Sec 090-080(F)}
  - Cross section showing longitudinal slope {Sec 090-080(F)(5)}
  - Structural data, for example: base course 8" thick minimum compacted to 98% density and LBR 100; sub-base 12" below the base course, LBR 40 minimum compacted to 100% dry density per AASHTO T-99-c. {Sec. 090-080(C)}.
  - Show distance of the gate from the edge of street pavement and visibility triangle.
- Indicate type of driveway paving from existing street edge of pavement to ultimate rights-of-way line. Paving shall meet standard driveway. (Sec. 090-080(3)}
- Show the cross visibility triangle meeting Part III, Sec 085-030, Code Of Ordinances Of The Town Of Southwest Ranches. {Sec. 085-030}
- Show on plans the radii of the driveway returns meeting code of ordinances – 5 feet maximum: The width of the curb opening for a ramp type driveway entrance shall not exceed the driveway width by more than five feet on each side (Sec 090-080(F)(1))
- Show dimension of the driveway setback from interior property line: at least 5 feet from interior property line. {Sec. 080-190(B)}

- Provide setbacks of access driveway (Sec. 090-080-)
- Meeting code requirement that driveway retaining walls shall be at least 5 feet from interior property line. [Part III, Sec 080-190(b)].
- Show driveway culverts and inlets meeting Town's standard driveway, pipe & swale detail drawing. Show culvert size (15 inches diameter) and 15" x 15" inlet opening.

**FOR BRIDGE DRIVEWAY:**

- Provide construction plans prepared, signed and sealed by a structural engineer.
- Provide dimensions on plans, e.g., clear width, walls on the bridge, lighting, rip rap, etc.
- Provide a certification or a construction plan prepared and signed & sealed by a structural engineer (Chapter 471, F.S.), stating that the bridge driveway meets design load of 32 tons, minimum, per code of ordinances. (Sec \_\_\_\_). Also discuss fire truck access with fire marshal.
- Provide approval by the Central Broward Water Control District (CBWCD); or South Broward Drainage District. {Sec. 4-84(9)}
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**RETAINING WALL:**

- Show proposed retaining wall setback from interior property line {Sec. 085-060}
- Please provide retaining wall heights meeting code requirement that retaining walls shall not exceed 2 ½ feet in height. [Part III, Sec 085-60(c)].
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**ENVIRONMENTAL:**

- Show wetlands boundaries. This requires a determination by the Broward County Development & Environmental Regulations Division (D.E.R.D.), tel. 954-307-6666. {Sec. 4-84(9) and Sec. 085-050}
- Provide a copy of the Broward County D.E.R.D.'s wetland determination, and permit or exemption. {Sec. 4-84(9)}
- Provide a copy of South Florida Water Management District permit, if applicable.{Sec. 4-84(9)}

**ARCHAEOLOGICALLY SIGNIFICANT AREAS:**

- Archaeological significant areas must be quantified, reserved, shown on plans {Sec. 085-040}

**NATURAL RESOURCES AREA:**

- Natural resources areas must be quantified, reserved, and shown on plans. {Sec. 085-020}.

**PERVIOUS AND ECOLOGICAL COMMUNITIES:**

- Indicate acreage of the minimum pervious area and show on plans.

- Install grass sodding between the street edge of pavement and the ultimate street line (rights-of-way line).
- Install grass sod within the property a minimum of the first acres from the front property line. (Sec.075-110(B))

**FLOODPLAIN MANAGEMENT AND STORMWATER MANAGEMENT:**

Applies to all new, substantial improvement (SI) and substantial damage (SD) structures. {Sec. 4-84}

- Show floodplain boundaries or indicate on the construction plans the flood zone classification and elevation of the property. Indicate reference of flood data.{Sec. 4-84, Def. of 100 Year Flood; Sec. 4-25}
- Finished floor elevation, which ever is the highest elevation of the following:
  - FEMA FIS / FIRM Base Flood Elevation plus one foot (Sec.4-85(1)(b)) = \_\_\_\_\_;
  - 100 Year Flood Elevation per Broward County {Sec. 4-85(1)(b) and Sec. 110-070(C)(2)}.
  - Crown of road elevation plus 1.50 feet {Broward Co. Sec.27-200(b)(5)(a)(3)(c and e.4.aa)} = \_\_\_\_\_;
  - Floor elevation above the lowest adjacent grade (LAG). The L.A.G. shall be crown of road plus 1.5 feet = \_\_\_\_\_; or the L.A.G. shall be 10 year elevation plus 1.5 feet = \_\_\_\_\_, whichever is greater {Sec. 4-85(1)(b)};

Provide the lowest adjacent grade (L.A.G.) at the building sites. Note that the L.A.G. shall be 18" above the 10 year flood elevation, or 18" above the adjacent crown of road, whichever is higher. Provide and indicate on the plans the 10 year flood elevation as necessary. {Part II, Sec 4-85(1)(b)}

- Provide an elevation certificate (FEMA form 81-31, 3/09) for construction drawing (note c1 box in the form). Note that an elevation certificate will also be required at finished construction (note c1 box in the form) stage, prepared by a licensed surveyor. (Part. II, Sec 4).
- Provide elevation of the standby generator pad. The equipment pad shall be at or above the base flood elevation (B.F.E.). [Part II, Sec 4-84(3)]
- Provide elevation of the electric service transformer pad and air conditioning pad, which shall be one foot above the base flood elevation (B.F.E.). [Part II, Sec 4-84(6)]
- Fill for floor pad and side slopes shall be compacted to no less than 95% density per AASHTO T-180. {FEMA/NFIP}
- Side slopes of fill or excavated areas shall not exceed 4:1 (horizontal to vertical). {FEMA/NFIP} {Sec 085-060(B) and 085-070(C)}
- Provide and show the location and the elevation of the drinking water well head at pump pad which shall be at or above the base flood elevation (B.F.E.). [Part II, Sec 4-84(4)]. Disregard if using a submersible pump). [Part II, Sec 4-84(3)]
- Please provide and show on plans the construction BMP's, e.g., a silt fence or floating barrier in case for use in a water body; e.g., canal. Provide a detail or cross section showing the installation and embedment of the silt fence if specified to be used on site. FDEP standard drawings may be used as desired. The BMP's shall be maintained during construction period. [NPDES-MS4 Permit]. {Sec. 110-070(C)(8)}

- Please provide a note on the plans that all disturbed areas shall be grass sodded. Indicate type of grass. All disturbed areas shall be grass sodded.
- Provide executed drainage easements as required. (Sec. 110-070(C)(10))

**STORMWATER MANAGEMENT CALCULATIONS: (Sec. 110-070)**

**A new single family residential structure or a substantial addition shall meet these requirements.**

- **A parcel which is part of a permitted development that has provided a stormwater management system and property maintained may be considered for exemption from this requirement.**
- **A development for a new single family residential structure or a substantial addition which provides stormwater management facilities (retention pond, berm, etc., and obtained approval from Central Broward Water Control District (CBWCD) or South Broward Drainage District (SBDD) may be considered for exemption from this requirement. A copy of the drainage calculations approved by the CBWCD/SBDD shall be submitted to the Town Engineer's office.**

- Flood plain routing: calculated flood elevations based on the 10-year and 100 year return frequency rainfall of three day duration shall not exceed the corresponding elevations of the criteria map and the 100 year flood elevation map.
- Provide calculations for Onsite storage: minimum capacity of onsite storage, above antecedent water level and below flood plain routing elevations, shall be the design rainfall volume minus allowable offsite discharge occurring during design rainfall.

Offsite discharge shall not exceed the inflow limit of SFWMD's primary receiving canal or the local conveyance system, whichever is less. {Sec. 110-070(C)(3)}

- Design to remove stormwater from non-water management areas within 72 hours of the end of the 10 year three day design rainfall.
- Provide approval by the Central Broward Water Control District (CBWCD), tel. 954-432-5110; or South Broward Drainage District. {Sec. 4-84(9), tel. 954-680-3070}
- Provide and show on the construction plans the installation of a drainage catch basin on the roadside \_\_\_\_ of \_\_\_\_\_, an outfall culvert with 15 inches diameter minimum size; and the re-grading of the roadside along the frontage of the property to provide a grassed swale.

This drainage outfall is part of The Town's Tertiary Drainage Master Plan, which is incorporated in the CBWCD's drainage and water control study report, dated October 8, 2009; per resolution no. 2011-071 adopted June 9, 2011 by the town council of the town of southwest ranches. The requirement is by the town but has to be built to CBWCD standards. You need to contact Mr. Bryon Boyd, CBWCD, tel. 954-432-5110, to determine if he will require you or not to resubmit plans.

**WATER WELL / SEPTIC TANK SYSTEM: (Sec. 110-080)**

- Please provide copy of approvals of the proposed septic tanks and water systems, by the Health Department. [Sec 4-84-9]

- The bottom of septic drain field piping at or above the base flood elevation (100 year). (NFIP) {Sec. 4-84(6)}
- Connection to water distribution system requires separate approval by the town council. Contact The Mellgren Planning Group for more information. {Comp. Plan, Pending}

**ADEQUACY OF FIRE PROTECTION: (Sec. 110-120)**

- Show fire hydrant or fire well closest to the proposed single family residential structure.
- Show any proposed fire hydrant/ well. Proposed structure shall not exceed 600 feet from the nearest fire hydrant/fire well.
- Provide fire flow calculations certified by a licensed engineer.
- Access for fire apparatus must be designed to carry the weight no less than 32 tons {Sec. 080-220(E) and Sec. 080-170}

**OTHER:**

- Any tree to be removed or relocated requires a separate permit (Sec 10-27).
- A tree to be retained shall be protected (Sec 10-27).
- For information, a separate permit must be obtained for construction of structures such as: pavilion; barn; tennis or basketball court; perimeter walls, outdoor lighting (Art. 95); swimming pool, including the relocation or removal of trees, etc.
- Please provide response within 180 days. Inactive application will be deemed withdrawn and a new application and fee will be required. {Sec. 100-070}.
- WHEN ENGINEERING REVIEW OF THE CONSTRUCTION PLANS IS COMPLETED THE FOLLOWING CONDITIONS OF APPROVAL WILL APPLY {SECTION 4-123}:

### CHECKLIST FOR CONSTRUCTION STAGE:

- NOTIFY THE FDEP RE: NPDES NOTICE OF INTENT (N.O.I.).

“A PROJECT ONE ACRE OR MORE IS REQUIRED TO OBTAIN COVERAGE UNDER THE GENERAL PERMIT FOR CONSTRUCTION (C.G.P.) FOR STORMWATER DISCHARGE FROM LARGE OR SMALL PROJECT THROUGH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (F.D.E.P.) IN ACCORDANCE WITH RULE 62-4.050(4)(d). THE RULE REQUIRES SUBMITTAL OF A COMPLETED NOTICE OF INTENT (N.O.I.) FORM 62-621.300[4][b] TO THE F.D.E.P. NOTE THAT AN N.O.I. FOR CGP COVERAGE MUST BE SUBMITTED TO F.D.E.P. AT LEAST TWO (2) DAYS BEFORE ASSUMING CONTROL OF THE PROJECT; AND A NOTICE OF TERMINATION (N.O.T.) SUBMITTED WITHIN 14 DAYS AFTER FINAL STABILIZATION OF THE PROJECT AREA. FOR MORE INFORMATION ABOUT THE CGP, PLEASE VISIT <http://www.dep.state.fl.us/water/stormwater/npdes/construction3.htm>.”

- PERMITTEE SHALL NOTIFY THE TOWN ENGINEER’S OFFICE, TEL. 954-434-0008 OR BY MAIL: 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FL 33330, AT LEAST TWO DAYS PRIOR TO START OF CONSTRUCTION AND TO REQUEST A FINAL INSPECTION.
- REQUEST THE TOWN ENGINEER’S OFFICE FOR INSPECTION OF DRIVEWAY PIPES AND INLETS PRIOR TO FINAL BACKFILL OR CONCRETE POUR.
- RE-GRADE THE ROADWAY GRASSED AREA ALONG PROPERTY FRONTAGE TO CREATE A GRASSED SWALE.
- INSTALL BMP’S, E.G., SILT FENCE, PRIOR TO START OF CONSTRUCTION. INSPECT AND MAINTAIN DURING CONSTRUCTION. NOTE THIS IS A F.D.E.P. REQUIREMENT PER GENERAL PERMIT FOR CONSTRUCTION NPDES/(C.G.P.)
- COPIES OF APPLICABLE PERMITS MUST BE CONSPICUOUSLY POSTED IN A PERMIT BOARD VISIBLE FROM THE STREET AT ALL TIMES. (SEC. 005-080(C)).

### CHECKLIST FOR FINAL INSPECTION AND PERMIT CLOSURE:

- PRIOR TO FINAL INSPECTION THE PERMITTEE SHALL PROVIDE AN AS-BUILT SURVEY SHOWING ACTUAL FILL, EXCAVATION, GRADING WITH ELEVATIONS, AND OTHER IMPROVEMENTS. (SEC. \_\_\_\_)
- PRIOR TO FINAL INSPECTION THE PERMITTEE WILL PROVIDE AN ELEVATION CERTIFICATE FOR FINISHED CONSTRUCTION (FEMA FORM 81-31).
- PRIOR TO RELEASE OF FINAL INSPECTION THE PERMITTEE WILL PROVIDE A DIGITAL COPY OF THE CONSTRUCTION PLANS AND AS-BUILT SURVEY IN DWG OR PDF FORMAT.
- CONTACT THE MELLGREN PLANNING GROUP (TMPG) TO REQUEST A FINAL INSPECTION. THE TMPG WILL CONTACT THE TOWN ENGINEER TO SCHEDULE THE FINAL INSPECTION.
- CONTACT THE TOWN ENGINEERING DEPARTMENT TO REQUEST A FINAL INSPECTION IN CONJUNCTION WITH FILL/EXCAVATION PERMIT OR RIGHTS-OF-WAY USE PERMIT.

***THIS CHECKLIST IS NOT ALL INCLUSIVE. FOR ADDITIONAL INFORMATION PLEASE REFER TO THE TOWN CODE OF ORDINANCES, WHICH IS AVAILABLE FOR VIEWING AND PRINTING FROM THE TOWN WEBSITE [WWW.SOUTHWESTRANCHES.ORG](http://WWW.SOUTHWESTRANCHES.ORG).***

**TOWN OF SOUTHWEST RANCHES  
ENGINEERING DEPARTMENT**

**CONDITIONS OF APPROVAL**

PERMIT APPLICATION NO.: SWR 11-000000

OWNER/PERMITTEE: SAMPLE FOLIO NO.: \_\_\_\_\_

- THE PERMIT IS FOR **S.F.R. HOUSE, ATTACHED GARAGE, AND DRIVEWAY ONLY**. THE PERMIT IS VALID FOR **180 DAYS** FROM DATE OF ISSUANCE, OR UP TO \_\_\_\_\_ **XX, 20**. THE PERMITTEE SHALL COMPLETE THE PROJECT AND REQUEST FINAL INSPECTION PRIOR TO EXPIRATION OF PERMIT. A NEW PERMIT APPLICATION AND PAYMENT OF NEW PERMIT PROCESSING FEES WILL BE REQUIRED IF FINAL INSPECTION IS NOT REQUESTED OR PERMIT EXTENSION IS GRANTED PRIOR TO THE EXPIRATION DATE.
- THIS PERMIT DOES NOT INCLUDE OUTDOOR LIGHTING WHICH IS REQUIRED TO MEET THE PROVISIONS OF SECTION 95 OF THE TOWN'S CODE OF ORDINANCES. (SEC. 95-060.B)
- PERMITTEE IS RESPONSIBLE FOR PERMITS COMPLIANCE. RELEASE OF FINAL INSPECTION DOES NOT RELIEVE THE PERMITTEE FOR COMPLIANCE OF PERMIT REQUIREMENTS.
- PERMITTEE IS RESPONSIBLE TO OBTAIN OTHER APPLICABLE PERMITS OR EXEMPTIONS, E.G. SOUTH BROWARD DRAINAGE DISTRICT/CENTRAL BROWARD WATER CONTROL DISTRICT.
- PRIOR TO FINAL INSPECTION THE PERMITTEE WILL PROVIDE AN AS-BUILT SURVEY SHOWING ACTUAL FILL, EXCAVATION, GRADING WITH ELEVATIONS, AND OTHER IMPROVEMENTS.
- PRIOR TO FINAL INSPECTION THE PERMITTEE WILL PROVIDE AN ELEVATION CERTIFICATE FOR FINISHED CONSTRUCTION (FEMA FORM 81-31).
- THE PERMITTEE SHALL PROTECT TREES ONSITE AND ADJACENT TO THE PROPERTY DURING CONSTRUCTION, UNLESS A SEPARATE PERMIT WAS GRANTED FOR TREE RELOCATION OR REMOVAL. REFER TO ARTICLE II, CODE OF ORDINANCES OF THE TOWN OF SOUTHWEST RANCHES.
- PERMITTEE SHALL INSTALL BEST MANAGEMENT PRACTISES (B.M.P.'S) FOR EROSION AND SEDIMENT CONTROL, E.G., SILT FENCE, PRIOR TO START OF WORK AND MAINTAINED DURING CONSTRUCTION.
- A PROJECT ONE ACRE OR MORE IS REQUIRED TO OBTAIN COVERAGE UNDER THE GENERAL PERMIT FOR CONSTRUCTION (CGP) FOR STORMWATER DISCHARGE FROM LARGE OR SMALL PROJECT THROUGH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (F.D.E.P.) IN ACCORDANCE WITH RULE 62-4.050(4)(d). THE RULE REQUIRES SUBMITTAL OF A COMPLETED NOTICE OF INTENT (N.O.I.) FORM 62-621.300[4][b] TO THE F.D.E.P. NOTE THAT AN N.O.I. FOR CGP COVERAGE MUST BE SUBMITTED TO F.D.E.P. AT LEAST TWO (2) DAYS BEFORE ASSUMING CONTROL OF THE PROJECT; AND A NOTICE OF TERMINATION (N.O.T.) SUBMITTED WITHIN 14 DAYS AFTER FINAL STABILIZATION OF THE PROJECT AREA. FOR MORE INFORMATION ABOUT THE CGP, PLEASE VISIT <http://www.dep.state.fl.us/water/stormwater/npdes/construction3.htm>.
- FILL FOR FLOOR PAD AND SLOPES SHALL BE COMPACTED TO NO LESS THAN 95% DENSITY PER ASTM T-180. SIDE SLOPE FOR FILL OR EXCAVATED AREAS SHALL NOT EXCEED 4:1 (HORIZONTAL TO VERTICAL).



- REQUEST THE TOWN ENGINEER'S OFFICE FOR INSPECTION OF DRIVEWAY PIPES AND INLETS PRIOR TO FINAL BACKFILL OR CONCRETE POUR.
- RE-GRADE THE ROADWAY GRASSED AREA ALONG PROPERTY FRONTAGE TO CREATE A GRASSED SWALE.
- ALL DISTURBED AREAS SHALL BE GRASS SODDED.
- COPIES OF APPLICABLE PERMITS MUST BE CONSPICUOUSLY POSTED IN A PERMIT BOARD VISIBLE FROM THE STREET AT ALL TIMES. {SEC. 005-080(C)}.
- PERMITTEE SHALL NOTIFY THE TOWN ENGINEER'S OFFICE, TEL. 954-434-0008 OR BY MAIL: 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FL 33330, AT LEAST TWO DAYS PRIOR TO START OF CONSTRUCTION AND TO REQUEST A FINAL INSPECTION.
- NOTE THAT FLORIDA HAS A BROAD PUBLIC RECORDS LAW. ALL DOCUMENTS RELATED TO THIS PERMIT APPLICATION INCLUDING VIA EMAIL MAY BE SUBJECT TO DISCLOSURE.

SPECIAL PERMIT CONDITIONS:

- IF ANY . . .

ACKNOWLEDGED BY:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/AUTHORIZED REPRESENTATIVE: (PRINT NAME) \_\_\_\_\_

XC: Owner/Applicant/Contractor: \_\_\_\_\_