



Community Development Department – Planning Division
1601 NW 136 Avenue, Sunrise, FL 33323 P: 954.746.3270 F: 954.746.3287

For Official Use Only

Date: _____

App. No: _____

Intake By: _____

Related File: _____

ADMINISTRATIVE REVISION TO SITE PLAN

All Fields must be completed or indicated "N/A"

Code Violation: YES/NO Case # _____

Building Permit: YES/NO Permit # _____

Engineering Permit: YES/NO Permit # _____

Project Name: _____

Job Address: _____

Contact Person: _____ Company Name: _____

Phone #: _____ Other Phone #: _____

E-mail address: _____ Fax #: _____

Checklist:

__ Sets of Plans (5 minimum)* Folded City Title Block Consistent Scale and Orientation

Letter of intent describing all changes made Disclosure of Ownership Affidavit

Fee \$ _____ Technology Fee \$ _____ Additional Items _____

Plans to be amended:

Site Plan/Site Plan Details Pavement Marking and Signage

Floor Plan Landscaping/Irrigation

Elevations Photometric Plan

Section 16-32 of the Land Development Code requires a revision to existing approved plans whenever a proposed change is made to any portion of the site plan. Only minor alterations to the site such as parking lot configuration and circulation, minor architectural elevations, landscaping substitutions and minor engineering revisions qualify for an administrative revision. All other proposed changes will require City Commission action.

The applicant is required to contact the Community Development Planning Division at 954-746-3286 to schedule a meeting prior to submittal to determine if the proposed change(s) require City Commission action and to determine which plans will be required to be changed. Only when this has been done, should the applicant complete this form and submit the required plans and fees.

Please note that upon approval of the proposed plans, the existing plan will be voided. Therefore, **all information on the existing approved plan must be transferred onto the new plan.** It is the applicant's responsibility to schedule an appointment with the Plans Processing Technician at 954-746-3277 to review currently approved plans.

Please note that only two of the five sets will be returned to the applicant. Additional plan sets may be submitted for the applicant's use.

DISCLOSURE OF OWNERSHIP AFFIDAVIT

All owners, must separately complete this affidavit and list their name, business address and percentage of ownership of any owner of the real property that is the subject matter of this application. All parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation must provide a separate affidavit.

The undersigned hereby represents that he/she is an owner of the subject property and that the names, addresses, and ownership percentages of each owner are set forth below:

Property Owner Name, Business Address and Ownership Percentage

Property Address/Legal Description

Signature

Print Name

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____