

DEVELOPMENT PERMIT APPLICATION FOLDER

- Reserve top right corner of all uploaded files for use by Development Services Department for electronic review signatures and approval stamps
- Drawings must maintain a minimum blank area at top right corner of page 2” in width x 3” in height, offset by 1/5” from both the right and top edge of page
- All documents must be in PDF format when uploaded to ProjectDox
 - Applications and Support Documents maybe be in a single PDF
 - Each plan sheet must be uploaded separately
- Permits are limited to one (1) application type per submission
- All applications, supporting documents, and drawings must be fully executed and notarized as applicable
- The table below displays Development Services application and permit names, numbers, labels, and upload folder

Application Name	Application Code	Sheet Number	Application Label	Upload Folder
Board of Adjustment	EDZB			
Administrative Appeal	DAAP	A-1	APP-A-1	Permit Application
Color Palette Waiver	DZBP	A-1	APP-A-1	Permit Application
Sign Waiver	DZBS	A-1	APP-A-1	Permit Application
Zoning Appeal	DZBA	A-1	APP-A-1	Permit Application
Zoning Variance	DZBV	A-1	APP-A-1	Permit Application
Plat Application	EDZF			
Plat Amendment	DPLA	A-1	APP-A-1	Permit Application

Application Name	Application Code	Sheet Number	Application Label	Upload Folder
Subdivision Resurvey	DSRS	A-1	APP-A-1	Permit Application
Site Plan Application	EDZS			
Site Plan - Amendment	DSPA	A-1	APP-A-1	Permit Application
Site Plan – Nonresidential	DPNR	A-1	APP-A-1	Permit Application
Site Plan - Residential	DPRE	A-1	APP-A-1	Permit Application
Change of Occupancy	DCOO	A-1	APP-A-1	Permit Application
Zoning Permit Application	EDZP			
Land Use Plan Amendment	DLUP	A-1	APP-A-1	Permit Application
Reasonable Accommodation	DZRA	A-1	APP-A-1	Permit Application
Resubmittal Other- DRC	DRSO	A-1	APP-A-1	Permit Application
Rezoning	DREZ	A-1	APP-A-1	Permit Application
Special Exception Use	DSEU	A-1	APP-A-1	Permit Application
Temp Use Permit-Admin	DTUA	A-1	APP-A-1	Permit Application
Temp Use Permit - Commission	DTUC	A-1	APP-A-1	Permit Application
Underground Wiring Waiver	DUWW	A-1	APP-A-1	Permit Application
Uniform Sign Plan – New or Revised	DUSP	A-1	APP-A-1	Permit Application

Application Name	Application Code	Sheet Number	Application Label	Upload Folder
Walkway Café	DZWF	A-1	APP-A-1	Permit Application
Wireless Communication – Biennial Inspection	DZWB	A-1	APP-A-1	Permit Application
Wireless Communication SD	DTSD	A-1	APP-A-1	Permit Application
Zoning Confirmation Letter	DCZL	A-1	APP-A-1	Permit Application

DEVELOPMENT PERMIT SUPPORTING DOCUMENTS FOLDER

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- All documents must be in PDF format when uploaded to ProjectDox
 - Supporting documents may be multiple page PDFs
- The table below displays Development Services application types and required naming conventions.
 - **Incorrectly named files will result in the application being deemed incomplete**

Required Supporting Documents	Naming Convention	Upload Folder
BOARD OF ADJUSTMENT APPLICATIONS		
ZONING OR ADMINISTRATIVE APPEAL		
Property Owner Certification & Permission	POCP	Permit Application
Public Hearing Sign Removal Agreement	PHSB	Permit Application
Additional Documents	ADOC	Supporting Documents
Legal Survey and Description	SURV	Drawings
ZONING VARIANCE		
Property Owner Certification & Permission	POCP	Permit Application
Public Hearing Sign Removal Agreement	PHSB	Permit Application
Additional Documents	ADOC	Supporting Documents

Required Supporting Documents	Naming Convention	Upload Folder
Legal Survey and Description	SURV	Drawings
SIGN WAIVER		
Property Owner Certification & Permission	POCP	Permit Application
Public Hearing Sign Removal Agreement	PHSB	Permit Application
Additional Documents	ADOC	Supporting Documents
Legal Survey and Description	SURV	Drawings
PLAT APPLICATIONS		
PLAT AMENDMENT		
Property Owner Certification & Permission	POCP	Permit Application
Public Hearing Sign Removal Agreement	PHSB	Permit Application
Legal Survey and Description	SURV	Drawings
Existing Plat/Proposed Changes	EPPC	Supporting Documents
Concurrency Analysis – Ch. 31 Margate Code of Ord.	CONC	Supporting Documents
PLAT- NONRESIDENTIAL		
Property Owner Certification & Permission	POCP	Permit Application
Public Hearing Sign Removal Agreement	PHSR	Permit Application

Required Supporting Documents	Naming Convention	Upload Folder
Legal Survey and Description	SURV	Drawings
Concurrency Analysis – Ch. 31 Margate Code of Ord.	CONC	Supporting Documents
PLAT- RESIDENTIAL		
Property Owner Certification & Permission	POCP	Permit Application
Public Hearing Sign Removal Agreement	PHSR	Permit Application
Legal Survey and Description	SURV	Drawings
Concurrency Analysis – Ch. 31 Margate Code of Ord.	CONC	Supporting Documents
SUBDIVISION RESURVEY		
Property Owner Certification & Permission	POCP	Permit Application
Public Hearing Sign Removal Agreement	PHSR	Permit Application
Legal Survey and Description	SURV	Drawings
§31-18 Responses	SEC31	Supporting Documents
SITE PLAN APPLICATIONS		
SITE PLAN - AMENDMENT		
Property Owner Certification & Permission	POCP	Permit Application
Legal Survey and Description	SURV	Drawings

Required Supporting Documents	Naming Convention	Upload Folder
Copies of All Agreements, Easements, Covenants or Note Amendments	DOCS	Supporting Documents
Additional Documents	ADOC	Supporting Documents
SITE PLAN - NONRESIDENTIAL		
Property Owner Certification & Permission	POCP	Permit Application
Legal Survey and Description	SURV	Drawings
Concurrency Analysis – Ch. 31 Margate Code of Ord.	CONC	Supporting Documents
Additional Documents	ADOC	Supporting Documents
SITE PLAN - RESIDENTIAL		
Property Owner Certification & Permission	POCP	Permit Application
Legal Survey and Description	SURV	Drawings
Concurrency Analysis – Ch. 31 Margate Code of Ord.	CONC	Supporting Documents
Additional Documents	ADOC	Supporting Documents
SITE PLAN – CHANGE OF OCUPANCY – REQUIRING EXTERIOR SITE REVISIONS		
Property Owner Certification & Permission	POCP	Permit Application
Legal Survey and Description	SURV	Drawings
Site Data and Calculations	SDAC	Supporting Documents

Required Supporting Documents	Naming Convention	Upload Folder
Additional Documents	ADOC	Supporting Documents
LAND USE PLAN AMENDMENT		
Property Owner Certification & Permission	POCP	Permit Application
Legal Survey and Description	SURV	Drawings
Broward County Planning Council "Application Checklist for Amendments to the Broward County Land Use Plan"	LUPA	Permit Application
Noise Level Study	NLST	Supporting Documents
Concurrency Analysis – Ch. 31 Margate Code of Ord.	CONC	Supporting Documents
Golf Course analysis (if applicable)	GOLF	Supporting Documents
Affordable Housing analysis and provisions (if applicable)	AFHO	Supporting Documents
Historic, archeological and paleontological resources analysis	HIST	Supporting Documents
Public Hearing Sign Removal Agreement	PHSB	Permit Application
REZONING		
Property Owner Certification & Permission	POCP	Permit Application
Legal Survey and Description	SURV	Drawings
Justification Statement	JUST	Supporting Documents

Required Supporting Documents	Naming Convention	Upload Folder
Additional Documents	ADOC	Supporting Documents
SPECIAL EXCEPTION		
Property Owner Certification & Permission	POCP	Permit Application
Legal Survey and Description	SURV	Drawings
Justification Statement	JUST	Supporting Documents
Public Hearing Sign Removal Agreement	PHSR	Permit Application
Preliminary site plan per Section §31-54 (b) Margate Code of Ord.	SP-01	Drawings
Written and graphic summary of proposed project and relationship to general standards of review in §31-54(c) of the Margate Code of Ord.	SEC31	Supporting Documents
Additional Documents	ADOC	Supporting Documents
TEMPORARY USE PERMIT – ADMINISTRATIVE OR CITY COMMISSION APPROVAL		
Owner Affidavit - Notarized	OAFF	Supporting Documents
Detailed Event Description	DESC	Supporting Documents
Site Plan	SP-01	Supporting Documents
Hold Harmless Agreement	HHAG	Supporting Documents
Proof of Insurance	POIN	Supporting Documents

Required Supporting Documents	Naming Convention	Upload Folder
UNDERGROUND WIRING WAIVER		
Underground Wiring Waiver	UGWW	Supporting Documents
Property Owner Certification & Permission	POCP	Supporting Documents
Public Hearing Sign Removal Agreement	PHSR	Supporting Documents
WALKWAY CAFÉ - <1,000sf/>1,000sf		
Hold Harmless Agreement	HHAG	Supporting Documents
Site Plan	SP-01	Supporting Documents
Site Data and Calculations	SDAC	Supporting Documents
Collateral Design Materials List	CDML	Supporting Documents
Copy of Valid LBTR	LBTR	Supporting Documents
Proof of Insurance	POIN	Supporting Documents
WIRELESS COMMUNICATIONS – Biennial Inspection		
Engineer’s Inspection Report	EINR	Supporting Documents
WIRELESS COMMUNICATIONS - Site Development		
Site Development Documentation – See MZC, Sec. 3.23.4(a-h)	SDPN	Supporting Documents

DEVELOPMENT PERMIT DRAWINGS FOLDER

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- All documents must be in PDF format when uploaded to ProjectDox
 - Maximum document size 24x36/Vector and Non-Vector PDF
 - Each plan sheet must be uploaded separately
- Drawing file names must include 4 characters representing the “Discipline” followed by Sheet Number
- A dash (-) shall be used between “Discipline and Sheet Number” when naming all drawings
- File names for drawings are to include 4 characters representing the disciplines followed by the sheet number

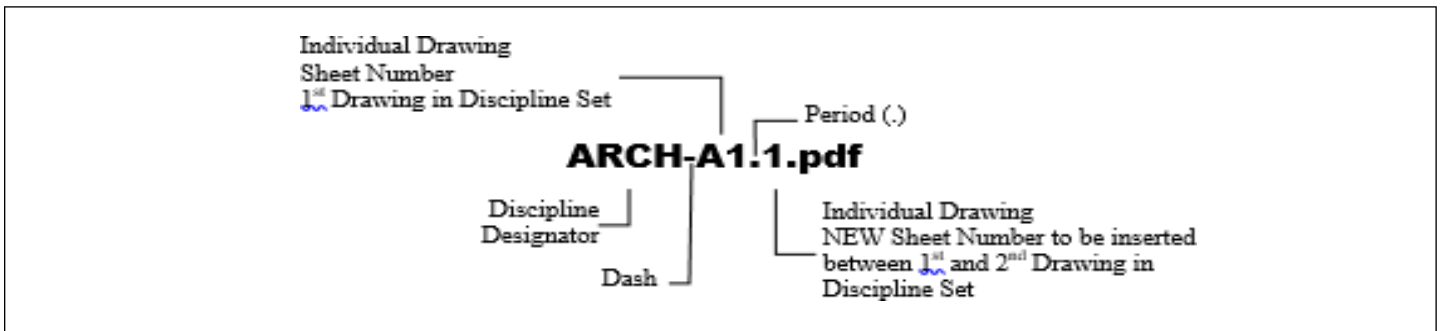
Below are examples of correctly named drawings, to be uploaded as single page only

Drawing Type	Discipline	Sheet Number	Example File	Upload to Drawings Folder
Arch – Drawings Index	ARCH	A-0	ARCH-A0	Drawings
Arch - Drawings	ARCH	A2...	ARCH-A2...	Drawings
Civil – Drawings Index	CIVIL	C-0	CIVIL-CO	Drawings
Civil Drawings	CIVIL	C1	CIVIL-CO	Drawings
Site Plan - Drawing	ZONING	SP-01	SP-01	Drawings
Site Plan – Details	ZONING	SP-02	SP-02	Drawings

Irrigation Plan - Data	IRR	IRR-01	IRR-01	Drawings
Landscape plan	LAND	LP-01	LPD-01,02	Drawings
Landscape Plan – Data and Details Sheet	LAND	LP-02	PLBG-P1	Drawings
Photometric Plan	PHOTO	PHO	PHO-1	Drawings

Below are examples of correctly named drawings to be slip sheeted between existing sheets.

Drawing Type	Discipline	Sheet Number	Example File	Upload to Drawings Folder
Architectural	ARCH	A-1.1	ARCH-A1.1	Drawings
Architectural	ARCH	A-1.2	ARCH-A1.2	Drawings
Architectural	ARCH	A-1.3	ARCH-A1.3	Drawings



Standard Colors for Markups and Changemarks

Standard Color for Markups and Changemarks

Standard markup names and colors will be used for each reviewing department for easy identification

Building	Pink
Public Works	Green
Police	Blue
Fire	Red
Development Services	Orange
Environmental – Engineering Services (DEES)	Purple